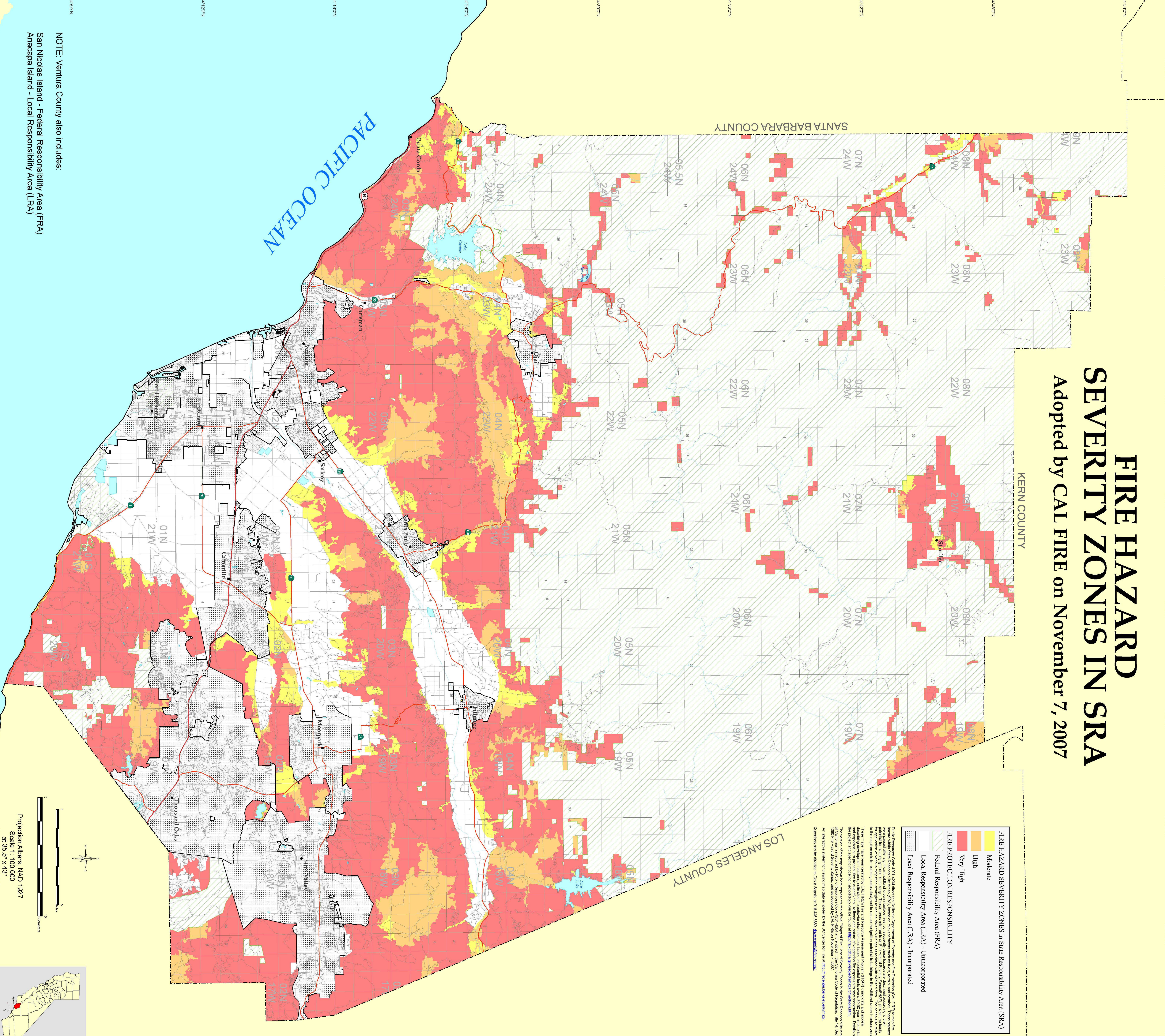


FIRE HAZARD SEVERITY ZONES IN SRA

Adopted by CAL FIRE on November 7, 2007



FIRE HAZARD SEVERITY ZONES in State Responsibility Area (SRA)

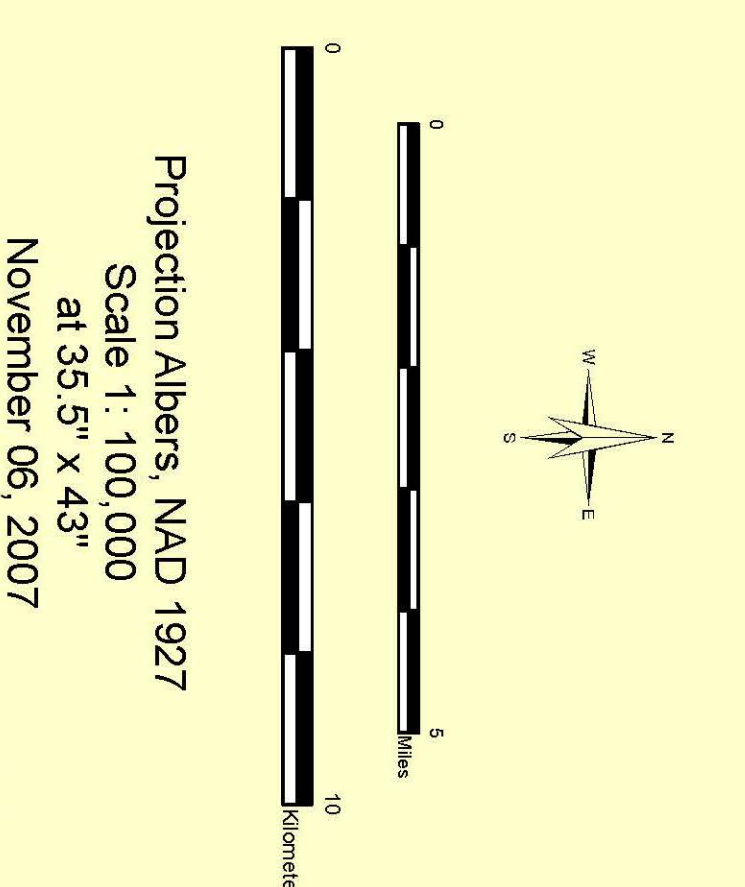
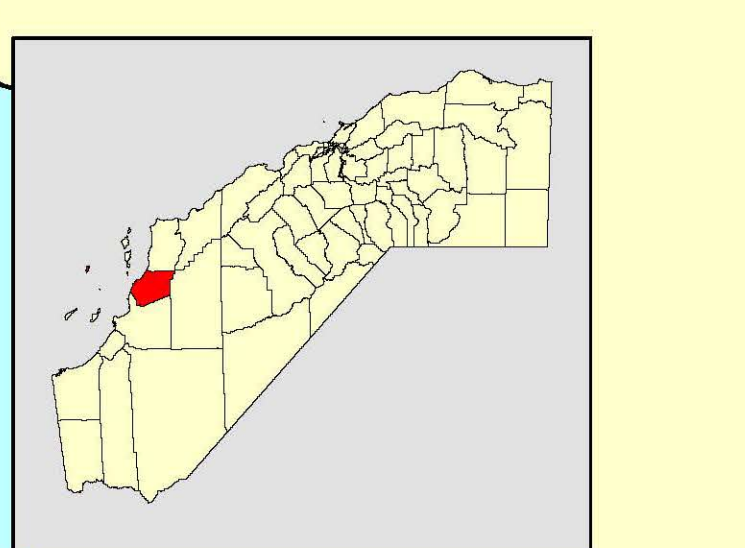
- Moderate
- High
- Very High

FIRE PROTECTION RESPONSIBILITY

- Federal Responsibility Area (FRA)
- Local Responsibility Area (LRA) - Unincorporated
- Local Responsibility Area (LRA) - Incorporated

Public Protection Code (PPC) data from the California Department of Forestry and the Protection (CAL FIRE) during the project period that significant wildfire risk reduction from surrounding fire hazards are described according to the requirements of the California Fire Hazard Reduction Act (FHRA). The zones also relate to the requirements for building codes designed to reduce the system potential to buildings in the wildfire-deteriorated zones. These maps have been created by CAL FIRE's Fire and Resource Assessment Program (FRAP) using data and models developed by the California Department of Forestry and Fire Protection (CAL FIRE) and the California Department of Forestry and Fire Protection (CAL FIRE). The version of the maps shown here represents the most recent Fire Hazard Severity Zones in the State Responsibility Area (SRA) for Ventura County, California, as of November 7, 2007. The zones are based on the California Department of Forestry and Fire Protection (CAL FIRE) Fire Hazard Severity Zones, and as adopted by CAL FIRE on November 7, 2007. An interactive system for viewing map data is located by the UC Center for the at <http://landfire.ucdavis.edu/>. Questions can be directed to David Stetler, at the tel: 5308. david.stetler@ucdavis.edu.

Projection: Albers, NAD 1927
Scale: 1:100,000
at 35.5" x 43"
November 06, 2007

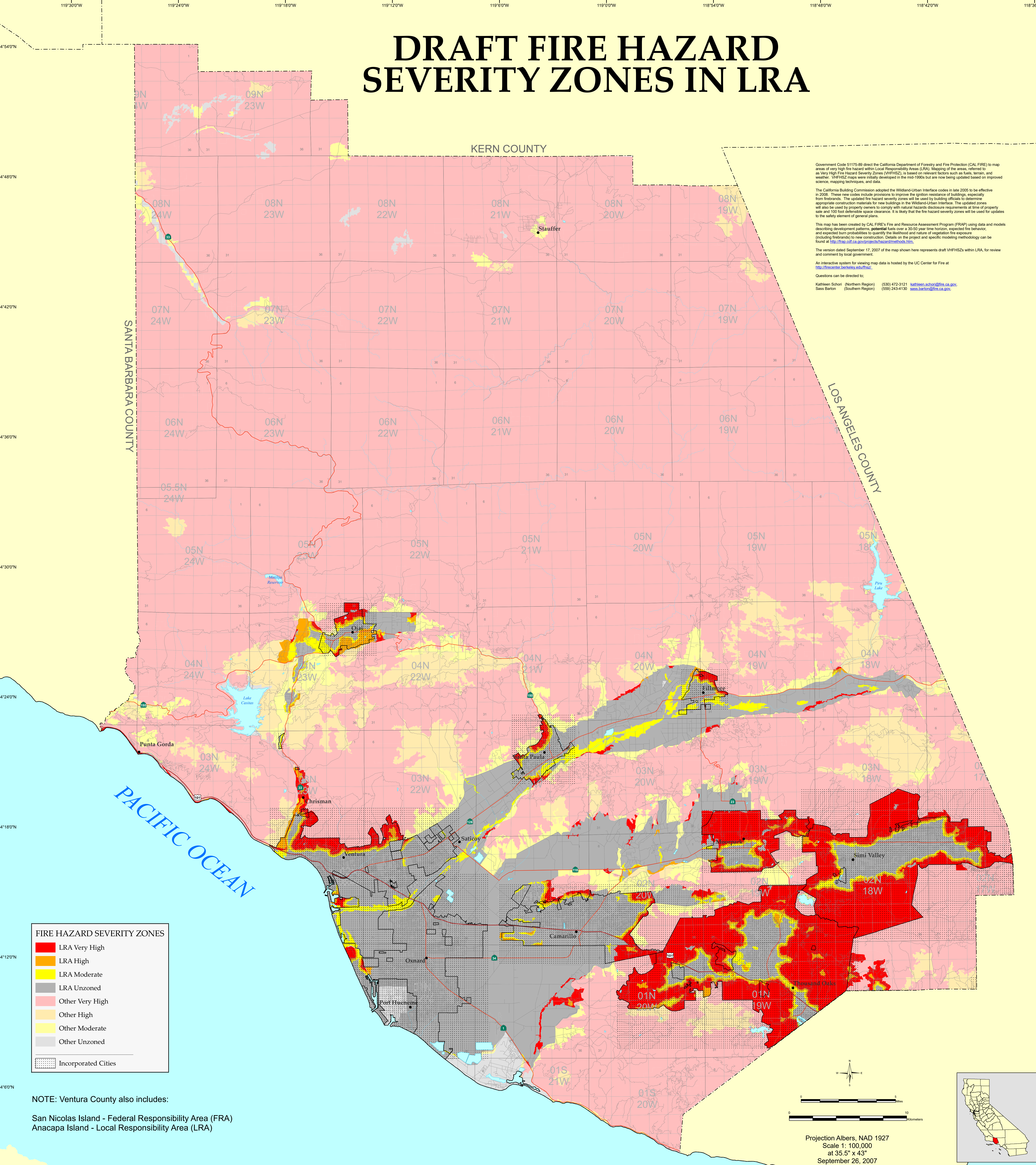
MAP ID: FHS25.MAP
DATA SOURCES:
CAL FIRE Fire Hazard Severity Zones (FHSZ) 3
CAL FIRE State Responsibility Areas (SRA) 5
CAL FIRE Incorporated Cities (Incorp) 3
PLSS (1:100,000 USGS, Land Grants with CAL FIRE gtd)

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Arnold Schwarzenegger, Governor,
State of California
Mike Christman, Secretary for Resources,
The Resources Agency
Ruben Galilla, Director,
Department of Forestry and Fire Protection

NOTE: Ventura County also includes:
San Nicolas Island - Federal Responsibility Area (FRA)
Anacapa Island - Local Responsibility Area (LRA)

DRAFT FIRE HAZARD SEVERITY ZONES IN LRA



Government Code 8175.89 directed the California Department of Forestry and Fire Protection (CAL FIRE) to map areas of very high fire hazard within Local Responsibility Areas (LRA). Mapping of the areas, referred to as Very High Fire Hazard Severity Zones (VHFHSZ), is based on relevant factors such as fuels, terrain, and weather. VHFHSZ maps were initially developed in the mid-1990s but are now being updated based on improved science, mapping techniques, and data.

The California Building Commission adopted the Wildland-Urban Interface codes in late 2005 to be effective in 2008. These new codes include provisions to improve the ignition resistance of buildings, especially from freerains. The updated fire hazard severity zones will be used by building officials to determine appropriate construction materials for new buildings in the Wildland-Urban Interface. The updated zones will also be used by property owners to comply with natural hazards disclosure requirements at time of property sale and 100 foot defensible space clearance. It is likely that the fire hazard severity zones will be used for updates to the safety element of general plans.

This map has been created by CAL FIRE's Fire and Resource Assessment Program (FRAP) using data and models describing development patterns, potential fuels over a 30-50 year time horizon, expected fire behavior, and expected burn probabilities to quantify the likelihood and nature of vegetation fire exposure (including freerains) to new construction. Details on the project and specific modeling methodology can be found at <http://frap.cdf.ca.gov/projects/hazardmethods.htm>.

The version dated September 17, 2007 of the map shown here represents draft VHFHSZs within LRA, for review and comment by local government.

An interactive system for viewing map data is hosted by the UC Center for Fire at <http://firecenter.berkeley.edu/tra/>.

Questions can be directed to:

Kathleen Schori (Northern Region) (530) 472-3121 kathleen.schori@fire.ca.gov
 Sass Barton (Southern Region) (559) 243-4130 sass.barton@fire.ca.gov

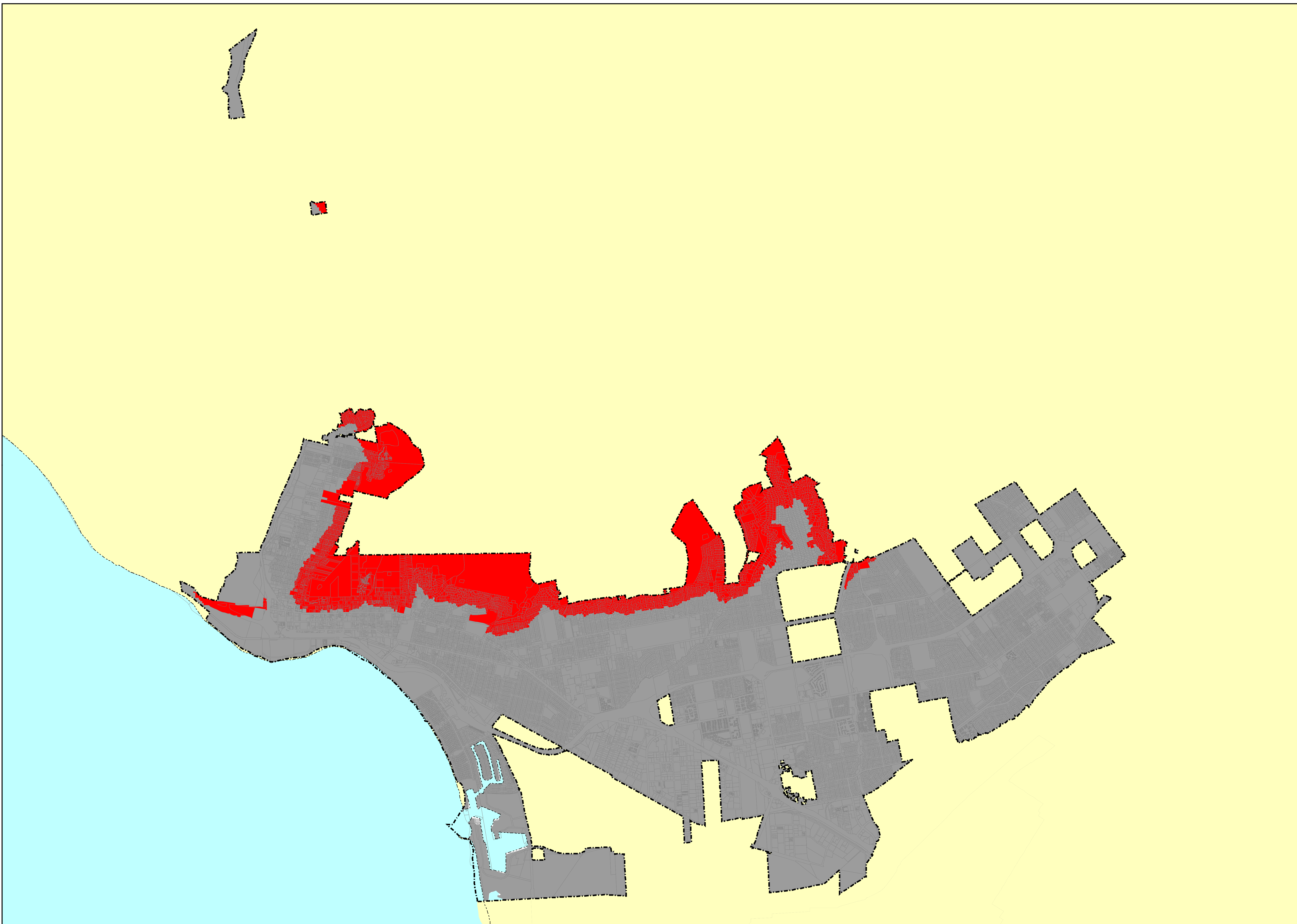
FIRE HAZARD SEVERITY ZONES	
	LRA Very High
	LRA High
	LRA Moderate
	LRA Unzoned
	Other Very High
	Other High
	Other Moderate
	Other Unzoned
	Incorporated Cities

NOTE: Ventura County also includes:

- San Nicolas Island - Federal Responsibility Area (FRA)
- Anacapa Island - Local Responsibility Area (LRA)

Projection Albers, NAD 1927
 Scale 1: 100,000
 at 35.5" x 43"
 September 26, 2007

VERY HIGH FIRE HAZARD SEVERITY ZONES IN LRA As Recommended by CALFIRE









Government Code 51175.49 directs the California Department of Forestry and Fire Protection (CAL FIRE) to map areas of very high fire hazard within Local Responsibility Areas (LRA). Mapping of these areas, referred to as Very High Fire Hazard Severity Zones (VHFHSZ), is based on relevant factors such as fuels, terrain, and weather. VHFHSZ maps were initially developed in the mid-1990s but are now being updated based on improved science, mapping techniques, and data.

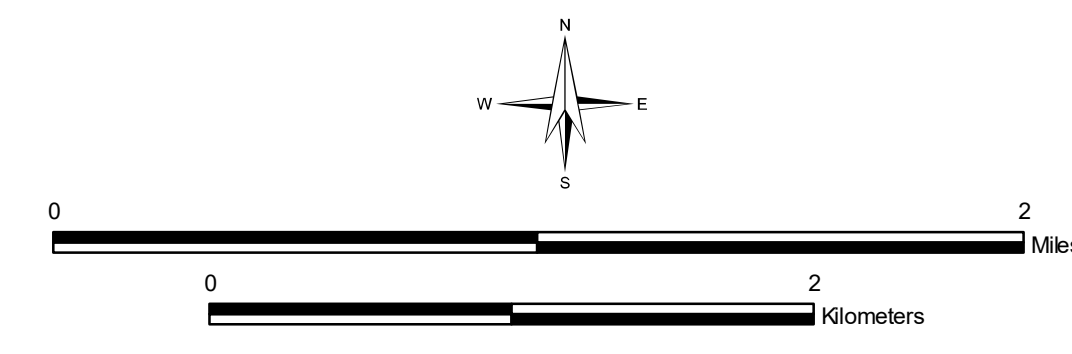
The California Building Commission adopted the Wildland-Urban Interface codes in late 2005 to be effective in 2006. These new codes include provisions to improve the ignition resistance of buildings, especially from firebrands. The updated fire hazard severity zones will be used by building officials to determine appropriate construction materials for new buildings in the Wildland-Urban Interface. The updated zones will also be used by property owners to comply with related hazards disclosure requirements at time of property sale and 100 foot defensible space clearance. It is also key that the fire hazard severity zones will be used for updates to the safety element of general plans.

This map has been created by CAL FIRE's Fire and Resource Assessment Program (FRAP) using data and models describing development patterns, potential fuels over a 30-year time horizon, expected fire behavior, and expected burn probabilities to quantify the likelihood and nature of vegetation fire exposure (including fuels) to new construction. Initial data was then modified based on recent (2009) aerial photography and local information regarding future land-use change. Details on the project and specific modeling methodology can be found at: <http://map.cdf.ca.gov/projects/ahazard/methods.htm>

This specific map is based on a geographic information system dataset that depicts final CAL FIRE recommendations for Very High Fire Hazard Severity Zones within the local jurisdiction. The process of finalizing these boundaries involved an extensive local review process, the details of which are available at <http://map.cdf.ca.gov/projects/ahazard/ahaz06.html> (click on "Continue as guest without logging in"). Local government has 120 days to designate, by ordinance, very high fire hazard severity zones within its jurisdiction after receiving the recommendation. Local government can add additional VHFHSZ. There is no requirement for local government to report their final action to CAL FIRE when the recommended zones are adopted. Consequently, users are directed to the appropriate local entity (county, city, fire department, or Fire Protection District) to determine the status of the local fire hazard severity zone ordinance.

This map was developed using data products such as parcel and city boundaries provided by local government agencies. In certain cases, this includes copyrighted geographic information. The maps are for display purposes only - questions and requests related to parcel or city boundary data should be directed to the appropriate local government entity.

FIRE HAZARD SEVERITY ZONES	
Local Responsibility Area	State Responsibility Area
 VHFHSZ	 VHFHSZ
 Non-VHFHSZ	 Non-VHFHSZ
 City Boundary	
 Parcels	



Projection Albers, NAD 1983
Scale 1: 26,000
at 36" x 36"
October 6, 2010

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Arnold Schwarzenegger, Governor,
State of California
Lester Snow, Secretary for Resources,
The Resources Agency
Del Walters, Director,
Department of Forestry and Fire Protection

MAP ID: FHSZL_c56_Ventura

DATA SOURCES:
CAL FIRE Very High Fire Hazard Severity Zones in LRA(c56hzl06_3)
CAL FIRE Incorporated Cities (Incorp10_2)
CAL FIRE County Boundaries (cnty24k09_1)
CAL FIRE Parcel Boundaries (c56_parcel)

2018 STRATEGIC FIRE PLAN FOR CALIFORNIA

A vision for a natural environment that is more fire resilient; buildings and infrastructure that are more fire resistant; and a society that is more aware of and responsive to the benefits and threats of wildland fire; all achieved through local, state, federal, tribal, and private partnerships.



**STATE BOARD OF FORESTRY AND FIRE
PROTECTION**

**CALIFORNIA DEPARTMENT OF FORESTRY AND
FIRE PROTECTION (CAL FIRE)**

August 22, 2018

EDMUND G. BROWN, JR.
Governor

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JOHN LAIRD, Secretary

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ACKNOWLEDGMENTS

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EXECUTIVE SUMMARY

The Strategic Fire Plan is one of the Board of Forestry and Fire Protection's (Board) preeminent policies.¹ The Board has adopted these Plans since the 1930s and periodically updates them to reflect current and anticipated needs. Over time, as the environmental, social, and economic landscape of California's wildlands has changed, the Board has evolved the Strategic Fire Plan to better respond to these changes and to provide the Department of Forestry and Fire Protection (CAL FIRE) with appropriate guidance "...for adequate statewide fire protection of state responsibility areas." (PRC § 4130)

Earlier iterations of this plan were exhaustive and provided fine-grained detail on vegetation types, placement of suppression personnel and equipment, budgetary considerations, and assets at risk. During preparation of the 2010 Strategic Fire Plan (2010 Plan), the Board changed the previous Plan structure to provide broad, strategic direction to CAL FIRE. The 2010 Plan also required CAL FIRE—a decentralized agency with 21 administrative field units, along with 6 contract counties, implementing multiple fire prevention, natural resource management, and fire suppression programs—to annually report back to the Board on their Unit Fire Plans and accomplishments.

The 2010 Plan approach has proven successful. CAL FIRE's annual updates to the Board, coupled with its Unit Fire Plans, have demonstrated CAL FIRE's ability to meet the 2010 Plan's goals and objectives. The structure and flexibility built into the 2010 Plan provided clear guidance to CAL FIRE and its partners, and CAL FIRE has continued successful implementation at all levels. The policy direction provided by the 2010 Plan also has helped to support CAL FIRE budget requests for additional resources required to attain the provided goals and objectives. Given the success of the new approach, the Board continued this format for the 2018 Strategic Fire Plan (2018 Plan) and incorporated updated goals and objectives to reflect lessons learned, new priorities, and changed conditions.

Since the 2010 Plan, California has experienced environmental changes, and CAL FIRE has made significant organizational changes. The effects of climate change, overly dense forests, and prolonged drought have resulted in unprecedented tree mortality in the state's forests, as well as an increase in the number, area, and severity of wildland fires. Loss of life and structures as a direct or proximate result of wildland fires is at an all-time high. In turn, CAL FIRE has set its focus upon increasing the pace and scale of fire prevention activities while simultaneously fielding a growing year-round wildland fire suppression force. The 2018 Plan anticipates that these trends will continue.

This 2018 Plan reflects CAL FIRE's focus on (1) fire prevention and suppression activities to protect lives, property, and ecosystem services, and (2) natural resource management to maintain the state's forests as a resilient carbon sink to meet California's climate change goals and to serve as important habitat for adaptation and mitigation. Additionally, the continued inclusive collaboration among local, state, federal, tribal, and private

¹ The Board develops and adopts the Strategic Fire Plan pursuant to broad direction provided under Public Resources Code (PRC) §§ 4114 and 4130.

partners remains paramount to effectively manage towards a more fire resilient wildland-urban interface and natural environment. The Plan construes “collaboration” very broadly, from working together to implement a single fuel break, working together to develop a Community Wildfire Protection Plan, to developing and administering the statewide, multi-agency California Fire Management Agreement.

The elements of the 2018 Plan are all consistent with the findings and direction provided in recent assessments, policy reports, and high-level collaborative strategies referenced herein. This scope includes Governor Brown’s Executive Order B-52-18 and establishment of the California Forest Management Task Force.

Implementation of the 2010 Plan demonstrated to the Board and to CAL FIRE that its goals and objectives are not discrete and separate elements, but rather are highly inter-related parts of a holistic strategy. The seven goals in the 2010 Plan have been expanded to eight goals, with a new goal focusing on a wide range of fire prevention activities throughout the state.

New technology allows more rapid and expansive data collection and analysis across the state in pre-, during-, and post-fire environments. Over time, detailed analysis of these data will further assist CAL FIRE in focused efforts to meet the goals and objectives of the 2018 Plan. This is most readily apparent in the ability of CAL FIRE to analyze and share data within and across Departmental programs and Units, as well as with other public and private partners. Moving forward requires melding of knowledge that is informed through emerging science, improved data, and integrated analysis of a variety of factors (e.g., environmental conditions, prevention activities, suppression tactics, land use planning, forest health initiatives, and the effects of wildland fire on the built environment). The Board, CAL FIRE, and our partners can build on this emerging science and data to achieve higher levels of success in the implementation of this 2018 Plan.

This Strategic Fire Plan is focused and concise, ensuring it will be efficient guidance for CAL FIRE and the many stakeholders who share similar missions, responsibilities, and common interests. It was developed through collaboration among the members of the Fire Plan Steering Committee, which included representatives of federal, state, and local governments, as well as labor.² This Committee of subject matter experts worked for over a year preparing this document, and the 2018 Plan went through a Board-led public review and comment process to incorporate additional input. This process included two public workshops, which were held in Santa Rosa and Ventura in May 2018.

The Board expects Unit Fire Plans will continue to implement current efforts, and where necessary, establish new programs and projects to meet the 2018 Plan goals and objectives. As a monitoring mechanism, CAL FIRE will report to the Board annually on progress toward meeting the 2018 Plan’s goals, provide an aggregation of the Unit Fire Plans, and identify opportunities for adaptive management. The ability of the Board and CAL FIRE to meet the 2018 Plan’s goals and objectives will evolve over time as statewide initiatives are implemented and as funds, resources, staffing, and collaborative opportunities become available.

² See p.ii for a full listing of Steering Committee members.

The Board looks forward to working with CAL FIRE and our many partners toward successful implementation of this 2018 Strategic Fire Plan. This success will not be possible without strong collaboration and dedicated funding that targets fire prevention, natural resource management, and fire suppression activities across the state. For Californians to live sustainably in conjunction with fire over the long term, the State must deploy a multi-faceted and balanced approach to all elements of fire management including fire prevention, natural resource management, planning, and fire suppression and recognize both the inevitability and the necessity of fire in healthy wildland ecosystems.

Vision

A vision for a natural environment that is more fire resilient; buildings and infrastructure that are more fire resistant; and a society that is more aware of and responsive to the benefits and threats of wildland fire; all achieved through local, state, federal, tribal, and private partnerships.

Goals as Summarized

The goals that are critical to achieving the 2018 Strategic Fire Plan's (2018 Plan) vision revolve around fire prevention, natural resource management, and fire suppression efforts, as broadly construed. Major components are:

- Improve the availability and use of consistent, shared information on hazard and risk assessment;
- Promote the role of local planning processes, including general plans, new development, and existing developments, and recognize individual landowner/homeowner responsibilities;
- Foster a shared vision among communities and the multiple fire protection jurisdictions, including county-based plans and community-based plans such as Community Wildfire Protection Plans (CWPP);
- Increase awareness and actions to improve fire resistance of man-made assets at risk and fire resilience of wildland environments through natural resource management;
- Integrate implementation of fire and vegetative fuels management practices consistent with the priorities of landowners or managers;
- Determine and seek the needed level of resources for fire prevention, natural resource management, fire suppression, and related services; and
- Implement needed assessments and actions for post-fire protection and recovery.

STATE BOARD OF FORESTRY AND FIRE PROTECTION

The Board of Forestry and Fire Protection (Board) is a Governor-appointed body, whose members are appointed based on their professional and educational qualifications and their general knowledge or interest in watershed management, forest management, fish and wildlife, range improvement, forest economics or land use policy. Of the Board's nine members, five are representatives from the general public, three are from the forest products industry, and one member is from the range-livestock industry.



State Board of Forestry and Fire Protection.

The mission of the Board is to lead California in developing policies and programs that serve the public interest in environmentally, economically, and socially sustainable forest and rangeland management; and a fire protection system that protects and serves the people of the state. Its statutory responsibilities are to:

1. Establish and administer forest and rangeland policy for the State of California;
2. Protect and represent the state's interest in all forestry and rangeland matters;
3. Provide direction and guidance to CAL FIRE on fire protection and natural resource management;
4. Accomplish a comprehensive regulatory program for forestry and fire protection;
5. Conduct its duties to inform and respond to the people of the State of California; and
6. Address minimum fire safety standards for developments in the State Responsibility and fire hazard planning in General Plan Safety Elements.

In concert with the mission of the Board, the mission of the California Department of Forestry and Fire Protection (CAL FIRE) is to serve and safeguard the people and protect the property and resources of California.

The Board is responsible for developing the general forest policy of the state, setting CAL FIRE guiding policies, and representing the state's interest in federal land management. Central among these are the Board-promulgated Forest Practice Rules, which set standards and best management practices for commercial management of nonfederal forests in the state, including measures for reducing wildland fire risks and improving forest resilience.

CAL FIRE implements and enforces the Board's policies and regulations. The Board is within CAL FIRE and, together, they work to carry out the mandates of the Governor and the Legislature to protect and enhance the state's unique forest, wildland, and watershed resources.

To carry out these responsibilities, the Board engages in a strategic planning process which defines and communicates the Board's guiding values and priorities and directs resources to the most important issues. It also defines both the Board's and CAL FIRE's vision, and how to measure and report performance.

The development of the Strategic Fire Plan is a critical element of this planning process. The Strategic Fire Plan forms the basis for assessing California's complex and dynamic natural and built environments, and it identifies a variety of actions to minimize the negative effects and enhance the positive effects of fire.

The Public Resources Code authorizes the Board to establish a fire plan which, among other things, establishes the levels of statewide fire protection services for State Responsibility Area (SRA) lands. CAL FIRE and other federal and local fire protection resources collectively provide regional and statewide emergency response services. In addition, California's integrated mutual aid fire protection system provides statewide fire protection services through automatic and mutual aid agreements for wildland fire and other emergency incidents.

SETTING THE STAGE

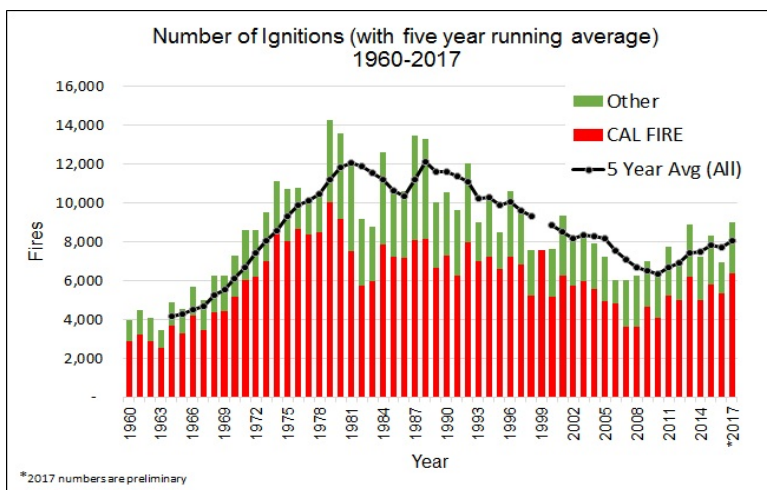
Fire is a primary driving force that has shaped California’s ecosystems for millennia, recurring at varying intervals in virtually all vegetation types. It is estimated that between 4.5 and 12 million acres burned annually prior to Euro-American settlement, although there was significant variability in pre-settlement fire regimes across vegetation types and regions. Wildland fire activity always has been closely connected to climate and continues to be an endemic part of natural systems of much of the state. Our continuing quest to manage these systems in the face of fire’s inevitability requires both looking backward for patterns and successes and looking forward for new innovations and strategies.



*Extensive Drought Mortality within the Central Sierra
Photo courtesy of CAL FIRE*

Wildland Fire Trends

The modern era has seen a marked change in natural fire regimes due to land management practices and fire suppression. The disruption of fire regimes within ecosystems has created conditions across California that, in concert with climate change and expanding development, are manifesting themselves in the form of increased wildland fire impacts, with ecological, economic and human consequences.



*Figure 1. Number of ignitions (with five year running average)
Data Source: CAL FIRE Historical Wildfire Statistics, 1960- 2017
(A data gap exists for “other” wildland fire ignitions in 1999, which disallows calculation of a 5-year rolling average for 1999)*

Recent trends have shown an increase in the number of ignitions, area burned, and impacts to ecosystems. Ignitions, which are correlated to increased workload, have been on the rise since 2007 (Figure 1) after decades of reductions. While this increase in ignitions is indicative of a increased fire suppression workload for CAL FIRE, it also highlights the continued need for a robust fire prevention program.

The burn area, whether looked at in aggregate or by vegetation type, shows an increasing trend that mirrors signatures of climate change, such as rising mean temperature and increasing length of fire seasons.

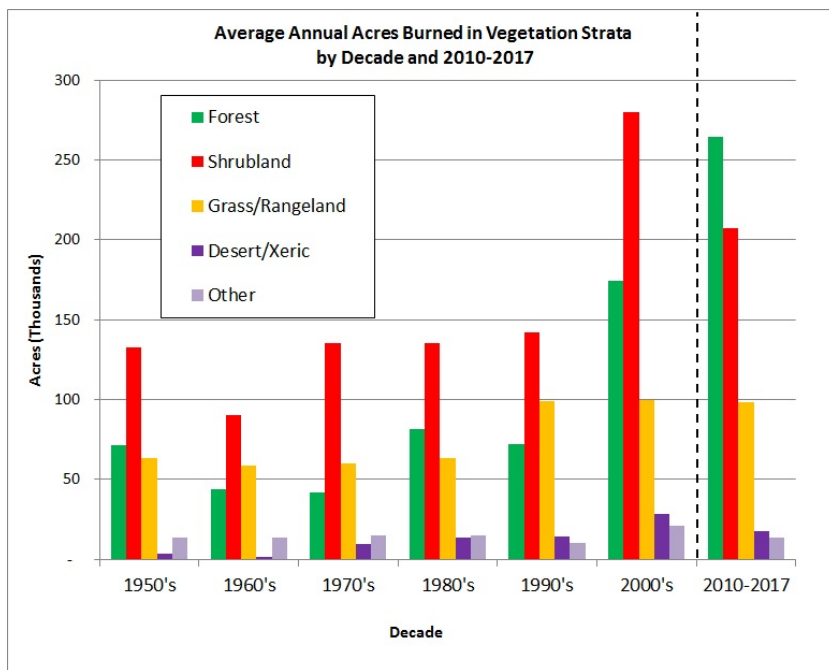


Figure 2 shows annual average rates of burning (acres/year) by vegetation type and decade. Annually since 2000, the average annual acres burned in California has more than doubled the average of the 1960s (FRAP 2018, forthcoming). By decade, this annual average rose steadily through the 1990s to a peak in the first decade of the 2000s and beyond. Average annual area burned within the state since 2000 has maintained at a rate of approximately 700,000 acres each year.

Figure 2: Average annual area burned (acres) by decade and vegetation strata, 1960- 2017. Data source: CAL FIRE California Interagency Fire Perimeter Database 2017.

Of particular note, Figure 2 shows that there has been a steady increase in burn area in forest fuel types. The amount of forest area burned has increased each decade since the 1990s, and, since 2010, more forest area has burned than any other vegetation type.

The increasing prevalence of very large fires (>100,000 acres) across the West, as well as large scale tree mortality events, has led many experts to posit that the US has entered into an era of “mega-fires” or “mega-disturbances.”³

During this decade, although the number of large annual fires has decreased compared to the 2000s, the average fire size has increased (Figure 3). Fourteen of the twenty largest wildland fires of the modern era have occurred since 2000, including the 2017 Thomas Fire, which burned over 280,000 acres. In fact, 2017 had the

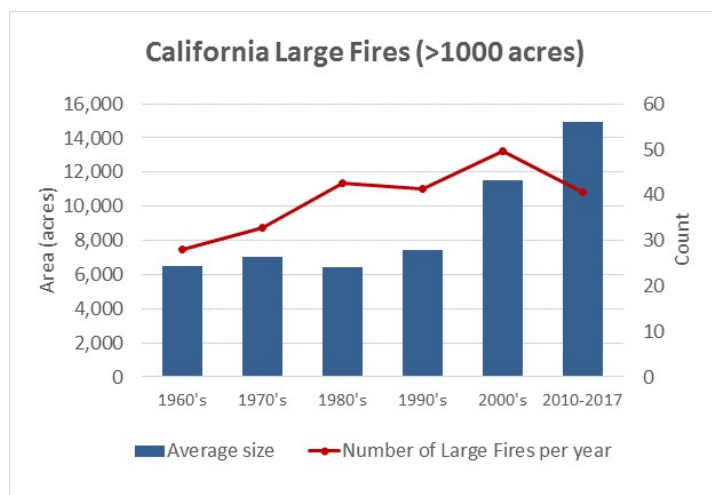


Figure 3: Number of large wildfires (>1000 acres) and average size by decade, 1960-2017. Data source: CAL FIRE California Interagency Fire Perimeter Database 2017.

³ Temperate and boreal forest mega-fires: characteristics and challenges. *Frontiers in Ecology and the Environment*, 12(2), pp.115-122.

most structures destroyed by wildland fire within the last three decades, totaling 5,717 structures within Direct Protection Areas (DPA). More than 10,000 structures were lost in the DPA and Local

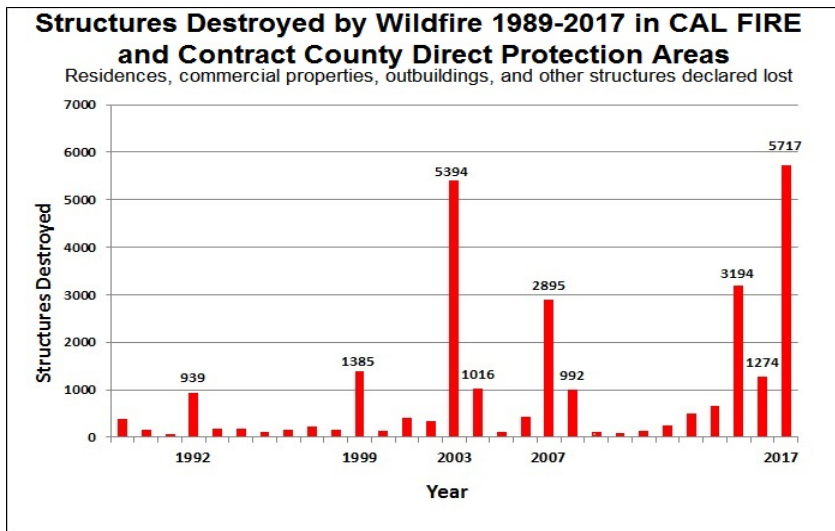


Figure 4: Number of structures destroyed by wildfire between the years 1989-2017 in CAL FIRE and contract county direct protection areas

Response Areas combined. Since the turn of the century there has been a steep increase in structures lost compared to the 1990s, which is correlated to the average fire size increasing (Figure 4).

Climate change and wildland fire now drive forest and watershed policy and management. Forests sequester and store significant amounts of atmospheric carbon, thereby helping to check greenhouse

gas impacts such as rising mean temperatures. However, both the increasing number and nature of wildland fires cause massive losses in stored carbon and significant reductions in carbon sequestration. As such, carbon stability now plays a central role in forest policy (cf. AB1504 Forest Carbon Inventory, California Forest Carbon Plan, Little Hoover Commission Report, Forestry Note 121, Executive Order B-52-18, and the Governor’s Forest Management Task Force). Policies are designed to greatly increase the pace and scale of actions to improve forest health and resiliency and to promote long-term carbon stability, uptake, and storage by promoting larger healthy trees.

These trees are more resistant to fire and other disturbances that can lead to loss of forest cover and ultimately result in lower carbon density ecosystems. Similar plans directed at other land types are also being developed (e.g., Natural and Working Lands Carbon Plan). Collectively, these plans promote policies to get the right kind of fire on the right kind of landscape at the right time, thereby enhancing the long-term carbon trends and ecosystem health across the state.



Prescribed Fire in the forested setting Photo courtesy of CAL FIRE

Managing wildland fire in the face of complex and sometimes competing interests is a major challenge. As land managers continue to increase the use of proactive fuel treatments, greater funding and collaboration are increasingly necessary to address fire and vegetative fuels at landscape scales.

Examples of existing collaborative approaches include the Sierra Nevada Watershed Improvement Program, Western Klamath Restoration Partnership, Prescribed Fire MOU, Good Neighbor Authority agreements between CAL FIRE and USFS Region 5, and the California Fire Management Agreement. In addition, the California Forest Carbon Plan and the Forest Management Task Force emphasize the importance of landscape-level collaboration to ensure the achievement of its forest health and resiliency goals. Critical funding sources (such as the California Climate Investment Forest Health Grant Program at CAL FIRE and State bond act support for grant programs at multiple State agencies) are also necessary to support these collaborative efforts. The Fiscal Year (FY) 2018 Federal Omnibus Spending Bill provides new wildfire funding and forest management authorities to the Forest Service. These new resources will offer significant support to the Forest Service in achieving its goals for healthier forests and the benefits they deliver to the public, including through collaborative efforts with the State of California and other partners.

Population

Demographic pressures continue to put more people, homes, and infrastructure in harm's way from wildland fire. The most recent assessment of California's Wildland-Urban Interface shows that as of 2010, there were about 3 million housing units in Fire Hazard Severity Zones (FHSZ) that are potentially at risk from wildland fire. Figure 5 shows how these housing units are distributed among California counties. The figure shows that a large proportion of the houses within FHSZ are in the southern portion of the state. The top five counties for FHSZ housing units, all in southern California, contain about half of all statewide housing units in FHSZ. However, this is a statewide problem, with 37 counties have at least 10,000 housing units in FHSZ.

Further, since the frequency of extreme weather events is projected to increase, urban areas both immediately adjacent to and near wildlands will be at risk. The 2017 October Fire Siege clearly showed that the damage from wildland fires can occur in areas previously thought to be at low risk. Recent wildland fires also have demonstrated that post-fire events can cause substantial loss of life and damage to property and natural resources. CAL FIRE is continuing to explore new data, science, and tools to revise its Fire Hazard Severity Zone maps to account for localized extreme wind events. In addition to improving mapping, expanded policies and incentives will help existing communities to proactively improve their resistance to wildland fire damage. The end goal is to limit structure and infrastructure impacts and minimize urban conflagrations, where the majority of damage occurs.

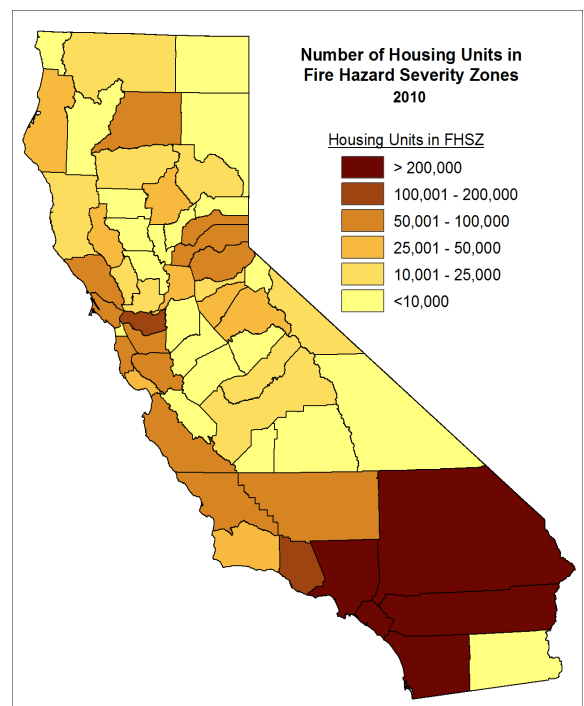


Figure 5: Census Housing Units in Fire Hazard Severity Zones, 2010.
Data Sources: Fire Hazard Severity Zones, FRAP, v11; Census block data, U.S. Census Bureau, 2010.

Fire Protection

Climate change has rendered the term “fire season” obsolete, as wildfires now burn on a year-round basis across the State. Coupled with the ever-increasing number of people and structures exposed to wildland fire risks, it is not surprising that the state’s largest and most destructive fires have occurred in just the past three years. It is impossible to ignore the reality that wildland fires are having a greater impact than ever before.

State, local, federal and tribal agencies each have wildland fire protection responsibilities that are essential to address this difficult situation. Current circumstances require a strong combination of fire protection efforts that marry the strengths of fire suppression with aggressive and robust fire prevention activities. While neither of these efforts can be completely successful on its own, there is growing evidence of success when both efforts are applied in concert.

Fire suppression in California relies on integrated, inter-agency efforts to maximize the use of firefighting resources. This integration is essential to allow the most appropriate resource to respond to an emergency incident, regardless of jurisdiction, and avoids duplication of resources. Existing statutes allow and interagency agreements guide the state’s emergency and non-emergency response to local and/or federal agencies, and vice versa.

While each agency has its own primary mission and responsibilities, wildland fires do not recognize jurisdictional boundaries. Because of varying missions, ownership responsibilities, and land management objectives, applying fire management policies can be complicated. A one-size-fits-all approach to wildland fire suppression does not work in



*Fire Suppression Efforts on Thomas Fire, Dec. 2017.
Photo courtesy of USFS Region V.*

California; hence the need for differing suppression, prevention, and mitigation strategies must be recognized.

This integrated fire suppression model has been tested by the growing wildland fire extent and severity. Despite California’s highly effective wildland fire protection system, some fires escape control efforts. Under extreme weather and fuel conditions or when resource availability is limited due to significant fire activity, a small percentage of wildland fires become large and damaging.

These events have become more frequent and destructive, straining suppression efforts and requiring the best training, resources, technological advancements, and interagency collaboration.

Since the 2010 Plan was approved, fire prevention efforts have improved dramatically. Relying on fire suppression resources alone will never be enough to combat the growing wildland fire impacts. A proactive approach incorporating many layers of prevention activities is now vital to wildfire mitigation strategies. CAL FIRE must continue to seek out and utilize the latest and most effective technologies, data, and research efforts to enhance fire protection efforts across the state. Pre- and post-fire smart device technology, coupled with more robust geographic information systems providing real-time data, provides around the clock feedback both on the ground and in the air.

The State Responsibility Area Fire Prevention Fee (now wholly replaced with the California Climate Initiatives funding) was essential to the successful introduction and implementation of many fire prevention programs. It is critical that these programs continue to move forward, incorporating efforts to create an environment that is more resilient and resistant to wildland fire impacts, continue to develop new policies and procedures to promote public and firefighter safety, and educate the public that wildfire is a natural and inevitable part of California's landscape. As more data are gathered in both pre- and post-fire environments, research will provide insight on how to further improve these efforts.

Individual landowners, homeowners, and communities share wildland fire protection and prevention responsibilities with federal, state, tribal, and local fire protection agencies. Homeowners have a primary responsibility to create and maintain defensible space around their structures and to utilize ignition resistant building materials and



Private Landowner working to clear defensible space around a habitable structure

construction methods. These efforts, combined with a long-term maintenance plan for the built environment, can help create structure resistance to embers, which are now known to be the leading cause of structure ignitions during many wildland fires. Homeowners and landowners in a community must work together to plan and implement fire prevention measures, such as education programs and fuel treatment projects, and incorporate new strategies and technological innovations as they are developed. None of these efforts will be

successful on its own. It is the holistic combination of all these actions that will reduce the impacts of wildland fires.

Integration of fire prevention and fire suppression activities will provide a successful path forward to respond to California's growing wildland fire impacts. This integration requires a shift in the way California's fire service moves forward. Historically, fire prevention and fire suppression have been treated as two separate and distinct functions within the fire service and by the general public. Moving forward, this can no longer be the case.

The artificial separation between prevention and suppression activities has now been dissolved. Suppression resources, when available, are committed year-round in performing fire prevention activities. As we expand fuel reduction treatments across the landscape, they will play an increasing role during fire suppression. Inspections and public education programs continue to help further fire preparedness efforts by embedding fire service personnel as important members of the local fire planning community. Thorough research, data collection, and analysis informs all aspects of prevention and suppression. As CAL FIRE becomes even more adept at integrating these efforts, fire protection and mitigation will be more successful. Creating a single integrated fire protection model composed of both fire prevention, natural resource management, and fire suppression strategies is a primary intent of this 2018 Strategic Fire Plan.

Preventing Wildland Fire Threats to Ecosystem Health

While historically wildfire has been a key component in ecosystem dynamics, a number of factors have disrupted the natural fire regime occurring in many of California's ecosystems. There are many cases where the type of wildland fire and the pattern of its occurrence, when compared to historical conditions, are creating adverse impacts on ecosystem composition, structure, and function. Factors such as fire suppression, land use, exotic invasive species, and climate change all place stresses in the manner in which fire interacts with ecosystem health, function (such as biodiversity) and sustainability.

While these issues are reasonably well defined, an analytical approach using these concepts to define priority treatment areas across the state is needed to frame a strategic response to these impending risks. One example of the evolution of these strategies is the Fire MOU, which was signed in 2015 by multiple parties, including CAL FIRE, the USDA Forest Service, the National Park Service, and multiple conservation organizations.

The California Forest Carbon Plan also identifies the expanded use of prescribed fire and other fuels treatments to enhance forest ecological resilience. CAL FIRE's Vegetation Treatment Program Programmatic EIR, when finalized, will also be an important tool to reduce fuels on SRA lands.



Mechanized management of vegetative fuels Photo courtesy of CAL FIRE

CAL FIRE Staffing and Capacity

Since Board approval of the 2010 Strategic Fire Plan, CAL FIRE has been successful in several budget augmentations. The goals and objectives of the 2010 Plan provided CAL FIRE program managers with a strong basis to justify budget augmentations to increase the pace and scale of fire prevention, natural resource management, administration, and fire suppression activities statewide. This process has ultimately resulted in CAL FIRE moving forward into the era of the combined fire protection disciplines. Examples of the most significant efforts in strengthening CAL FIRE and its implementation of the 2010 Plan goals and objectives through budgetary augmentation can be reviewed in Appendix A.

While not all budgetary matters over the life of the 2010 Plan have been covered in Appendix A, the budget augmentations have increased the pace and scale of fire prevention, natural resource management, and fire suppression resources. The interconnectedness of the 2010 Fire Plan goals allowed CAL FIRE program managers to successfully justify the bolstered staff and other resources to continue to conduct the critical work for the state. The Board intends that the modified goals and objectives of this 2018 Strategic Fire Plan will result in supporting the continued efforts of CAL FIRE as the agency moves toward further development of fire prevention, natural resource management, and fire suppression strategies.

MOVING FORWARD WHILE CHECKING BACK

Adaptive Management

Consistent with the principle of adaptive management, this 2018 Strategic Fire Plan is designed to be flexible and allow for changing internal and external conditions. Objectives may be reevaluated by the Board and their relational importance may change. Decisions made because of these reevaluations need to rely on analysis and interpretation of vast amounts of data. Advances in science and technology will allow CAL FIRE to continue in these analytical efforts. For the lifespan of this 2018 Plan, the state must continue to take full advantage of improvements to gather more and increasingly accurate data for study and research. Findings will result in a better understanding of how climate issues continue to affect forest health and other natural resources, and how the built environment can become more resistant and resilient to the effects of wildfire. As improvements continue to be made in data collection and analysis, the results can be used to improve forest health initiatives, wildfire prevention goals, and strive toward a future that improves safety and resilience and resistance to increasing wildfire impacts. The Board's Effectiveness Monitoring Committee can contribute to 2018 Plan-related adaptation through the evaluation of the fire prevention and resource management effectiveness of the Forest Practice Rules.

Goals and Objectives

The foundation of this dynamic 2018 Plan is the eight goals and their associated objectives. Collectively, these goals and objectives provide a framework to address the protection of lives, property and natural resources from wildland fire.

Priorities

The 2018 Plan and its associated goals and objectives frame the programs of fire prevention, natural resource management, and fire suppression work for CAL FIRE over the life of the 2018 Plan. Program priorities, funding levels and measures of success are dynamic and subject to change.

The Board and CAL FIRE will remain diligent in attempting to secure the appropriate level of resources through direct funding requests, grant opportunities, or agreements with collaborative partners. CAL FIRE will prioritize the goals and objectives to make the most effective use of existing staff and funding. CAL FIRE, to the extent feasible, will maximize the ability to meet the stated goals and objectives with the level of resources available.

During the first two years of this 2018 Plan, each CAL FIRE Unit, and contract county, will revise its individual Unit Fire Plan to identify its priorities for the implementation of the identified goals and objectives. Throughout the remaining life of this 2018 Plan, the priorities will be periodically reviewed and updated as necessary.

Timelines

CAL FIRE will report to the Board annually on its accomplishments of the goals and objectives of this 2018 Plan. The next comprehensive update to the 2018 Plan will take place in 2026, or as necessary based upon changing environmental or social needs.

Monitoring Wildland Vegetation Changes and Using Risk Assessment Models

In addition to Board monitoring of 2018 Plan implementation, the state should engage in comprehensive monitoring of key features of the wildland and wildland-urban interface (WUI) landscape through which wildland fires move. The state needs robust risk assessment models to predict fire behavior and effects across these landscapes, including those that address forest resilience and carbon-sequestration. Further needs include evaluation of how vegetative treatments affect wildland fire behavior and outcomes where the two interact. To meet the goals and objective of this of this 2018 Plan, the Board recommends:

- Expanded, frequently refreshed data about forest, shrubland, and watershed areas, including WUI;
- Tools that support integrated risk modeling that couples spatially explicit stochastic fire modeling with fire-behavior-specific value change curves;
- Watershed-based analytical frameworks based on or similar to the Sierra Nevada Watershed Improvement Program that couple local land owner/land manager, agency, and stakeholder involvement with spatial data risk tools;
- A statewide, multi-partner forest health monitoring program, leveraging Demonstration State Forests for CAL FIRE contributions. This program will go a

long way to providing quantitative measures of ecosystem structure and function, and form the backbone of trend analysis to inform policy change. Maintain long-term permanent monitoring plots designed to describe forest changes in response to climate change, disturbance, and treatment activities;

- Programmatic monitoring of post-treatment results (vegetation and fuels, effects on soils, water, habitat, and other resources) and effectiveness where treatment areas are burned in wildland fires;
- Development and dedicated support for a Prescribed Fire Working Group, Vegetation Treatment Program, California Forest Improvement Program, Forest Health Grant Program, Fire Prevention Grant Program, Forest Practice Program, and other relevant programs. All programs should report vegetation treatment activities into a common spatial database for evaluation and summarization; and
- Support for a coordinated research program, including but not limited to: Research on Demonstration State Forests; funding for research through the California Climate Investment Forest Health Program and other state grant funds; and collaborative efforts with the Forest Service Pacific Southwest and Pacific Northwest Research Stations, that supports broad land management goals and specific treatment objectives across all CAL FIRE natural resource management programs.

VISION

A vision for a natural environment that is more fire resilient; buildings and infrastructure that are more fire resistant; and a society that is more aware of and responsive to the benefits and threats of wildland fire; all achieved through local, state, federal, tribal, and private partnerships.

GOALS AND OBJECTIVES

Goals

Through government and community collaboration, the following goals will enhance the protection of lives, property and natural resources from wildland fire, as well as improve environmental resilience to wildland fire. Community protection includes promoting the safety of the public and emergency responders, as well as protection of property and other improvements. Each goal listed here is meant to build upon the previous one (e.g., Goal 3 builds upon the accomplishments in Goals 1 and 2). Although full attainment of a goal is ultimately dependent upon the success of previous goals, any of the goals can be worked on at any given time based on available funding and other opportunities.

1. Identify and evaluate wildland fire hazards and recognize life, property and natural resource assets at risk, including watershed, habitat, social and other values of functioning ecosystems. Facilitate the collaborative development and sharing of all analyses and data collection across all ownerships for consistency in type and kind.
2. Promote and support local land use planning processes as they relate to:
(a) protection of life, property, and natural resources from risks associated with wildland fire, and (b) individual landowner objectives and responsibilities.
3. Support and participate in the collaborative development and implementation of local, county and regional plans that address fire protection and landowner objectives.
4. Increase fire prevention awareness, knowledge and actions implemented by individuals and communities to reduce human loss, property damage and impacts to natural resources from wildland fires.
5. Integrate fire and fuels management practices with landowner/land manager priorities across jurisdictions.
6. Determine the level of resources necessary to effectively identify, plan and implement fire prevention using adaptive management strategies.
7. Determine the level of fire suppression resources necessary to protect the values and assets at risk identified during planning processes.

8. Implement post-fire assessments and programs for the protection of life, property, and natural resource recovery.

Objectives

For each of the identified goals, this 2018 Plan lays out a number of objectives to be accomplished. The identified objectives are not meant to be all-inclusive. There may be additional objectives that the Board, CAL FIRE or other cooperative partners identify and could utilize in reaching the primary goals.

- Goal 1: Identify and evaluate wildland fire hazards and recognize life, property and natural resource assets at risk, including watershed, habitat, social and other values of functioning ecosystems. Facilitate the collaborative development and sharing of all analyses and data collection across all ownerships for consistency in type and kind.

Objectives:

- a) Continue to identify, develop and provide automated tools to facilitate the timely collection, analysis and consistent presentation of datasets.
- b) Update and maintain consistent, detailed vegetation and fuels maps across all ownerships in an efficient and cost-effective manner.
- c) Provide regular updates to the CAL FIRE's Fire Hazard Severity Zone maps.
- d) Develop and validate weather and climatology information for use in predicting fire behavior.
- e) Update fire history information and re-evaluate existing fire prediction models to obtain composite fire threat across all ownerships.
- f) Collaborate with other agencies to update existing data for values and assets at risk utilizing geographic information systems (GIS) data layers and other mapping solutions, including fire behavior-specific effects.



*California Fire Hazard Severity Zone Map.
Source: CAL FIRE, Fire and Range Assessment Program*

- g) Use science-based approaches to evaluate, understand and protect against the negative impacts of new and emerging threats such as climate change, insect and disease outbreaks or land use changes on forest health and public safety, including the buildup of hazardous fuel conditions and resulting fire behavior.
- h) Engage and participate with local stakeholder groups (e.g., fire safe councils and others) to validate and prioritize the assets at risk.

Goal 2: Promote and support local land use planning processes as they relate to: (a) protection of life, property, and natural resources from risks associated with wildland fire, and (b) individual landowner objectives and responsibilities.

Objectives:

- a) Provide expertise to appropriate governmental bodies in the development and/or revision of a comprehensive set of wildland and wildland urban interface (WUI) protection policies for inclusion in each county general plan and/or other appropriate local land use planning documents.
- b) Identify key elements necessary to achieve a fire safe community, and incorporate these elements into land use planning, CWPPs and regional, county, and Unit Fire Plans.
- c) Engage in the development, review, and adoption of local land use plans to ensure compliance with fire safe regulations and current building standards and protection of natural resources.
- d) Collaborate with other agencies to assemble and distribute required and other supporting data for local land use planning.

Goal 3: Support and participate in the collaborative development and implementation of local, county, and regional plans that address fire protection and landowner objectives.

Objectives:

- a) Coordinate Unit Fire Plans with regional and county fire plans or Community Wildfire Protection Plans to encourage and support one consistent approach.
- b) Create and support venues in which individual community members can be actively involved in local fire safe councils, community emergency response teams, FIREWISE, collaboratives, and other community-based efforts to develop readiness plans and educate landowners to mitigate the risks and effects of wildland fire.
- c) Collaborate with federal, tribal and local governments, other state agencies, fire service, and other organizations, to maintain and improve emergency response plans.
- d) Ensure planning efforts are consistent with the Cohesive Strategy, Healthy Forest Restoration Act, the Statewide Hazard Mitigation Plan, federal land management plans, as well as local hazard mitigation plans and other relevant statewide or regional strategic planning documents.
- e) Maximize available resources to strengthen planning and increase implementation efforts through the development of public/private partnerships.
- f) Develop and utilize available fire risk mitigation treatment decision support tools to assist in project planning, design, implementation, and validation.



*Interagency coordination and planning.
Photo courtesy of USFS Region 5*

Goal 4: Increase fire prevention awareness, knowledge and actions implemented by individuals and communities to reduce human loss, property damage, and impacts to natural resources from wildland fires.

Objectives:

- a) Educate landowners, residents, and business owners about the risks and their incumbent responsibilities of living in the wildlands, including applicable regulations, impacts to natural resources, and prevention measures and preplanning activities.
- b) Educate landowners, residents, fire safe councils, and business owners to understand that fire prevention is more than defensible space, including why structures ignite, the role embers play in such ignitions, and the importance of fire safe building materials, designs, and retrofits.
- c) Facilitate activities with individuals and organizations, as appropriate, to assist individual property owners in complying with fire safe regulations, including utilizing social media and emerging technologies.
- d) Continue to improve regulatory effectiveness, compliance monitoring and reporting pursuant to Public Resources Code (PRC) §4290 and §4291.
- e) Continue to increase the number and effectiveness of defensible space inspections and promote an increasing level of compliance with defensible space laws and regulations through the use of CAL FIRE staffing as available, public and private organizations, and alternative inspection methods.
- f) Promote the coordination of Fire Safe Regulations contained in California Code of Regulations (CCR) Title 14, with CCR Titles 19 and 24, to achieve uniform application of building standards.



Home surrounded by wildland that survived a fire due to good defensible space.

- g) Continue to evaluate new, ignition-resistant construction technologies and materials and promote the strengthening of California building standards.
- h) Seek out authority and funding incentives to promote the retrofit of existing structures to meet ignition-resistant building codes.
- i) Actively enforce and seek updates as necessary to fire prevention codes, regulations, and statutes that address fire ignition.
- j) Actively investigate all wildland fires. For those resulting from negligent acts, pursue appropriate civil and/or criminal actions, including cost recovery.
- k) Identify fire prevention performance measures and metrics for documenting and evaluating progress, measuring future performance, and communicating results to the Board and the public.
- l) Analyze trends in fire cause, and focus prevention and education efforts to modify human behavior and reduce ignitions.

Goal 5: Integrate fire and fuels management practices with landowner/land manager priorities across all ownerships and jurisdictions.

Objectives:

- a) Promote efforts to restore the ecological role of prescribed and managed fire in areas and upon jurisdictions where doing so is consistent with local land management objectives and does not present an unacceptable risk to human health and safety or security of adjacent ownerships.
- b) Increase support of landowner-initiated fuels reduction by using all available authorities and programs.
- c) Work to streamline or remove regulatory or policy barriers that limit fuels reduction activities.
- d) Promote and develop programmatic documents to increase the pace and scale of fuels treatment activities
- e) Assist collaborative partners by educating, increasing grant funding and administration capacity, providing technical assistance, and other means that achieve fuels reduction work on the landscape.
- f) Promote forest and rangeland health and resilience through fuels reduction, and sustainable commercial forest management. Improve markets for and utilization of all forest products, including dead trees, waste, and biomass.
- g) Increase public education and awareness in support of ecologically sensitive and economically efficient vegetation management activities, including prescribed fire, grazing, forest thinning, and other fuels treatment projects.
- h) Expand the development of collaborative multi-agency/landowner fuels reduction policies, plans and activities at the watershed and fireshed level.
- i) Support the availability and utilization of CAL FIRE hand crews and other CAL FIRE resources, as well as local, state, federal, tribal, and private resources, for fuels management activities, including ongoing maintenance.



CAL FIRE inmate crew working on a fuel reduction chipping project.

Goal 6: Determine the level of resources necessary to effectively identify, plan and implement fire prevention using adaptive management strategies.

Objectives:

- a) Seek additional staffing for implementing enhanced fire prevention activities, including related natural resource management programs.
- b) Initiate and maintain agreements with local, state, federal, tribal, and private partners that value the importance of integrated and cooperative fire prevention activities to implement efficient and cost effective programs and projects beneficial to all stakeholders.
- c) Develop a process and criteria for determining prevention resource levels and allocation based on goals and on current projected needs.
- d) Evaluate and develop the use of science, data and innovative technology to implement fire prevention activities in a more collaborative and efficient manner.
- e) Review data, conduct analysis and implement adaptive management related to fire prevention activities.
- f) Increase opportunities to enable all personnel's engagement in the practice, benefits, and understanding of fire prevention activities.

Goal 7: Determine the level of fire suppression resources necessary to protect the values and assets at risk identified during planning processes.

Objectives:

- a) Maintain an aggressive wildland fire initial attack policy that places a priority on protecting lives, property and natural resources. At the same time, consider suppression strategies that incorporate values and assets at risk, as well as cost factors wherever possible.
- b) Maintain current criteria and develop new criteria utilizing emerging technology for determining suppression resource allocation based on elements such as identified values and assets at risk, ignition density, fire history, vegetation type and condition, as well as local weather and topography.
- c) Continue to analyze appropriate staffing levels and equipment needs commensurate with the current and projected emergency response environment.
- d) Seek to increase the number of CAL FIRE hand crews for use in wildland fire suppression and other emergency response activities.
- e) Establish, periodically evaluate, and maintain cooperative fire protection agreements with local, state, tribal, and federal partners that support an integrated, cooperative, fire protection system and deliver efficient and cost effective emergency response capabilities beneficial to all stakeholders.
- f) Improve policies and strategies to minimize injuries or loss of life to the public and emergency responders during emergency response activities throughout the state.
- g) Ensure all firefighters are provided appropriate training, equipment, facilities, and other infrastructure necessary to successfully and safely



Backfire suppression tactics on a wildland fire.

meet the increasingly complicated and challenging emergency response environment.

- h) Continue to evaluate and implement new technologies to improve firefighter safety, situational awareness and emergency response effectiveness.
- i) Provide for succession planning and employee professional development at all levels within CAL FIRE to maintain leadership, emergency response capabilities, administrative management skills, and critical areas of expertise.
- j) Effectively engage and train all CAL FIRE employees across all disciplines to address both planning and emergency response.

Goal 8: Implement post-fire assessments and programs for the protection of life, property, and natural resource recovery.

Objectives:

- a) Encourage rapid post-fire assessment, when and where appropriate, to determine values at risk within and downstream of the fire perimeter from flooding, debris flows, and excessive surface erosion. Provide preliminary emergency protection measures that can be implemented in a timely manner, and help coordinate project implementation with appropriate agencies.
- b) Work with landowners, land management agencies, and other stakeholders across the state to design burned area rehabilitation actions that encourage salvage and reforestation activities, create resilient and sustainable landscapes, and restore functioning ecosystems.
- c) Effectively utilize available resources, including CAL FIRE hand crews, grants, and assistance programs to accomplish restoration and protection activities.
- d) Assess the effects of pre- and post-fire treatments to refine best management practices.
- e) Assist landowners and local government in the evaluation of the need to retain and utilize features (e.g., roads, firelines, and water sources) developed during a fire suppression effort, taking into consideration those features identified in previous planning efforts.
- f) Aid landowners in recently burned areas in developing and implementing vegetation treatment plans to manage the re-growth of vegetation and to maintain reduced fuels conditions.
- g) Promote native species seed bank and seedling production capacity to provide the availability of appropriate species for reforestation and restoration across the state's diverse forestlands.



Shaded fuelbreak in the forested setting

- h) Use after-action reports to evaluate and implement new technologies and practices to improve post-fire assessment and rehabilitation.
- i) Encourage the development of necessary interagency agreements, procedures, funding, and training to ensure that watershed emergency response teams can be assembled and deployed in a timely basis where needed.

APPENDIX A: Summary of CAL FIRE Budget Augmentation Supported By Implementation of the 2010 Strategic Fire Plan

- In Fiscal Year (FY) 2010-11, CAL FIRE received permanent funding for day-to-day fire suppression operating costs, including the Aviation Management Unit operations, San Diego Helitack staffing, funding to support a contract for a Very Large Air Tanker, two engines for the Tahoe Basin, and dedicated Defensible Space inspection staff.
- In FY 2011-12, CAL FIRE received permanent funding to further support Aviation Management Services, permanent staff for two single-engine stations within the Tahoe Basin, staffing for two contracted firefighting helicopters, and dedicated State Responsibility Area (SRA) Fee funding to support the enhancement of CAL FIRE wildland fire prevention programs.
- In FY 2013-14, Fire Severity, Treatment, Education, Prevention and Planning programs were provided permanent SRA Fee funding and significant staffing to implement the provisions of SB 1241 that focused on meeting the demand for vegetative fuel treatment and to educating homeowners on ways to prevent the ignition and spread of unwanted human-caused fires by hiring seasonal Defensible Space Inspectors and to build a Land Use Planning Program to work with local jurisdictions. Limited-term positions were provided for grant administration and technical oversight for CAL FIRE's Cooperative Forestry Assistance programs. Funding was authorized that facilitated collaboration between CAL FIRE and California Department of Corrections and Rehabilitation to maintain inmate camps to support suppression activities, and, lastly, additional funding was authorized to facilitate collaboration between CAL FIRE and the California Conservation Corps (CCC) on wildland fire prevention and suppression activities.
- In FY 2014-15, CAL FIRE was granted significant Greenhouse Gas Reduction Funds (GGRF) and position authority that presented CAL FIRE the opportunity to greatly bolster forest health programs and reduce fuel loads in light of climate change. This legislative action also allowed for a renewed focus on fire prevention and fire risk mitigation. This was accomplished through collaboration with State and Local Fire Safe Councils, local governments, fire and community service districts, and homeowners associations. Additionally, GGRF funding was allocated to support many other natural resource management opportunities, including addressing reforestation needs for burned areas, reduction in the rate of spread of forest diseases and removal of dead and dying trees. CAL FIRE was also the recipient of funding and staff positions to provide fire prevention and suppression in the San Bernardino Mountains, the San Jacinto Mountains, and the Lake Tahoe Basin as a means of addressing drought conditions within the State's forests. This funding effort also facilitated further collaboration with local governments, nonprofits, and local conservation corps to assist in both prevention and suppression activities within this portion of the State.

- In FY 2015-16, CAL FIRE received fiscal and staff support to address heightened fire conditions brought on by the extended drought. A fiscal allocation was also approved for to allow for the replacement of a Large Air Tanker that was lost to an aviation accident. In a cooperative effort with the CCC, CAL FIRE reopened the Butte Fire Center. CAL FIRE and CCC crews will provide fire suppression forces, as well as, support for other emergency incidents. CAL FIRE and CCC crews will work cooperatively on wildland fire prevention projects in the form of vegetative fuels reduction work from the re-opened fire center. SRA Funds were provided to CAL FIRE for a public education campaign centered on the prevention of and preparedness for wildland fires throughout California, targeting homeowners, residents, and visitors to the 31 million acres of the SRA.
- In FY 2016-17, CAL FIRE was granted staffing and support for firefighter surge capacity that included staffing 23 additional engines previously scheduled for replacement. This support also addressed required fireline support positions, including relief coverage and, retention of seasonal firefighters on engines and at air attack and Helitack bases beyond the budgeted fire season, to provide additional defensible space inspectors, and to enhance air attack capabilities. Several existing CAL FIRE programs were also allocated fiscal support to address technology needs. This support included funding for upgrades to Information Technology, Situation Command Awareness Data Acquisition, Automated Vehicle Location and Mobile Data Computer devices. A one-time funding allocation was provided to CAL FIRE to mitigate the public health and safety threats posed by the massive tree mortality in the central and southern Sierra Nevada. Funding for two new helicopter airframes, along with supporting staff was also provided. CAL FIRE was also granted a one-time allocation of 200 million from the Green House Gas Reduction Fund that was focused on implementation of projects that increase long-term rates of carbon sequestration within the state.
- In FY 2017-18, CAL FIRE received funding through December 31, 2017 that includes retaining seasonal firefighters on engines beyond the budgeted fire season, firefighter surge, required fireline support positions, dedicated sawyers for the California National Guard crews, and additional defensible space inspectors; CCC fire suppression crews at the Placer Residential Center; increased vehicle maintenance, and contract funds for leasing one Exclusive Use Large Air Tanker. Support for natural resource management, such as continued tree mortality removal and disposal and updating and re-opening of the Louis A. Moran Reforestation Center also was allocated. Approximately 268 positions and an additional 42 year-round engines were funded to assist in suppression efforts, but are also expected to assist in tree removal and drought related environmental issues when wildland fire suppression is not underway. Lastly, the Legislature added additional funding for SRA Fire Prevention Fund Grants, Tree Mortality Grants to local agencies in 10 counties subject to the tree mortality highest rates of tree mortality, which can be used to leverage an additional \$2 million General Fund. A large sum, \$200 million of California Climate Investments funds, was allocated to CAL FIRE for Forest Health and fire prevention grants.

APPENDIX B: Glossary

Built Environment - Human-made surroundings that provide the setting for human activity, ranging in scale from buildings to parks, including the human-made space in which people live, work, and recreate on a day-to-day basis.

Climate Change – Any long-term significant change in the “average weather” that a given region experiences. Average weather may include average temperature, precipitation, and wind patterns.

(<http://frap.cdf.ca.gov/assessment2010/definitions.html>)

Community Wildfire Protection Plan (CWPP) – A community-based collaborative plan developed by local stakeholders that identifies and prioritizes areas for hazardous fuel reduction treatments to protect communities and infrastructure from wildfire. Stakeholders, applicable local government, local fire departments, state forestry, and federal land management agencies agree to the plans.

Cooperative Fire Protection Agreements – Agreements established between federal, state, tribal and local government entities to provide long-term fire and emergency service protection. These agreements include the California Fire Management Agreement (CFMA) and the California Fire Assistance Agreement (CFAA).

CFMA: <https://gacc.nifc.gov/oscc/cwgc/cfma.php>

CFAA: http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES-2015_CFAA_Agreement_with%20Signatures.pdf

Defensible Space – The area within the perimeter of a parcel, development, neighborhood, or community where basic wildland fire protection practices and measures are implemented, providing the key point of defense from an approaching wildfire or defense against encroaching wildfires or escaping structure fires.

(http://cdfdata.fire.ca.gov/fire_er/fpp_engineering_view?guide_id=8)

Direct Protection Areas (DPA) - Intermingled and adjacent lands delineated by boundaries regardless of jurisdictional agency. Wildfire protection in these areas are negotiated, created and agreed to by the administrative units of either the Federal Agencies or the State.

Effectiveness Monitoring Committee – This Board-appointed committee is responsible for supporting, through review and funding, research and monitoring efforts to evaluate the effectiveness of the Forest Practice Rules and associated regulations in maintaining and enhancing water quality and aquatic and terrestrial wildlife habitats.

(http://bofdata.fire.ca.gov/board_committees/effectiveness_monitoring_committee/)

Fire Hazard – A fuel complex, defined by volume, type condition, arrangement, and location, that determines the degree of ease of ignition and of resistance to control.

(<http://www.nwcg.gov/pms/pubs/glossary>)

Fire MOU - Memorandum of Understanding for the Purpose of Increasing the Use of Fire to Meet Ecological and Other Management Objectives, Forest Service Agreement No. 16-MU-11052012-148.

Fire Prevention – Activities such as public education, community outreach, building code enforcement, engineering (construction standards), and reduction of fuel hazard that is intended to reduce the incidence of unwanted human-caused wildfires and the risks they pose to life, property, or resources. (<http://www.nwcg.gov/pms/pubs/glossary>)

Fire Protection - The study and practice of mitigating the unwanted effects of potentially destructive fires.

Fire Resilient – The ability of a vegetation type, ecosystem, or community to respond positively to or recover quickly from the effects of a wildfire burning within, across or adjacent to them.

Fire Resistant – The condition of an asset that resists ignition and damage from wildfire. Structures are built using ignition resistant materials such as stucco, tile roofs, and boxed eaves with the likelihood that they will withstand most wildland fires or at least reduce damage caused by them.

Fire Risk –The chance of fire starting, as determined by the presence and activity of causative agents; a causative agent or a number related to the potential number of firebrands (embers) to which a given area will be exposed during the day. (<http://www.nwcg.gov/pms/pubs/glossary>)

Fire Safe Building Standards – Various laws and codes that apply accepted fire safety practices (as determined by scientific research panels and associations, with replicated results) into construction of assets. Examples of laws and codes include; California Fire Code Chapter 49, California Building Code Chapter 7A, Public Resource Code, §4290 and Fire Safe Regulations, §1270.

Fire Safe Councils (FSC) – A group of concerned citizens organized to educate groups on fire safe programs, projects and planning. The Councils work closely with the local fire agencies to develop and implement priorities. (<http://www.firesafecouncil.org>)

Fireshed – A contiguous area displaying similar fire history and problem fire characteristics (e.g., intensity, resistance to control) and requiring similar suppression response strategies.

Fire Suppression Resources – State, federal, tribal, local and private equipment and resources gathered to extinguish and mitigate wildland fires.

FIREWISE – A national program designed to reach beyond the fire service by involving homeowners, community leaders, planners, developers, and others in the effort to protect people, property, and natural resources from the risk of wildland fire before a fire starts. The Firewise program is community driven.

Fire Hazard Severity Zones – Areas of significant fire hazards based on fuels, terrain, weather, and other relevant factors. These zones, then define the application of various mitigation strategies to reduce risk associated with wildland fires.

Forest and Rangeland Health – An expression of the prevalent ecological conditions on a landscape as compared to benchmark conditions yielding maximum benefit to multiple resource values - ecological, economic, and social/political.

Fuels Treatment – The manipulation or removal of fuels to reduce the likelihood of igniting and to reduce fire intensity (e.g., lopping, chipping, crushing, piling and burning).

Fuels Reduction Projects – The modification of vegetation in order to reduce potential fire threat. These projects often result in improved wildlife habitat capability, timber growth, and/or forage production.

GIS – Geographic Information Systems is a configuration of computer hardware and software that stores, displays, and analyzes geographic data spatially or through attribute features.

Hand Crews – A number of individuals organized, trained, and supervised principally for fire suppression or fuel reduction projects. A CAL FIRE hand crew may be staffed by inmates or California Conservation Corps.

Hazards Mitigation Plan – Plans that form the foundation for a community's long term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. These plans are required by the Federal Emergency Management Agency (FEMA).
<http://www.caloes.ca.gov/cal-oes-divisions/hazard-mitigation/hazard-mitigation-planning/local-hazard-mitigation-program>

Initial Attack – A planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the fire and put it out in a manner consistent with firefighter and public safety and values to be protected.
(<http://www.nwcg.gov/pms/pubs/glossary>)

Land Use Planning – A comprehensive assessment leading to a set of decisions that guide use of land within an identified area.

Local Responsibility Areas – Lands in which a local government agency is responsible for all fire protection.

Managed Fire – The use of natural or human-caused ignition within burn a prescription for purposes, including public safety and ecosystems benefits, where allowed under the policy of the agencies with primary jurisdiction.

Mutual Aid – An agreement in which two or more parties agree to furnish resources

and facilities and to render services to each and every other party of the agreement to prevent and combat any type of disaster or emergency.

Native Species Seed Bank – A storage area for seed that is collected from a species which is a part of the original vegetation of the area in question.

Prescribed Fire – A planned wildland fire designed to meet specific management objectives.

Private Partners – This includes, but is not limited to, businesses, large landowners, small landowners, non-governmental organizations, and utilities.

Reforestation –The establishment of forests on land that had recent (less than 10 years) tree cover. (<http://frap.cdf.ca.gov/assessment2010/definitions.html>)

Salvage – The harvesting of dead, dying, and damaged trees to recover their economic values that would otherwise be lost to deterioration.

Situational Awareness –The application of the human senses to current and predicted weather, fire, or other emergency conditions to plan and execute actions that provide for the safety of all personnel and equipment engaged in an emergency; this includes development of alternative strategies of fire suppression and the net effect of each.

Suppression Strategy - The general plan or direction selected to accomplish incident objectives.

Unit Fire Plan – Plans developed by individual CAL FIRE Units or contract counties to address wildfire protection areas, initial attack success, assets and infrastructure at risk, pre-fire management strategies, and accountability within their geographical boundaries. http://cdfdata.fire.ca.gov/fire_er/fpp_planning_plans

Values and Assets at Risk – Accepted principles or standards and any constructed or landscape attribute that has value and contributes to community or individual well-being and quality of life. Examples include property, structures, physical improvements, natural and cultural resources, community infrastructure, commercial standing timber, ecosystem health, and production of water.

Wildfire – An unplanned ignition; unwanted wildland fire including unauthorized human-caused fires, escaped wildland fire use events, escaped prescribed fire projects, and all other wildland fires where the objective is to put the fire out.

Wildland –Those unincorporated areas covered wholly or in part by trees, brush, grass, or other flammable vegetation.

Wildland Fire – Fire that occurs in the wildland as the result of an unplanned ignition.

Wildland Urban Interface (WUI) –The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. (<http://www.nwcg.gov/pms/pubs/glossary>)

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Fire Perimeters

The Fire and Resource Assessment Program (FRAP) maintains an up-to-date fire perimeter data capture process, which compiles fire perimeters across public and private lands in California. The fire perimeter GIS layer is jointly developed by CAL FIRE, the United States Forest Service Region 5, the Bureau of Land Management, and the National Park Service at the end of each calendar year.

While the database represents the most complete digital record of fire perimeters in California, it is still incomplete in certain areas, and users should be cautious when drawing conclusions based on the data. To learn more about potential errors and their sources, please refer to the methodology section.

ALL DATA (ZIP)

Methodology

History

×

In 1950, CAL FIRE and the USDA Forest Service created a fire perimeter GIS layer covering public and private lands in California. The data included USFS wildland fires 10+ acres and CAL FIRE fires 300+ acres from 1950 to 2001. BLM and NPS joined in 2002, and CAL FIRE's criteria expanded to include timber fires

10+ acres, brush fires 50+ acres, grass fires 300+ acres, wildland fires destroying three or more structures, and wildland fires causing \$300,000+ in damage. The statewide GIS layer covers 1950-1999. The database is updated annually, including identifying duplicate fires and filling gaps. The data may have errors, so users should exercise caution.

Data Update Process



The statewide fire history GIS data layer is updated annually by standardizing and combining existing digitized fire perimeters, identifying and removing duplicate fires, filling in gaps in data, and adding agency fire perimeters from the previous fire year. CAL FIRE's intention is to release the updated perimeter database in April of each year.

Error Detection and Correction



Potential errors with the fire perimeter database include duplicate fires and over-generalization. Careful use of the fire perimeter database will prevent users from drawing inaccurate or erroneous conclusions from the data.

Data Format



The data are maintained as an ArcGIS Feature Class, which provides effective tools for handling

overlapping polygons.

Database Description



The Fire Perimeter Database is maintained as an ESRI ArcGIS File Geodatabase. There are three feature classes (data layers) within the GDB.

For 2021, these are:

- **firep21_1:** depicting wildfire perimeters from contributing agencies current as 2021
- **rxburn21_1:** depicting prescribed fires supplied from contributing agencies current as 2021
- **Non_FireRX_Legacy13_1:** depicting non-prescribed fire fuel reduction projects that were initially included in the database. Fuel reduction projects that are non-prescribed fire are no longer included.

Fire Perimeters Attribute Table Definitions

Item Name	Data Type	Description	Domain
YEAR_	Text	Fire Year	No
STATE	Text	State	Yes
AGENCY	Text	Direct protection agency responsible for fire	Yes
UNIT_ID	Text	ICS code for unit	Yes

FIRE_NAME	Text	Name of the fire	No
INC_NUM	Text	Number assigned by the Emergency Command Center of the responsible agency for the fire	No
ALARM_DATE	Date	Alarm date for fire	No
CONT_DATE	Date	Containment date for fire	No
CAUSE	Integer	Reason fire ignited	Yes
COMMENTS	Text	Miscellaneous comments	No
REPORT_AC	Number	Estimated area consumed in fire	No
GIS_ACRES	Number	GIS calculated area in acres	No
C_METHOD	Integer	Method used to collect perimeter data	Yes
OBJECTIVE	Integer	Either suppression or resource benefit	Yes
FIRE_NUM	Text		No

State Coding

Agency ID	Description
CA	California

NV	Nevada
OR	Oregon
AZ	Arizona

Agency Coding

Agency	Description
BIA	USDI Bureau of Indian Affairs
BLM	Bureau of Land Management
CDF	California Department of Forestry and Fire Protection
CCO	Contract Counties
DOD	Department of Defense
FWS	USDI Fish and Wildlife Service
LRA	Local Response Area
NOP	No Protection
NPS	National Park Service
PVT	Private

USF	United States Forest Service
OTH	Other

Cause Coding

Cause Code	Description
1	Lightning
2	Equipment Use
3	Smoking
4	Campfire
5	Debris
6	Railroad
7	Arson
8	Playing with Fire
9	Miscellaneous
10	Vehicle
11	Power Line

12	Firefighter Training
13	Non-Firefighter Training
14	Unknown/Unidentified
15	Structure
16	Aircraft
17	Volcanic
18	Escaped Prescribed Burn
19	Illegal Alien Campfire

Collection Method Coding

Cause Code	Description
1	GPS Ground
2	GPS Air
3	Infrared
4	Other Imagery
5	Photo Interpretation

6	Hand Drawn
7	Mixed Collection Methods
8	Unknown

Objective Coding

Cause Code	Description
1	Suppression (Wildfire)
2	Resource Benefit (WFU)



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About Us

The men and women of the California Department of Forestry and Fire Protection (CAL FIRE) are dedicated to the fire protection and stewardship of over 31 million acres of California's privately-owned wildlands. In addition, the Department provides varied emergency services in 36 of the State's 58 counties via contracts with local governments.

Preventing wildfires in the State Responsibility Area (SRA) is a vital part of CAL FIRE's mission. While these efforts have occurred since the early days of the Department, CAL FIRE has adapted to the evolving destructive wildfires and succeeded in significantly increasing its efforts in fire prevention. The Department's Fire Prevention Program consists of multiple activities including wildland pre-fire engineering, vegetation management, fire planning, education and law enforcement. Typical fire prevention projects include brush clearance, prescribed fire, defensible space inspections, emergency evacuation planning, fire prevention education, fire hazard severity mapping, and fire-related law enforcement activities.

Beyond its wildland firefighting role, CAL FIRE is an "all-risk" department. It may very well be a CAL FIRE engine and crew that is dispatched to the scene of an auto accident, or to a home where a child has become the victim of a drowning incident. The Department is always ready to respond - medical aids; hazardous material spills; swift water rescues; search and rescue missions; civil disturbances; train wrecks; floods, earthquakes and more.

Because of the Department's size and major incident management experience, it is often asked to assist or take the lead in disasters, including the Northern and Central California floods of 1997, 1998, and 2006; the 1991 Cantara train derailment and toxic spill; 1994 Northridge earthquake; 1989 Loma Prieta earthquake; the 1991 Tunnel Fire in the Oakland/Berkeley Hills; and the 2003 Southern California Fire Siege.

As part of the CAL FIRE team since 1995, the Office of the State Fire Marshal (OSFM) supports the CAL FIRE mission to protect life and property through fire prevention engineering programs, law and code enforcement and education. The OSFM provides for fire prevention by enforcing fire-related laws in state-owned or operated buildings, investigating arson fires in California, licensing those who inspect and service fire protection systems, approving fireworks as safe and sane for use in California, regulating the use of chemical flame retardants, evaluating building materials against fire safety standards, regulating hazardous liquid pipelines, and tracking incident statistics for local and state government emergency response agencies.

The OSFM, State Fire Training, and CAL FIRE Academy programs provide training education and certification programs for the California Fire Service. Through practical training exercises and classroom courses, every California firefighter is exposed to training standards that have been approved by CAL FIRE and OSFM, each among the best institutions in the nation for fire training education.

CAL FIRE's mission emphasizes the management and protection of California's natural resources; a goal that is accomplished through ongoing assessment and study of the State's natural resources and an extensive CAL FIRE Resource Management Program. CAL FIRE oversees enforcement of California's forest practice regulations, which guide timber harvesting on private lands. Reviews and inspections ensure protection of watershed and wildlife, as well as renewal of timber resources. Department foresters and fire personnel work closely to encourage and implement fuels management projects to reduce the threat of uncontrolled wildfires. CAL FIRE Foresters promote conservation and the importance of our trees and forests to Californians of all ages.

CAL FIRE manages eight Demonstration State Forests that provide for commercial timber production, public recreation, and research and demonstration of good forest management practices. Additional forestry programs include urban forestry, archaeology, pest management, etc.

More Information

CAL FIRE Main Line: 1-916-653-5123

- [Organization Chart \(PDF\)](#)
- [State Foresters and Directors, 1905 – 2022](#)

CAL FIRE Reports

[2021 State Leadership Accountability Report](#)



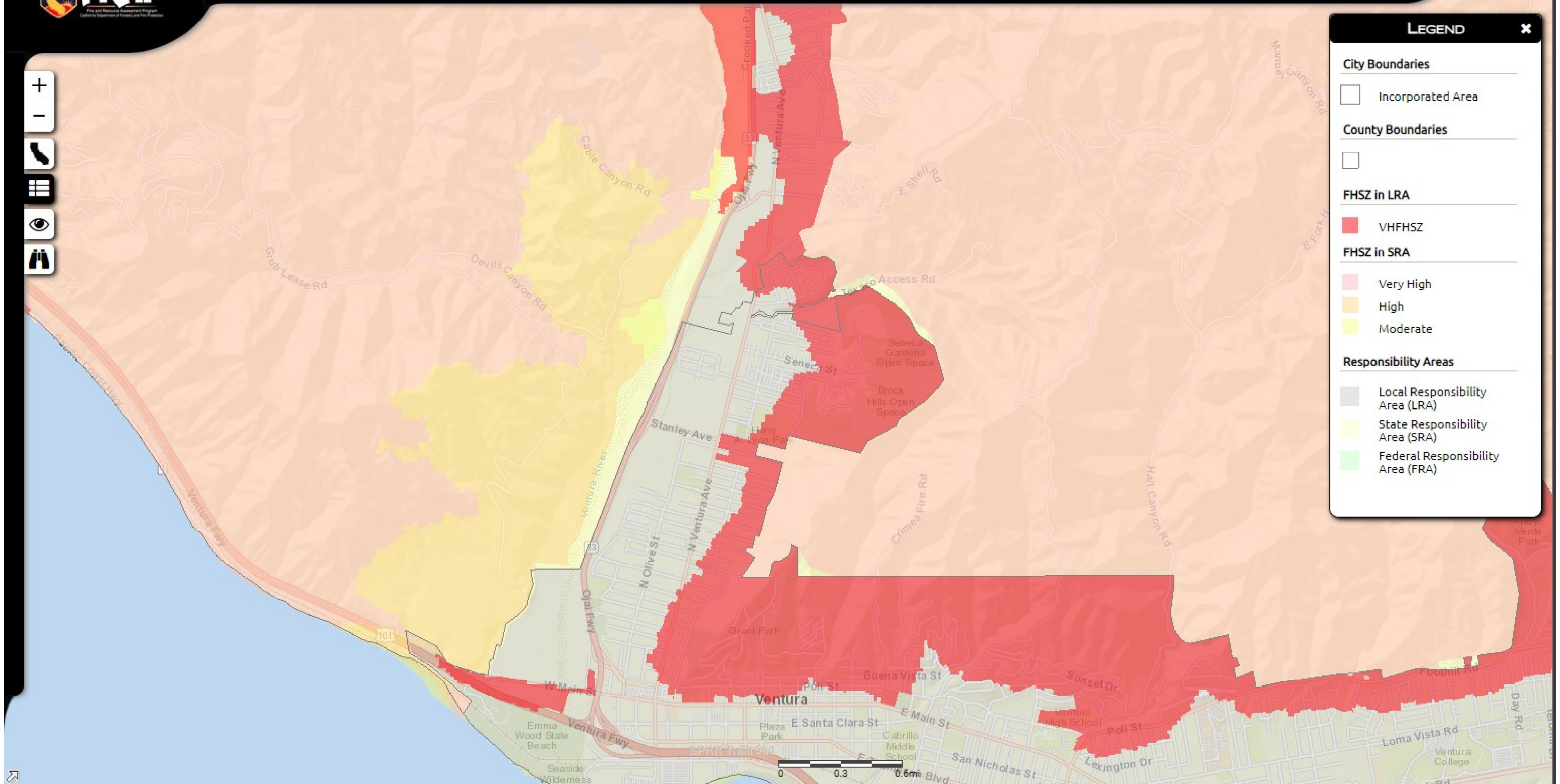
FHSZ Viewer

Help



LEGEND

- City Boundaries**
 - Incorporated Area
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 -
- FHSZ in LRA**
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 - Very High
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- Responsibility Areas**
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 - Federal Responsibility Area (FRA)



FREQUENTLY ASKED QUESTIONS ABOUT: *2022 Fire Hazard Severity Zones*



Fire Hazard Severity Zones Explained

- **What is a “Fire Hazard Severity Zone,” or FHSZ?**
 - **Answer:** Public Resource Code 4202; The State Fire Marshal shall classify lands within state responsibility areas into fire hazard severity zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread. Government Code 51178; The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

When were the maps last updated?

- **Answer:** In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Areas (LRA).

- **When will the maps be updated?**

- **Answer:** Over the past few years, CAL FIRE has been building the new model for a 2022 update. The latest technologies will be used in the mapping and will include new factors now available including land use changes, recent fire history, new significant wind event data, as well as a model that is more spatially detailed.

- **Why are fire hazard severity maps being updated?**

- **Answer:** The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.

- **What do Fire Hazard Severity Zones measure?**

- **Answer:** The Fire Hazard Severity Zone map evaluates “**hazard**,” not “**risk**”. The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts. “**Hazard**” is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts. “**Risk**” is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

- **Where do Fire Hazard Severity Zones apply?**

- **Answer:** Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under Senate Bill 63 (Stern, 2021) Government

Code 51178 was amended to add the Moderate and High Fire Hazard Severity Zones with the Very High in local jurisdictions.

- **What are the uses of Fire Hazard Severity Zones?**
 - **Answer:** The zones are used for several purposes including to designate areas where California’s defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.
- **Is there an easy way to determine the Fire Hazard Severity Zone of my property?**
 - **Answer:** You can search by address to find your current designation on the web at: osfm.fire.ca.gov/FHSZ
- **What are the key elements of the Fire Hazard Severity Zone model?**
 - **Answer:** The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.
- **How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?**
 - **Answer:** The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.
- **Why is my property in a different zone than the adjacent area, which looks similar?**
 - **Answer:** In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification.

Data Related Questions

- **How are Fire Hazard Severity Zones determined?**
 - **Answer:** CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.
- **What new data will be included in the new model, and how does this differ from the previous model?**
 - **Answer:** A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.
- **What is the difference between the various Fire Hazard Severity Zones?**
 - **Answer:** Classification of a wildland zone as Moderate, High or Very High fire hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes. Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.
- **Why does the model place an emphasis on the spread of embers?**
 - **Answer:** Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.
- **Is the GIS data for Fire Hazard Severity Zones available for download?**
 - **Answer:** The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). Geospatial data files of FHSZ are currently not available during the adoption process. The regulation incorporates the map by reference, and it is presented as an accurate and tractable representation of the data; release of the geospatial data files could compromise the integrity of the files, causing misrepresentation of the map and regulation. Upon completion of this process, the FHSZ maps will become formally adopted; at that time geospatial data files will become available. We have provided a web map service for you to view the zone classifications at osfm.fire.ca.gov/FHSZ.
- **Why do waterbodies have a Fire Hazard Severity Zone Classification?**
 - **Answer:** All areas in State Responsibility Area, including water bodies, require a fire hazard severity zone designation. The 2007 FHSZ maps zoned all water as moderate by default. In the 2022 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

State Regulated Area Questions

- **What is “State Responsibility Area,” or SRA?**
 - **Answer:** SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.
- **How is state responsibility area determined?**
 - **Answer:** The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the Public Resources Code Section 4125. The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.
- **What Fire Hazard Severity Zones are in State Responsibility Area?**
 - **Answer:** All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.
- **What are the wildland urban interface (WUI) building codes in State Responsibility Area?**
 - **Answer:** The WUI building codes (California Building Code (CBC) Chapter 7A) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all state responsibility area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at: <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/>

Local Regulated Area Questions

- **What is “Local Responsibility Area”, or LRA?**
 - **Answer:** Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.
- **What is the “Bates Bill”?**
 - **Answer:** The “Bates Bill” (AB 337), Government Code Section 51175, was prompted by the devastating Oakland Hills Fire of 1991. This mid-1990s legislation calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where very high FHSZs exist. The Government Code then provides direction for the local jurisdiction to take appropriate action.
- **How are Fire Hazard Severity Zones determined in local responsibility areas?**
 - **Answer:** CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.
- **What are the requirements for landowners in FHSZs in local responsibility areas? GC51189**

- **Answer:** California’s WUI building codes (CBC Chapter 7A) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding “home hardening” and defensible space clearance, visit www.ReadyForWildfire.org.
- **Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?**
 - **Answer:** Yes, per Government Code 51182 unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding “home hardening” and defensible space clearance, visit www.ReadyForWildfire.org.
- **How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?**
 - **Answer:** CAL FIRE’s Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State’s wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans. Currently there are 189 cities and 56 counties with FHSZ.
- **What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?**
 - **Answer:** CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The department works with local jurisdictions for validation of the mapping. The map, along with a model ordinance, are then sent to the governing body for adoption.
- **How are the new Fire Hazard Severity Zones impacting development?**
 - **Answer:** Many of the changes expanding fire hazard severity zones in local responsibility areas (LRA) have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.
- **When will the Local Responsibility Area Map be released?**
 - **Answer:** The Local Responsibility Area Map Process will happen after the State Responsibility Area process has been completed, which is estimated to occur in Spring or Summer of 2023.

Insurance Related Questions

- **Will the new fire hazard severity zones affect my ability to get or maintain insurance?**
 - **Answer:** Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models specifically call out CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the fire hazard severity zone model are likely included in the insurance companies’ risk models. However, insurance risk models incorporate many additional factors and factors that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

Resources, Additional Information, and Contact Information

- To find the current FHSZ designation for a property, visit FHSZ Map Viewer (ca.gov).
- Helpful links:
 - FHSZ Website:
 - osfm.fire.ca.gov/FHSZ
 - FHSZ Map Viewer:
 - [FHSZ Map Viewer \(ca.gov\)](#)

- Contacts for FHSZ for Public Questions:

(916) 633-7655

FHSZinformation@fire.ca.gov

Hazard Mitigation Planning

The Hazard Mitigation Planning Division develops and maintains the State Hazard Mitigation Plans (SHMP) and supports the development and state approval of Local Hazard Mitigation Plans (LHMP) to identify state and local risk to hazards, mitigation capabilities, and mitigation strategies. This Division is comprised of the State Mitigation Planning Unit and Local Mitigation Planning Unit. Our staff maintains and updates all comprehensive state and local mitigation planning programs.

2023 State Hazard Mitigation Plan (SHMP) – Public Review Draft

Cal OES is excited to release the draft 2023 State Hazard Mitigation Plan (SHMP or Plan) for public review and comment. The Plan will be available for comment until **Friday, March 24, 2023**. To submit comments, edits, and feedback, please complete this accompanying [Public Comment Survey](#). For any issues accessing the draft SHMP or the survey, please contact SHMP@CalOES.ca.gov.

The SHMP is California’s primary hazard mitigation guidance document. It details California’s historical and current hazards, identifies mitigation strategies and actions to address those hazards, and provides guidance to local jurisdictions developing their own hazard mitigation plans. The SHMP is updated every five years pursuant to U.S. Code of Federal Regulations (CFR) Title 44, Section 201.4. The current SHMP, released in 2018, is set to expire in September 2023. Once approved, the draft 2023 SHMP will become the State’s current Plan. For more information on the draft 2023 SHMP, please refer to the Fact Sheet below.

The 2023 SHMP expands on previous SHMP discussions of hazard impacts on equity priority communities and climate change as an exacerbator to hazard events. The 2023 SHMP also organizes hazards according to an impact ranking score, rather than by hazard type as seen in previous Plans. Critically, the 2023 SHMP uses a clearer organization method and plain language to ensure accessibility and readability for State agency stakeholders, local jurisdictions, and the general public.

The 2023 SHMP materials for **Volume 1. Core Plan** are available by major section, referred to as “Parts,” as well as in its entirety. **Volume 2. Appendices** is available in its entirety. Please submit all feedback via the [Public Comment Survey](#).

[2023 SHMP Materials](#)



[Draft 2023 SHMP Volume 1](#)



[Draft 2023 SHMP Volume 2](#)



Local Hazard Mitigation Planning

Because of the history of disasters throughout California, encouraging communities to adopt Local Hazard Mitigation Plans (LHMPs) is a priority. The Federal [Disaster Mitigation Act of 2000 \(DMA 2000\)](#) requires that states review LHMPs as part of their state hazard mitigation planning process. The intent is three-fold:

1. To gather hazard, vulnerability, and mitigation information from the local level for use in state-level planning
2. To ensure that state and local hazard mitigation planning is coordinated to the greatest extent practical
3. To ensure that local jurisdictions are made aware of the hazards and vulnerabilities within their jurisdiction and to develop strategies to reduce those vulnerabilities

This process ensures that mitigation actions are based on sound planning processes that account for the risks and capabilities of California communities. Mitigation plans form the foundation for a community's long term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage.

DMA 2000 provided an opportunity for states, tribes, and local governments to take a new and revitalized approach to mitigation planning. To implement the DMA 2000 planning requirements, the Federal Emergency Management Agency (FEMA) published an Interim Final Rule in the Federal Register on February 26, 2002. This rule ([44 CFR Part 201, Section 201.6](#)) established the mitigation planning requirements for states, tribes, and local communities. For LHMPs, it essentially states that local jurisdictions must also demonstrate that proposed mitigation actions are based on a sound planning process that accounts for the inherent risk and capabilities of the individual communities.

LHMP Assistance and Development

Recovery hazard mitigation planning staff assists local governments in the development of LHMPs and provides technical assistance, training and outreach to local jurisdictions. Cal OES reviews all LHMPs in accordance with DMA 2000 regulations and coordinates with local jurisdictions to ensure compliance with FEMA's Local Mitigation Plan Review Guide, dated October 2011. Once Cal OES planning staff find the LHMP to be "approvable," the plan is forwarded to FEMA Region IX mitigation planning staff for final review and approval.

State Hazard Mitigation Planning

The 2018 California State Hazard Mitigation Plan (SHMP) represents the state's primary hazard mitigation guidance document, and is composed of comprehensive and valuable input provided by State Hazard Mitigation Team members and stakeholders. The 2018 SHMP continues to build upon the state's commitment to reduce or eliminate potential risks and impacts of natural and human-caused disasters to help communities with their mitigation and disaster resiliency efforts. The 2018 plan includes: an updated statewide risk assessment, disaster history, and statistics; recent mitigation progress, success stories, and best practices; updated state hazard mitigation goals, objectives, and strategies; and updated climate mitigation progress and adaptation strategies. FEMA approved California's 2018 SHMP on September 28, 2018.

2018 SHMP Plan & Fact Sheet

The California 2018 SHMP Fact Sheet includes an overview of the 2018 California State Hazard Mitigation Plan. For additional information relating to SHMP purpose and organization, please view [Chapter 1: Introduction](#) of the SHMP.

- [2018 State of California Hazard Mitigation Plan](#)
- [SHMP 2018 Fact Sheet](#)

Mitigation Planning Guidance and Resources

Local mitigation plans look at natural hazards that may affect jurisdictions such as local governments and suggest mitigation actions to reduce losses from those hazards. Departments within local governments, including emergency managers, mitigation planners, community and economic development planners, floodplain managers, and other stakeholders, may find the following resources below useful. For additional information related to FEMA Policy updates, please visit their website at [FEMA.Hazard.Mitigation.Planning.](#)

[FEMA Hazard Mitigation Planning Regulations and Guidance](#)



[Links to County LHMPs](#)



[Resources for Local Governments and Jurisdictions to Use in Developing or Updating a Local Hazard Mitigation Plan](#)



[G-318 Workshop Slides](#)



[FEMA Local Plan Review Tool with HHPD \(Ver. 12.4.19\)](#)



[Hazard Mitigation and CRS](#)



[Region IX Tribal Plan Review Tool](#)



Hazard Mitigation Funding Opportunities

Recovery HM has open funding opportunities to assist in the development of your mitigation plans. Interested agencies are invited to submit a Notice of Interest (NOI) for eligible Hazard Mitigation projects and planning activities. The Hazard Mitigation Grant Program (HMGP) Unit administers the federal grants and provides subject matter expertise to local governments and other eligible applicant with respect to mitigation activities, application development and grant management. For addition information relating to grant opportunities and program support, please visit the [HMGP.page](#).

Technical Assistance

For questions and/or concerns, or to become a member of California's State Hazard Mitigation Team (SHMT), please contact SHMP@caloes.ca.gov

For questions and/or assistance with your LHMP, please contact our program at mitigationplanning@caloes.ca.gov.

For information regarding the funding opportunities, please visit the [Hazard Mitigation Grant Program \(HMGP\)](#) webpage or contact the program at HMA@caloes.ca.gov.

WE THE PEOPLE
of Ventura, in order to
ensure that our City
continues to be a great place
for us to live ...



A C H I E V I N G T H E V I S I O N
2005 ventura general plan

CITY OF SAN BUENAVENTURA

2005 VENTURA GENERAL PLAN

ADOPTED AUGUST 8, 2005

RESOLUTION NOS.2005-072 AND 2005-073

The following people contributed to the preparation of the 2005 Ventura General Plan:

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...and to the countless citizens who gave their time and energy towards the making of this plan.

This plan is dedicated to the citizens of Ventura.

August 8, 2005

In loving memory of Roma Armbrust and
Dennis R. Mackay

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"The building of cities is one of man's greatest achievements. The form of his city always has been and always will be a pitiless indicator of the state of his civilization. This form is determined by the multiplicity of decisions made by the people who live in it."

— Edmund N. Bacon
Design of Cities, 1967

We, the people of Ventura, in order to ensure that our City remains a great place for us to live ...



. . . establish these goals for our community's future:

OUR NATURAL COMMUNITY

Our goal is to be a model for other communities of environmental responsibility, living in balance with our natural setting of coastline, rivers, and hillside ecosystems.

OUR PROSPEROUS COMMUNITY

Our goal is to attract and retain enterprises that provide high-value, high wage jobs; to diversify the local economy; to increase the local tax base; and to anticipate our economic future in order to strengthen our economy and help fund vital public services.

OUR WELL-PLANNED COMMUNITY

Our goal is to protect our hillsides, farmlands, and open spaces; enhance Ventura's historic and cultural resources; respect our diverse neighborhoods; reinvest in older areas of our community; and make great places by insisting on the highest standards of quality in architecture, landscaping and urban design.

OUR ACCESSIBLE COMMUNITY

Our goal is to provide residents with more transportation choices by strengthening and balancing bicycle, pedestrian and transit connections in the City and surrounding region.

OUR SUSTAINABLE INFRASTRUCTURE

Our goal is to safeguard public health, well being and prosperity by providing and maintaining facilities that enable the community to live in balance with natural systems.

OUR ACTIVE COMMUNITY

Our goal is to add to and enhance our parks and open spaces to provide enriching recreation options for the entire community.

**OUR HEALTHY AND SAFE
COMMUNITY**

Our goal is to build effective community partnerships that protect and improve the social well being and security of all our citizens.

OUR EDUCATED COMMUNITY

Our goal is to encourage academic excellence and life-long learning resources to promote a highly-educated citizenry.

OUR CREATIVE COMMUNITY

Our goal is to become a vibrant cultural center by weaving the arts and local heritage into everyday life.

OUR INVOLVED COMMUNITY

Our goal is to strive to work together as a community to achieve the Ventura Vision through civic engagement, partnerships, and volunteer service.

State law requires each California city to adopt a comprehensive, long-term General Plan for the physical development of the community that guides local decision-making by expressing community goals about the future distribution and character of land uses and activities. The plan should be comprehensive by both covering the City's entire planning area and addressing the broad range of issues facing the community, including physical, social, aesthetic and economic concerns. The plan must be internally consistent and serve as a long-term guide, establishing policies for day-to-day land use decisions over an approximately 20-year period.

Introduction and Background

“To remain successful, Ventura must periodically renew itself, re-examine its goals and create a shared vision to guide the community into the future.”

With these opening words, the citizens of our community proclaimed the **Ventura Vision**, which was unanimously accepted by the City Council in March 2000. That landmark report captured the results of “a partnership encompassing city government, non-profit organizations, community groups, businesses, schools and individual residents to chart the community’s future through a process of visioning.”

Building on that shared vision, the City embarked on an effort to revise the 1989 Comprehensive Plan that served as the General Plan that all cities are required by State law to use to guide land use, transportation and other important policy decisions. This new General Plan is the culmination of that effort to translate the Ventura Vision into a coherent and comprehensive implementation plan to guide future development and preservation.

Throughout the visioning process and at the ballot box, Ventura residents have made clear we want a well-planned approach to managing growth. We don’t want continued suburban sprawl paving over farm land and sensitive hillside areas. Instead, we want vacant or run-down properties to be improved with high quality “infill” to provide new jobs, new homes and new stores and services.

Managing growth to improve our quality of life and standard of living is the smart thing to do.

Ventura residents don’t want uncontrolled growth and suburban sprawl. We also don’t want traffic gridlock, more “cookie cutter” tract houses or housing prices that make Ventura unaffordable for working families. By targeting new development to areas that would benefit from reinvestment – and by respecting our historic character and sense of place – “smart growth” is a better alternative.

Our vision is for a prosperous and well-planned community.

Smart Growth emphasizes reusing existing buildings and land, revitalizing our historic downtown and neighborhoods, and protecting the environment for future generations. Smart Growth channels new businesses and homes into appropriate areas. It also provides options for public transportation, creates neighborhoods where homes are in walking distance of local services and ensures green space for public use.

We seek to protect and enhance our unique “sense of place”

that builds on our pride in Ventura’s history and natural setting. Instead of new development that looks like everywhere else, our vision is for interesting, unique neighborhoods and districts, which reflect our values and heritage. The policies for pursuing these goals are spelled out in this new General Plan.

The Ventura General Plan

The *2005 Ventura General Plan* is the second in a series of three connected documents that will guide future conservation and change in the city. The *Ventura Vision* set the stage for this plan and enumerated four overarching principles that were affirmed by the community to guide Ventura into the future:

- Reach broadly and deeply into the community.
- Build on existing cultural, natural, and economic assets.
- Emphasize and encourage connections within the community.
- Work proactively and collaboratively to achieve the community's shared vision.

The final piece of the trilogy is a form-based *Development Code*. This code represents a new approach to zoning that prioritizes the appearance of development, while still ensuring that neighboring land uses are compatible and appropriate.

The *General Plan* will be put into action through the *Development Code* and a variety of other mechanisms, such as a mobility plan, specific plans, community plans, and capital improvement projects that will together shape the future of Ventura. The *General Plan* purposefully anticipates the *Code* focusing on the districts, corridors, and neighborhood centers where future change will be most pronounced.

The following vision statements reflect a high level of community consensus about a desired future for Ventura.



In the future, Ventura is a community that...

Environment

- Seeks sustainability by simultaneously promoting ecological health, economic vitality, and social well-being for current and future generations.
- Acts as an environmentally responsible model for other coastal areas.
- Protects and restores the natural character of its beaches, ocean views, hillsides, barrancas, and rivers as a scenic backdrop for its high quality urban environment.

Economy

- Develops a flourishing and balanced economy by encouraging a broad range of high quality employment and entrepreneurial opportunities.
- Encourages private economic development that supports public services and amenities associated with high quality of life.
- Has a vital, prosperous, and stable economy while maintaining its small-town feel.
- Is noted for private and public sector cooperation that enhances economic vitality.
- Actively participates in regional economic development efforts.

Planning, Design, and Circulation

- Retains its character as an attractive coastal town by growing slowly and sustainably, and by emphasizing its history, diversity, and natural environment.
- Cherishes its distinctive, diverse, and eclectic neighborhoods, and preserves their character.
- Has safe, accessible, and balanced transportation that promotes multiple modes of travel to local and regional destinations.

Social Activity

- Is known as an inclusive, diverse, and tolerant place that welcomes and celebrates all people.
- Provides all residents access to quality and affordable health and social services.
- Recognizes the importance of children and seniors by providing exceptional cultural, educational, and social support programs.
- Offers a diverse range of active and passive recreation for residents and visitors of all ages and abilities.
- Is dedicated to educational excellence and an emphasis on lifelong learning.
- Celebrates and is enriched by the arts and diverse cultural opportunities.

Collaboration

- Encourages residents to collaborate with each other and City government in an informed, active, and constructive manner to assess and resolve common issues.



Building on the Vision

Following adoption of the *Ventura Vision*, the City Council established a 19-member Comprehensive Plan Advisory Committee (CPAC) to shape the *Vision* concepts into issues and priorities for revision of the 1989 Comprehensive Plan. The CPAC included representatives of varied interests, including neighborhoods, agriculture, seniors and schools, as well as one member from the Planning Commission and one from the City Council. The committee met more than 30 times over almost three years. During that effort, the City published the August 2002 *Comprehensive Plan Update Background Report*, which provides a highly detailed account and analysis of opportunities and constraints that affect planning and land use in Ventura. This ultimately led to their findings, contained in the September 2003 *CPAC Issues & Alternatives Report*.

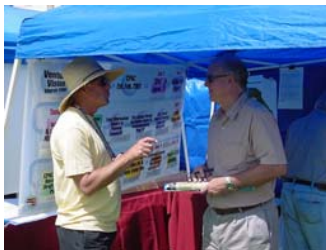
CPAC endeavored to create strategies to resolve planning and land use issues in Ventura utilizing the smart growth principles formulated by the U.S. Environmental Protection Agency:

- Mix land uses.
- Achieve compact building design.
- Provide a range of housing opportunities.
- Create walkable neighborhoods.
- Foster distinctive, attractive communities with a strong sense of place.
- Preserve open space, farmland, natural beauty, and critical environmental areas.
- Strengthen and direct development toward existing communities.

- Provide a variety of transportation choices.
- Make development decisions predictable, fair, and cost effective.
- Encourage community collaboration in planning decisions.

The recommendations of the CPAC were presented to the Planning Commission and City Council. After several months of reviewing the CPAC recommendations, the Planning Commission in December 2003 made some modifications to the CPAC's recommended land use scenario.

The City Council met 11 times from February through August 2004 to consider the CPAC and Planning Commission recommendations, review relevant data, and formulate broad goals, policies, and a diagram to guide growth and change in the City until 2025. In September 2004, the City Council established an ad-hoc General Plan Committee consisting of three Planning Commissioners and three City Council members to work with City staff and consultants to ensure that the *General Plan* would be completed expeditiously and with ample public participation, and to ensure open communication, transparency, and coordination among all parties interested in the creation of the *Plan*. All of the CPAC, Planning Commission, City Council, and General Plan Committee workshops, meetings, and hearings were open to the public and included significant, meaningful, and often extensive citizen input and participation.



Goals summarize how conservation, development, and future growth should occur by identifying physical, economic and social ends that the community wishes to achieve.

Policies establish basic courses of action for the Planning Commission and City Council to follow in working to achieve community goals, by directly guiding the response of elected and appointed officials to development proposals and related community actions.

Actions need to be undertaken by the City to implement policies.

Plan Format

The comprehensive and involved process of creating what is really a totally new (not just updated) *General Plan* – based on a new community vision and smart growth principles – resulted in a new set of goals, policies, and actions to guide future decision-making in Ventura that truly reflect the planning objectives of the community. These policy directives are organized by subject area in *General Plan* Chapters 1 through 10, which follow the organizational framework established in the *Ventura Vision* (see Table 1). Each topic is introduced with an overarching goal that carries forward the *Vision*, a description of issues needing resolution and methods for remedying them, and finally measurable policies and actions to achieve those solutions. Each of the policies contained within the Plan are intended to be understood and read with the following preface: “It is the intent of the City of San Buenaventura to...”. All of the actions are summarized in table form in Appendix A, along with the City department or division responsible for implementing each action and timeframe for completion. Also included in the Plan are the legally binding Appendices B through E. Attachment A is provided as a reference, while Attachment B is provided to serve as guidelines for future development until an update to the Zoning Ordinance is completed.

**Table 1
General Plan Organization**

Vision/General Plan Chapter	Required/<i>Optional</i> Elements	Examples of Topics Covered
1. Our Natural Community	Conservation Open Space	Open space, hillsides, watersheds, riparian areas, sensitive plants and animals
2. Our Prosperous Community	<i>Economic Development</i>	Commercial and industrial growth, economic diversification, job opportunities, tourism
3. Our Well-Planned and Designed Community	Land Use/ <i>Design</i> Housing <i>Park & Recreation</i>	Development patterns, neighborhoods, visual character, urban design, streetscapes, demographics, housing needs, affordability, constraints on production
4. Our Accessible Community	Circulation	Traffic, street network, parking, transit services, bike routes
5. Our Sustainable Infrastructure	Land Use	Water supply, wastewater treatment, drainage
6. Our Active Community	Land Use <i>Park & Recreation</i>	Park and recreation facilities, youth and senior programs
7. Our Healthy and Safe Community	Safety Noise Land Use	Development in hazardous areas, hazardous waste management, seismicity, flood control, water quality, brownfields, noise, police, fire, air quality
8. Our Educated Community	Land Use	Schools and libraries
9. Our Creative Community	<i>Culture</i>	Arts, events, community programs, cultural and historic resources
10. Our Involved Community	<i>Citizen Input</i>	Participation in governance

The format of the *General Plan* satisfies the State requirement that every general plan include policies for seven “elements,” as follows:

Land use – establishes the general distribution and intensity of land uses, including housing, commerce, industry, open space, education, and public facilities.

Circulation – identifies the location and type of existing and proposed highways, arterial and collector roadways, bicycle routes, and other transportation facilities.

Conservation – addresses treatment of natural and cultural resources, including watersheds, wetlands, trees, rivers and barrancas, and cultural and historic landmarks.

Housing – assesses current and projected housing needs of all segments of the community and identifies land to provide adequate housing to meet those needs. Although the City’s Housing Element and Technical Report is contained in a separate document to facilitate the frequent updating required by the State, the goals, policies and programs of the Housing Element must be and are consistent with the goals, policies, and actions of the *2005 Ventura General Plan*. (See Chapter 3, page 3-28, for 2004 Housing Element Goals and Policies.)

Noise – appraises noise sources in the community and develops means to mitigate nuisances.

Open Space – details techniques for preserving open space areas for natural resources, outdoor recreation, public health and safety, and agricultural activities.

Safety – establishes policies to protect the community from risks associated with seismic, geologic, flood, fire, and other hazards.

The *General Plan* also contains a number of special elements that aren’t required by State law but are integral to the unique identity of Ventura. These cover a range of topics including education, recreation, arts and culture, and community involvement in local government. Another chapter treats the very important subject of the local economy, providing guidance to citizens, City staff and policy makers regarding strategies and priorities for economic development in Ventura.



California Coastal Act

The *General Plan* also satisfies State requirements for the City's **Local Coastal Program** in accordance with the California Coastal Act (*Public Resources Code § 30000 et seq.*). Actions in the *General Plan* that affect coastal resources are intended to become part of the Land Use Plan of the Local Coastal Program, which will be accomplished through specific or community plans for those areas. These actions are identified with the logo of the California Coastal Commission (which oversees all Local Coastal Programs). The basic goals of the State for the coastal zone are to:

- Protect, maintain, and where feasible, enhance and restore the overall quality of the coastal zone environment and its natural and artificial resources.
- Assure orderly, balanced utilization and conservation of coastal zone resources taking into account the social and economic needs of the people of the state.
- Maximize public access to and along the coast and maximize public recreational opportunities in the coastal zone consistent with sound resources conservation principles and constitutionally protected rights of the private property owners.

- Assure priority for coastal-dependent and coastal-related development over other development on the coast.
- Encourage state and local initiatives and cooperation in preparing procedures to implement coordinated planning and development for mutually beneficial uses, including educational uses, in the coastal zone.
(*Public Resources Code § 30001.5*)





"As age comes on, one source of enjoyment after another is closed, but Nature's sources never fail. Like a generous host, she offers her brimming cups in endless variety, served in a grand hall, the sky its ceiling, the mountains its walls, decorated with glorious paintings and enlivened with bands of music ever playing."

— John Muir
20th Century Naturalist

1. OUR NATURAL COMMUNITY

Our goal is to be a model for other communities of environmental responsibility, living in balance with our natural setting of coastline, rivers, and hillside ecosystems.

Natural Context

Ventura's natural setting is one of its greatest assets, and preserving the environment is a top community priority. Situated between the ocean, hills, and two rivers, the city affords its residents and visitors with a significant amount of accessible, beautiful, and biologically diverse open space. Although a number of programs are in place to protect coastal and watershed ecosystems and to maintain and preserve existing open lands, some natural features in and around the city have been compromised by the impacts of human activity.

As in many communities across the nation, concern is growing in Ventura about human impacts on natural resources. The historic spread of local development has given rise to grassroots efforts aimed at preserving Ventura's viable agricultural land, open space, and hillsides. The 1995 Save Our Agricultural Resources initiative (see Appendix B) and the 2001 Hillside Voter Participation Area (Appendix C) measure require voter approval before the city can expand into open space areas. The Ventura Hillsides Conservancy formed in 2003 seeks to preserve local hillsides, canyons, and open space.

Ventura, Oxnard, Ventura County, and the County Local Agency Formation Commission have adopted agreements to preserve agricultural and open space land located between the cities. A change that amends these greenbelts requires the approval of all signatories.

Protecting Ventura's fragile natural resources is a fundamental focus of the *2005 Ventura General Plan*. Policies and actions in this chapter intend to ensure that coastal, hillside, and watershed features are preserved, remain visible and accessible, and demarcate boundaries for urban development to define and enhance the city's identity.



The community cherishes the shoreline as one of Ventura's best features. Coastal facilities in the city include:

- Emma Wood State Beach
- Ventura Seaside Park and Fairgrounds
- Surfers Point at Seaside Park
- Beachfront Promenade Park
- San Buenaventura State Beach
- Pierpont Community Beach
- Marina Beach/Cove Port District Beach
- Channel Islands National Park Headquarters
- Surfers Knoll
- Santa Clara River Mouth

Coastal Resources

Ventura boasts seven miles of beautiful sand beaches and valuable shoreline habitat. This “string of pearls” has long been identified by the community as one of the city’s most prized features. At its eastern end, the Ventura Harbor offers opportunities for residents and visitors to explore the local marine environment, including the Channel Islands National Park and Marine Sanctuary. Elsewhere along the coast, shoreline and dune habitat provide nesting, feeding, and mating grounds for a wide variety of wildlife, including threatened or endangered species such as the western snowy plover and the least tern.

Shoreline conservation programs underway include the Surfers Point Managed Shoreline Retreat, San Buenaventura State Beach restoration, Ventura Harbor wetland rehabilitation, and coastline water quality monitoring. The City will continue to invest in restoration to enhance the shoreline ecosystem, with the actions in this chapter augmenting current efforts.



Hillsides

The hills of the Transverse Range rise 1,200 feet above Ventura, providing an important visual backdrop that frames the City. Not only do these hills provide residents and visitors with scenic vistas, they are also part of a larger integrated ecosystem comprised by the hillsides, coastal areas, rivers and barrancas that together provide a rich habitat for many species. It is vital to the community that these hillsides that lie outside the city limits (with a County land use designation of either Open Space or Agriculture), are protected and preserved.

These hillsides, by definition, are coterminous with the Hillside Voter Participation Area, and comprise the Hillside Open Space community as depicted on the General Plan Diagram (page 3-22). Because the Hillside Voter Participation Area measure prohibits the extension of City urban services to the hillsides through 2030 without voter approval, the General Plan Diagram identifies the hillsides affected by the measure with a Planning Designation of Open Space. The full text and map of the Hillside Voter Participation Area appears in Appendix C (as required by the act). This chapter calls working with land conservation organizations to establish a Ventura hillsides preserve, and Chapter 6, *Our Active Community*, contains actions to work with the County to create public trails in the hillsides.

Definitions for “Hillside Open Space,” “Hillside Area,” “hillsides,” and “Hillside Voter Participation Area” can be found in the Glossary (Attachment A).





Rivers and Barrancas

The Ventura River flows south to the Pacific Ocean along the western edge of the city, and the Santa Clara River bisects the Oxnard coastal plain south of Ventura. A series of seasonal watercourses called barrancas traverse the city in narrow incised drainage channels running down from the hillsides. The rivers and barrancas and their larger watersheds provide undeveloped open space, riparian vegetation, wildlife habitat and corridors, recreational opportunities, and aesthetic beauty.

Where local watercourses have not been channelized, riparian trees and shrubs grow in fringing woodlands and thickets. Several sensitive bird species breed in these areas, including the least Bell's vireo, willow flycatcher, yellow warbler, and yellow-breasted chat. Steelhead and rainbow trout seasonally inhabit both the Ventura and Santa Clara Rivers.

Riparian and freshwater marsh areas in Ventura represent only a remnant of pre-human coverage, but the City has initiated conservation and restoration efforts such as the Ventura River Estuary Program to help reverse this trend. The estuaries at the mouths of the Ventura and Santa Clara Rivers serve as breeding grounds and feeding areas for migratory and resident shorebirds and waterfowl, as well as home to many terrestrial animals, fish, and free-swimming invertebrates.


Actions in this chapter – such as maintaining adequate buffers from watercourses, requiring


restoration of natural drainage features, and prohibiting the placement of manmade materials in drainages – can protect and improve water and habitat quality in local watersheds. The bolder action of removing concrete channel structures would further enhance natural functions and aesthetics.


Resource Conservation


As Ventura continues to grow, conserving resources, increasing energy efficiency, and achieving environmental sustainability become ever more important. The City desires to incorporate green building measures into the design, construction, and maintenance of public and private buildings which can result in significant cost savings and promote overall health and productivity of residents, workers, and visitors to the city. Raising conservation awareness can help minimize waste and pollution released into the natural environment. Improving energy efficiency in buildings, expanding recycling programs, and reducing transportation-related energy consumption will make the city a greener place. The policies and actions in this chapter provide clear direction to guide conservation, green practices, and responsible use of resources.


Policy 1A: Reduce beach and hillside erosion and threats to coastal ecosystem health.

Action 1.1: Adhere to the policies and directives of the California Coastal Act in reviewing and permitting any proposed development in the Coastal Zone. 

Action 1.2: Prohibit non-coastal-dependent energy facilities within the Coastal Zone, and require any coastal-dependent facilities including pipelines and public utility structures to avoid coastal resources (including recreation, habitat, and archaeological areas) to the extent feasible, or to minimize any impacts if development in such areas is unavoidable. 

Action 1.3: Work with the State Department of Parks and Recreation, Ventura County Watershed Protection Agency, and the Ventura Port District to determine and carry out appropriate methods for protecting and restoring coastal resources, including by supplying sand at beaches under the Beach Erosion Authority for Control Operations and Nourishment (BEACON) South Central Coast Beach Enhancement program. 


Action 1.4: Require new coastal development to provide non-structural shoreline protection that avoids adverse impacts to coastal processes and nearby beaches. 


Action 1.5: Collect suitable material from dredging and development, and add it to beaches as needed and feasible. 


Action 1.6: Support continued efforts to decommission Matilija Dam to improve the sand supply to local beaches. 


Action 1.7: Update the Hillside Management Program to address and be consistent with the Planning Designations as defined and depicted on the General Plan Diagram.

Policy 1B: Increase the area of open space protected from development impacts.

Action 1.8: Buffer barrancas and creeks that retain natural soil slopes from development according to State and Federal guidelines. 

Action 1.9: Prohibit placement of material in watercourses other than native plants and required flood control structures, and remove debris periodically. 

Action 1.10: Remove concrete channel structures as funding allows, and where doing so will fit the context of the surrounding area and not create unacceptable flood or erosion potential. 

Action 1.11: Require that sensitive wetland and coastal areas be preserved as undeveloped open space wherever feasible and that future developments result in no net loss of wetlands or “natural” coastal areas. 

Action 1.12: Update the provisions of the Hillside Management Program as necessary to ensure protection of open space lands.

Action 1.13: Recommend that the City's Sphere of Influence boundary be coterminous with the existing City limits in the hillsides in order to preserve the hillsides as open space.

Action 1.14: Work with established land conservation organizations toward establishing a Ventura hillsides preserve.

Action 1.15: Actively seek local, State, and federal funding sources to achieve preservation of the hillsides.

Policy 1C: Improve protection for native plants and animals.

Action 1.16: Comply with directives from regulatory authorities to update and enforce stormwater quality and watershed protection measures that limit impacts to aquatic ecosystems and that preserve and restore the beneficial uses of natural watercourses and wetlands in the city.

Action 1.17: Require development to mitigate its impacts on wildlife through the development review process.

Action 1.18: Require new development adjacent to rivers, creeks, and barrancas to use native or non-invasive plant species, preferably drought tolerant, for landscaping.

Action 1.19: Require projects near watercourses, shoreline areas, and other sensitive habitat areas to include surveys for State and/or federally listed sensitive species and to provide appropriate

buffers and other mitigation necessary to protect habitat for listed species.

Action 1.20: Conduct coastal dredging in accordance with the U.S. Army Corps of Engineers and California Department of Fish and Game requirements in order to avoid impacts to sensitive fish and bird species.

Action 1.21: Work with State Parks on restoring the Alessandro Lagoon and pursue funding cooperatively.

Action 1.22: Adopt development code provisions to protect mature trees, as defined by minimum height, canopy, and/or trunk diameter.

Action 1.23: Require, where appropriate, the preservation of healthy tree windrows associated with current and former agricultural uses, and incorporate trees into the design of new developments.

Action 1.24: Require new development to maintain all indigenous tree species or provide adequately sized replacement native trees on a 3:1 basis.


Policy 1D: Expand the use of green practices.

Action 1.25: Purchase and use recycled materials and alternative and renewable energy sources as feasible in City operations.


Action 1.26: Reduce pesticide use in City operations.


Action 1.27: Utilize green waste as biomass/compost in City operations.

Action 1.28: Purchase low-emission City vehicles, and convert existing gasoline-powered fleet vehicles to cleaner fuels as technology becomes available.

Action 1.29: Require all City funded projects that enter design and construction after January 1, 2006 to meet a design construction standard equivalent to the minimum U.S. Green Building Council LEED™ Certified rating in accordance with the City's Green Building Standards for Private and Municipal Construction Projects. 

Action 1.30: Provide information to businesses about how to reduce waste and pollution and conserve resources.

Action 1.31: Provide incentives for green building projects in both the public and private sectors to comply with either the LEED™ Rating System, California Green Builder, or the Residential Built Green program and to pursue registration and certification; incentives include “Head-of-the-Line” discretionary processing and “Head-of-the-Line” building permit processing. 

Action 1.32: Apply for grants, rebates, and other funding to install solar panels on all City-owned structures to provide at least half of their electric energy requirements. 

Action 1.33: Publicly acknowledge individuals and businesses that implement green construction and building practices.



"Every increment of construction should be done in such a way as to heal the city."

— Christopher Alexander
Author of *A Pattern Language*, 1977

CITY OF
VENTURA

OUR PROSPEROUS COMMUNITY
ventura's general plan

2. OUR PROSPEROUS COMMUNITY

Our goal is to attract and retain enterprises that provide high-value, high wage jobs; to diversify the local economy; to increase the local tax base; and to anticipate our economic future in order to strengthen our economy and help fund vital public services.

Adapting in the 21st Century

Great communities are prosperous communities. A successful city brings people, institutions, ideas, and capital together in creative ways that enrich the lives of those who live and work there. In today's global economy, high-wage high-value jobs are the foundation of the prosperity that instills a city with the financial resources necessary to provide high quality of life and excellent community amenities.

Ventura has been blessed with a history of prosperity, thanks in large part to success in harnessing the area's natural assets for economic benefit. For most of the 20th Century, Ventura was sustained largely by its role as the hub of the region's oil and agriculture industries. These two sectors not only provided a stable source of jobs and business opportunities, but also helped to shape Ventura's role as the legal, governmental, and cultural center of the County.

In the 21st Century, however, Venturans can't take continued prosperity for granted. Competition occurs regionally, nationally, and globally for innovative businesses, top talent, and

good jobs. The community must build on its resources and constantly be on the lookout for new economic opportunities.

County government will likely remain the city's largest employer, providing an important element of economic stability, but government employment is not likely to grow significantly. Oil and agriculture will continue to be important, but their roles are diminishing. While Ventura is a regional center for healthcare, that industry will continue to face intense pressures to reduce costs. Still, the City of Ventura is positioned to move into an era dominated by innovation and reliant on emerging technologies. Cities and regions that excel in the "New Economy" promote high tech industries and boast a high quality of life. Likewise, to remain competitive, Ventura must continue to support economic development, but also create a more attractive living environment, including by providing appropriate housing for all segments of the local workforce. Efforts to boost economic development must be supported by a high quality of life, including a thriving cultural arts scene, award winning schools, and an engaged community. Tourism is also a strong market for Ventura. The beaches, museums, downtown, harbor and the nearby Channel Islands National Park attract more than 1.5 million visitors a year.

The policies and actions in this chapter seek to identify business niches that can thrive locally to diversify the economic base and ensure future community prosperity.

Economic Challenges

Ventura faces a variety of interrelated challenges to continued economic vitality, including:

1. Capturing a share of high-value job markets, such as biotechnology, computer software, communications, entertainment, multimedia, education, and business and financial services.
2. Diversifying the local economy to reduce dependence on the service, retail, and government sectors.
3. Building on the success of the tourism, manufacturing, business, and financial services sectors through marketing and job training programs that will ensure retention and attraction of these enterprises.
4. Finding appropriate locations for commercial and industrial land, including through revitalization opportunities in the Westside and Downtown and possibly via annexations of sites in the North Ventura Avenue and 101 Business Corridor areas.
5. Expanding the retail base, because sales tax represents a major City revenue source.
6. Providing housing for the full range of workforce households at all income levels.
7. Providing adequate infrastructure and financing resources.

Meeting all of these challenges in an integrated, strategic manner will be necessary to achieve long-term economic stability and success. The City must endeavor to identify the businesses most likely to remain and grow in an area that has very high costs – especially for housing – but also has outstanding community amenities, including good weather, a spectacular natural setting, and a safe and desirable community fabric.

The *Ventura Vision* calls for targeting industries that demonstrate the greatest promise for long-term community prosperity by:

- Providing high-wage, high skilled jobs,
- Possessing a local competitive advantage in the global economy,
- Being committed to local responsibility,
- Growing from local ownership, control or management,
- Practicing environmental leadership in their markets, and
- Strengthening the community's creative, cultural identity.

The *Vision* also offers principles for the City to pursue in charting future strategies for economic development:

- Encourage a broad range of high-quality employment and entrepreneurial opportunities.
- Encourage private economic prosperity that can support public services and quality-of-life amenities.

- Develop a vital, prosperous, and stable economy while maintaining a “small-town” flavor.
- Encourage the public and private sectors to work together to achieve prosperity.
- Participate constructively in regional economic development efforts.

Implementing these strategies will not be simple or easy. For one reason, California’s current tax system contains provisions that result in some of the lowest-paying economic sectors providing the city with the most tax revenue, and vice versa.

Pillars for Prosperity

Community prosperity is not something that a city government can create by itself. Any successful economic development effort requires the participation of many partners, including community-based business organizations, educational and training institutions, venture capitalists, individual entrepreneurs and business owners, networks of suppliers, and other government agencies that have a mission to enhance prosperity.

Together, the City and its economic partners must ensure that the building blocks for community prosperity are in place. These foundations include organizations and institutions that can coordinate local economic development efforts, as well as land and other economic infrastructure required to make Ventura an attractive business location.

This organizational infrastructure is evolving in Ventura. Business groups such as the Chamber of Commerce and the Ventura County Economic Development Association (a countywide group) are already active, but a wider network is needed to assemble the resources and capacity of entrepreneurs, venture capitalists, educators, and other stakeholders in building a healthy business climate. Greater synergy is needed among the area’s higher education institutions – including California State University Channel Islands, Ventura College, Brooks Institute, and satellite campuses of other colleges and universities.

Appropriate and sufficient land will also be necessary to ensure continued economic prosperity over the next 20 years, even as we seek to protect open space and combat sprawl. Demand for land to support retail and office development is likely to outstrip current supply unless allowable building intensities are significantly increased. While some increased density is likely, and some older industrial land may be recycled for new business uses, the City must take care to reserve sufficient land for these purposes – especially in an environment where short-term pressure is likely to encourage conversion of land to commuter housing.

Thus, the strategy for community prosperity must be coordinated with area-specific planning efforts, especially on the Westside (where industrial land is likely to be recycled), Downtown (which must stress office, studio, and retail business growth as well as an emerging residential component), and in the 101 Corridor between Mills Road and

Johnson Drive (where most of the city's business activity now takes place). The City will advance on a set of defined focused areas:

Auto Center – efforts over the short term will focus on making the area a regional retail destination. The City will strengthen its partnership with Auto Center dealers to realize beautification projects and facilitate land use entitlements for additional dealerships.

McGrath Property – the 76-acre site provides Ventura with the very best opportunity to attract new industry with high-value, high-wage jobs. The City and property owners will work on securing project entitlement approvals and recruiting desired tenants. The objective is to attract targeted industries and provide the impetus for initial site development over the short-term.

Westside – the feasibility of establishing a redevelopment project area will be considered by the City and Westside citizens. Such legal designation would provide the resources needed to leverage and implement planned initiatives in various Westside plans. Brownfield reuse efforts will also continue to secure funding for much needed site assessment and remediation activities.

Upper North Avenue – the objective is to transform this area from an oilfield industrial area to a dynamic economic engine. Development efforts will address reuse of the former USA Petroleum site, including and evaluation of the

site's potential to emerge as a component of a campus expansion opportunity for Brooks Institute. Keys to this effort are site remediation, compatibility issues, and future annexation to the City.

Downtown – proposed initiatives include well defined design standards in the updated Downtown Specific Plan, enhanced efforts to market the Downtown Cultural District, formation of a downtown management entity, and attracting uses that create “around-the-clock” activity.

Anticipating Our Economic Future – Ventura's economic growth is built on a foundation of concerted efforts that fuel innovation, collaboration, and continuous learning. The focus will be on attracting high technology and knowledge-based businesses including biotechnology, non-durable manufacturing, and business and financial services. Continuous learning opportunities for job seekers, workers, and employers will acknowledge demographic pressures and rapidly changing skill needs. Through specific strategies, the community will develop leaders for tomorrow, and attract and retain new graduates and skilled employees. Critical players will include the Workforce Investment Board, Ventura College, California State Channel Islands, and the Brooks Institute.

The policies and actions in this chapter attempt to provide the means to support these targeted efforts to achieve a stable and balanced economic base.


Policy 2A: Establish a clear economic strategy.

Action 2.1: Track economic indicators for changes that may affect City land resources, tax base, or employment base, such as terms and conditions of sale or lease of available office, retail, and manufacturing space.


Action 2.2: Prepare an economic base analysis that identifies opportunities to capture retail sales in sectors where resident purchasing has leaked to other jurisdictions.

Action 2.3: Maintain and update an Economic Development Strategy to implement City economic goals and objectives.

Policy 2B: Make the local economic climate more supportive of businesses investment.

Action 2.4: Map priority locations for commercial and industrial development and revitalization, including a range of parcel sizes targeted for high-technology, non-durables manufacturing, finance, business services, tourism, and retail uses. 

Action 2.5: Share economic and demographic information with organizations that may refer businesses to Ventura.

Action 2.6: Encourage intensification and diversification of uses and properties in districts, corridors, and neighborhood centers, including through assembly of vacant and underutilized parcels. 


Action 2.7: Partner with local commerce groups to recruit companies and pursue funding for business development and land re-utilization.

Action 2.8: Carry out Housing Element programs that provide housing to all segments of the local workforce.

Action 2.9: Expedite review for childcare facilities that will provide support to local employees.


Policy 2C: Encourage niche industries.

Action 2.10: Expedite review of the entitlement process for installation of infrastructure necessary to support high technology and multimedia companies.


Action 2.11: Allow mixed-use development in commercial and industrial districts as appropriate. 


Action 2.12: Allow uses such as conference centers with resort amenities on appropriately sized and located parcels. 


Action 2.13: Market the city to businesses that link agriculture with high technology, such as biotechnology enterprises.


Action 2.14: Partner with local farms to promote farmers markets and high quality locally grown food. 


Policy 2D: Expand tourism opportunities.


Action 2.15: Provide incentives for use of waterfront parcels for recreation, visitor-serving commerce, restaurant, marina, and fishing uses. 

Action 2.16: Work with the State to create year-round commercial opportunities at the fairgrounds. 

Action 2.17: Partner with the Harbor District and National Park Service to promote Channel Islands tours and develop a marine learning center. 

Action 2.18: Prioritize uses within the Harbor master plan area as follows: (1) coastal dependent, (2) commercial fishing, (3) coastal access, and (4) visitor serving commercial and recreational uses. 

Action 2.19: Partner with hotels and the Chamber of Commerce to promote city golf courses. 

Action 2.20: Promote outdoor recreation as part of an enhanced visitor opportunities strategy. 



"Communities should be designed to serve the cycle of the day and the cycle of the lifetime."

— Andres Duany
Architect & Town Planner

CITY OF
VENTURA

OUR WELL PLANNED COMMUNITY
ventura's general plan

3. OUR WELL PLANNED & DESIGNED COMMUNITY

Our goal is to protect our hillsides, farmlands and open spaces; enhance Ventura’s historic and cultural resources; respect our diverse neighborhoods; reinvest in older areas of our community; and make great places by insisting on the highest standards of quality in architecture, landscaping and urban design.

Our City

Ventura is a unique coastal community, proud of our heritage and dedicated to being a national model for effectively managing growth to protect our natural environment and continue to be a great place for us to live.

It is our public responsibility to plan and shape the physical realm to achieve these goals. Past policies, particularly the 1989 Comprehensive Plan, reined in rapid outward suburban sprawl. The 1992 Downtown Specific Plan set the direction for revitalization of the historic heart of our community. Voter-approved measures clearly underscored a mandate to protect agricultural resources and open space, particularly in our hillsides.

Guided by the Ventura Vision of 2000, the centerpiece for this General Plan is creating a “well-planned and designed community.” The policies build on the foundation of the past.

This plan also represents an historic commitment to *smart* growth:

1. Mix land uses
2. Take advantage of compact building design
3. Create a range of housing opportunities and choices
4. Create walkable communities
5. Foster distinctive, attractive communities with a strong sense of place
6. Preserve open space, farmland, natural beauty, and critical environmental areas
7. Strengthen and direct development toward existing communities
8. Provide a variety of transportation choices
9. Make development decisions predictable, fair, and cost effective
10. Encourage community and stakeholder collaboration in development decisions

Source: U.S. Environmental Protection Agency

Infill First

Ventura today is the product of decades of earlier growth and development. These patterns have largely established our community’s character and will continue to do so in the future. The passage of SOAR, the Hillside Voter Protection Area, and other land-use constraints, along with natural boundaries, such as the ocean and the rivers, make it abundantly clear that before we expand outward any further, we must pursue an “Infill First” strategy. Such a strategy will help avoid sacrificing farmland and sensitive areas in our hillsides and along our rivers.

"Smart growth is about being good stewards of our communities and of our rural lands, parks, and forests. It is about ensuring that the best of the past is preserved, while creating new communities that are attractive, vital, and enduring."
--Michael Leavitt, EPA Administrator

Our “Infill First” strategy for Ventura means avoiding suburban sprawl by directing new development to vacant land in the City and Sphere of Influence (with the exception of SOAR land), and by focusing new public and private investment in carefully selected districts, corridors, and neighborhood centers where concentrated development and adaptive reuse will improve the standard of living and quality of life for the entire community.

Recognizing that the rate of future population growth is not subject to City control, this plan has been analyzed (in the accompanying Environmental Impact Report) on the basis of estimates of what new homes and other development might be expected to take place over the next twenty years (see Table 3-2). Looking at the rate of growth over the past decade and recognizing the challenges to “infill” development compared to “greenfield” expansion, a projection of roughly 8,300 additional housing units and approximately 5 million square feet of non-residential development has been used for the plan’s 20 year planning horizon. Table 3-2 provides estimates of the amount of development that could reasonably be expected to occur in the City and Sphere of Influence.

The actual distribution of future growth in the City may vary based on market forces and other factors. The districts, corridors, and neighborhood center areas, shown on Figure 3-1 Infill Areas, could accommodate more development and/or a different mix of

development than shown in Table 3-2. To demonstrate this, Table 3-1 shows the potential development based on the overall carrying capacity of the land.

Distribution of growth in the districts and corridors is based on the following general assumptions:

- Development in the Downtown and Harbor Districts will conform to the plans for those areas,
- The Downtown area and, to a lesser extent, the Ventura Avenue corridor will be the focus of future residential and commercial growth, and
- The Arundell, North Avenue, and Upper North Avenue areas will be the focus of future economic growth, potential expansion of the Brooks Institute, with some residential uses.

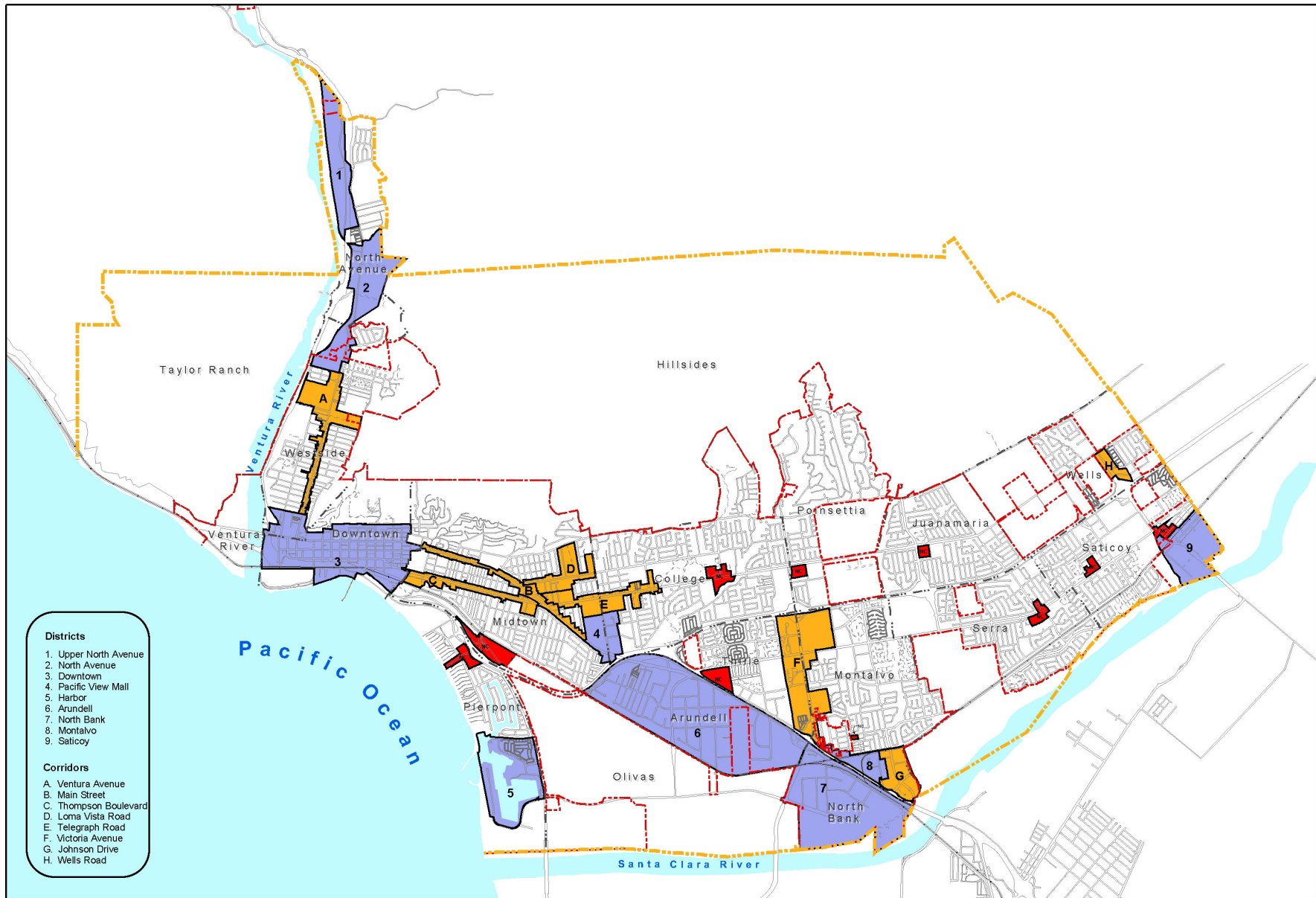
Table 3-1. Potential Development Based on Carrying Capacity of Land Area

Planning Designation	Allowed Density (du/acre)	Existing Development 2004					General Plan Capacity			
		Single Family Units	Multi Family Units	Comm./Ind. Sq. Ft.	Parcels	Acres	Vacant		Additional Potential ³	
							Parcels	Acres	Units	Sq. Ft.
Neighborhood Low	0-8	19,425	3,335	49,386	22,511	4,629	108	426	1,221	
Neighborhood Medium	9-20	1,163	8,965	149,513	4,414	1,061	32	116	4,859	
Neighborhood High	21-54	814	2,468	194,143	1,634	303	8	16	8,477	
Commerce ¹		257	490	4,995,248	1,366	808	95	108	7,892	22,328,276
Industry ²		29	31	8,299,840	1,037	1,401	89	392	4,724	34,215,483
Public & Institutional		4	0	54,422	66	571				
Park & Open Space		6	0	15,491	264	11,693				
Agriculture		4	0	19,550	154	6,857				
Downtown Specific Plan	21-54	332	1,543	1,795,401	1,174	307	45	20	2,500	450,000
Harbor District		0	310	350,160	10	254	1	21	300	876,100
Total		22,034	17,142	15,923,154	32,630	27,884	378	1099	29,910	57,869,859

1. Commerce residential unit capacity is for property within a Corridor, District, or Neighborhood Center and assumes buildout to the maximum FAR and that 25% of floor area would be commercial (with the remainder residential).
 2. Industry residential unit capacity is for property within a Corridor, District, or Neighborhood Center and assumes buildout to the maximum FAR and that 75% of floor area would be industrial (with the remainder residential).
 3. "Additional Potential" assumes a historic buildout rate of 70% for both residential and non-residential.

CHAPTER 3

Table 3-2. Predicted Development Intensity & Pattern	Residential Development (units)	Non-Residential Development (square feet)				
		Retail	Office	Industrial	Hotel	Total
DISTRICTS						
Upper North Avenue	100	10,000	50,000	150,000	-	210,000
North Avenue	50	10,000	50,000	250,000	-	310,000
Downtown Specific Plan	1,600	100,000	200,000	-	150,000	450,000
Pacific View Mall	25	25,000	-	-	-	25,000
Harbor	300	315,000	-	-	230,000	545,000
Arundell	200	25,000	300,000	1,000,000	-	1,325,000
North Bank	50	300,000	50,000	300,000	-	650,000
Montalvo	50	-	50,000	25,000	-	75,000
Saticoy	50	-	-	25,000	-	25,000
Subtotals (Districts)	2,425	785,000	700,000	1,750,000	380,000	3,615,000
CORRIDORS						
Ventura Avenue	800	40,000	100,000	50,000	-	190,000
Main Street	100	15,000	40,000	-	-	55,000
Thompson Boulevard	300	15,000	40,000	-	-	55,000
Loma Vista Road	25	15,000	40,000	-	-	55,000
Telegraph Road	250	15,000	40,000	-	-	55,000
Victoria Avenue	50	15,000	40,000	-	-	55,000
Johnson Drive	150	50,000	20,000	-	-	70,000
Wells Road	50	15,000	20,000	-	-	35,000
Subtotals (Corridors)	1,725	180,000	340,000	50,000	0	570,000
SPHERE OF INFLUENCE (SOI)/OTHER INFILL/NEIGHBORHOOD CENTERS						
101/126 Agriculture	200	-	-	-	-	-
Wells/Saticoy	1,050	-	-	-	-	-
Pierpont	100	30,000	-	-	-	30,000
Other Neighborhood Centers	100	-	-	-	-	-
Second Units	300	-	-	-	-	-
Underutilized	250	-	-	-	-	-
Vacant	450	165,000	50,000	-	-	215,000
Subtotals (Other Infill)	2,450	195,000	50,000	0	0	245,000
TOTAL INFILL	6,600	1,160,000	1,090,000	1,800,000	380,000	4,430,000
PLANNED AND PENDING DEVELOPMENTS						
Downtown	50	1,072	-	-	150,000	151,072
Ventura Avenue/Westside	238	7,086	-	27,000	-	34,086
Midtown	34	13,751	-	-	-	13,751
College (Telegraph/Loma Vista)	4	2,718	8,843	-	-	11,567
Telephone Road Corridor	256	-	54,785	-	-	54,785
Montalvo/Victoria	296	-	4,300	-	-	4,300
Saticoy/East End	840	7,950	5,600	-	-	13,550
Arundell	-	41,640	42,614	18,080	-	102,334
Olivas	-	7,160	7,066	390,053	-	404,279
Subtotals (Planned/Pending)	1,718	81,377	123,214	435,133	150,000	789,724
TOTAL (Infill+SOI/Other+Pending)	8,318	1,241,377	1,213,214	2,235,133	530,000	5,219,724



SOURCE: City of Ventura

Infill Sites

- Corridor
- Neighborhood Center (NC)
- District
- City Limits
- Planning Boundary
- Planning Neighborhoods

Figure 3-1
Infill Areas

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.

Footnotes for Table 3-2:

Growth estimates for the Arundell community consider the likely development of the 75-acre McGrath property with a mix of uses and development of other vacant lands. Growth estimates for the North Bank area consider the possibility of a large retailer in that area. Estimates of growth in the SOI/Other Infill sites are based on the following general assumptions: (a) 101/126 Orchard site will develop similarly to a project recently proposed for that site; (b) Wells/Saticoy sites will develop in accordance with ongoing planning efforts for those areas; (c) the Pierpont area will develop generally in accordance with a conceptual project recently considered by the City; (d) Second Units will be added at a rate of 15/year; (e) roughly half of underutilized lands identified in the Housing Element will be re-developed over the next 20 years; (f) all vacant lands outside the districts and corridors will be developed in accordance with the proposed planning designations. Planned and Pending Developments based upon the City's 2004 Pending Projects list. Building areas do not include self storage facilities.

The following potential projects not included in the 2004 Planned and Pending Developments list have been included in the future development totals: (1) 150,000 square feet of industrial development in the North Bank area; (2) 165,000 square feet of retail development along Wells Road in the Saticoy area; (3) 50,000 square feet of office development on a 3.5-acre site along Ralston Drive. The Auto Center industrial project is included in the North Bank district; the other two projects are included in the "vacant" category. The square footage associated with these projects has been added to the projections of future growth to provide a conservative analysis of possible future impacts.

Together Table 3-2 and Figure 3-1, Infill Areas, offer a sense of how much growth Ventura might experience by 2025, and a picture of where such change is likely to occur. Precisely how and when development happens and what resources are conserved will be determined by the actions presented in the ten chapters of the *General Plan*, and by the specific land development standards. This plan is one of many tools the City will use to control where and how any future development takes place.

21st Century Tool Kit

The City has a wide array of tools at its disposal to achieve our “Infill First” strategy in ways that respect Ventura’s heritage and result in beautiful buildings, blocks, streetscapes, and public places that enhance and enrich quality of life for the entire community. Shaping the City’s physical form in the 21st Century will be achieved most effectively and aesthetically by combining Planning Designations with a transect-based approach, and with a new form-based Development Code. Together these can strongly influence the design and functioning of Ventura’s distinct and unique neighborhoods, districts, and corridors.

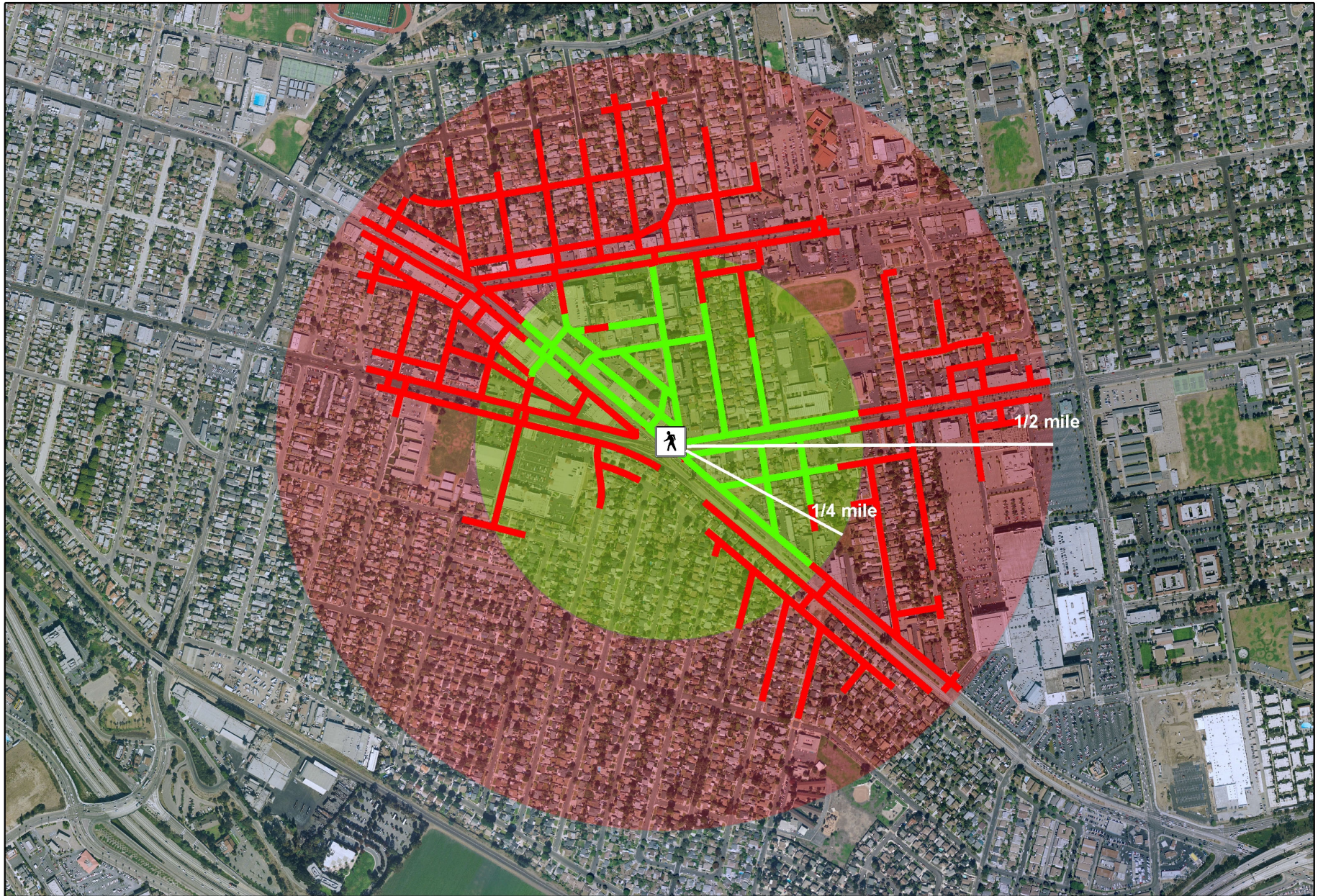
The policies and actions in this chapter seek to enrich Ventura’s urban fabric through appropriate design that showcases the attractive features of neighborhoods, districts, and corridors. To promote high-quality infill, the policies and actions encourage neighborhood centers, pedestrian access, established and desirable building types, and dynamic, neighborhood-serving nodes of mixed-use development along primary streets and corridors. This chapter specifically calls for detailed attention to community design through a form-based approach.

Neighborhoods: The Basic Building Blocks of Community

Like any great city, Ventura has grown around the basic unit of the neighborhood. A true neighborhood is not a subdivision of similar

houses disconnected from surrounding places. Instead it is an identifiable area containing a neighborhood center with a pedestrian-friendly mix of uses and a palette of housing types for people in all stages of their lives. Neighborhoods are often defined by a quarter-mile “pedestrian shed” (see Figure 3-2), in which most residents’ daily needs can be met within a five-minute walk. The organic nature of neighborhoods and their interdependency is what makes them viable for generations. Neighborhoods are not static places that resist change, but rather evolve naturally through periods of transformation to accommodate new residents’ needs and desires.






“In a neighborhood, everything that is needed is there and everything that is there is needed.”
- Anonymous



SOURCE: City of Ventura, Created for the Midtown Ventura Design Charette, March 2005

Figure 3-2

Pedestrian Shed, Theoretical versus Actual

-  Northeast corner of Five Points
 -  Theoretical 5 minute walk (1/4 mile)
 -  Actual 5 minute walk (1/4 mile)
-  Theoretical 10 minute walk (1/2 mile)
 -  Actual 10 minute walk (1/2 mile)

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.

The City is rich in a variety of neighborhoods, most of which are within one of Ventura's distinct communities. A total of 17 communities were identified in the 1989 Comprehensive Plan and have been carried forward, with some modifications to allow for a more detailed approach to describe Ventura's geography. Figure 3-3 illustrates 19 distinct communities, some of which are composed of a group of neighborhoods, each boasting their own unique attractions and potential. The oldest settled area is nearest the ocean, with newer areas found eastward, with the exception of Saticoy. Some of Ventura's communities have neighborhood centers established around parks, community gathering places, or civic buildings, and contain or are near services they share with surrounding areas, such as schools, libraries, post offices, and specialty shopping.

Ventura also has residential subdivisions and commercial and industrial districts that could evolve into true neighborhoods. A long-term strategy should be developed to gradually transform these areas that do not yet follow the neighborhood pattern. Existing subdivisions could be linked by pedestrian routes to new small-scale retail and service centers. Congested commercial areas could be redesigned as mixed-use centers on a grid of streets with walkable blocks that connect with surrounding neighborhoods and central plazas. These streets could be lined with buildings containing upper level housing and lower level commercial, office, and civic spaces that hide internal parking structures. Industrial sites that are fast converting

to light industry, high tech manufacturing, and assembly could become factory villages with green space, multiple types of housing, small-scale retail to serve workers, and spin-off businesses.

Ventura's 19 communities (Figure 3-3) can each be enriched by using the *transect* (see discussion page 3-10) as a lens to understanding the ways in which it functions and by applying form-based development controls to respect and enhance its character to ensure that, where appropriate, each community provides one, if not more, walkable neighborhoods.



SOURCE: City of Ventura
 --- City Limits
 --- Planning Communities

Figure 3-3
 Planning Communities

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.

Taylor Ranch

This area is essentially undeveloped, with agriculture as the primary activity. Taylor Ranch is within the City's Planning Area, including a portion within the Coastal Zone Boundary.

Ventura River

This area includes the Ventura River Basin, is within the Coastal Zone Boundary, and with Emma Wood State Beach Park, its major activity is recreation offering day use and overnight camping. Opportunities exist for passive recreation and nature study.

Hillside Open Space

Within the City's Planning Area, is undeveloped, and designated Open Space. Plant communities include chaparral, riparian willow forest, and oak woodland. This area has tremendous potential for passive recreation including scenic trails with panoramic views. This area is coterminous with the Hillside Voter Participation Area or "HVPA" (see Chapter 1 and Appendix C).

North Avenue

Within the City's Planning Area. Historically, largely oilfield industrial. Includes both the Upper North Avenue and North Avenue districts, and is home to the Brooks Institute, which is world renown for its professional photographic and motion picture education. Opportunities exist to strengthen the economy of this area and provide for the expansion of the Brooks Institute into a campus-village including spin-off businesses with a mix of housing types and transit options for all ages.

Westside

Includes the Ventura Avenue corridor and is home to several neighborhood centers that are surrounded by well-connected neighborhood blocks. Opportunities exist to realize the potential of neighborhood improvements initiated in ongoing and past grassroots efforts, such as the Westside Revitalization Plan. This community includes "Hillside Areas" (see definition in Attachment A), which are subject to the Hillside Management Program that provides necessary development criteria in order to retain the natural qualities and minimize potential hazards.

Downtown

The area is regulated by the Downtown Specific Plan. This community is both an urban core with opportunity to grow economically stronger, and the historic center of the City. Civic uses include City Hall, Seaside Park, Grant Park, the Ventura County Museum, San Buenaventura Mission, and is home to a number of historic sites and landmarks. Additional opportunity to enhance the area's already strong cultural climate, including art, cookery, music, performance, and entertainment. Tremendous potential to create "around-the-clock activity" leading to increased vitality. This community includes "Hillside Areas".

Midtown

Includes the Main, Thompson, and Loma Vista corridors, a portion of the Telegraph corridor, as well as the Seaward/Alessandro neighborhood center. Home to the Pacific View Mall, the City's Bus Transfer Center, Ventura High School. Blanche Reynolds Park, Ocean Avenue Park,

and Memorial Park. Includes a small amount of agriculture. Opportunities exist to realize potential improvements initiated in ongoing and past grassroots efforts, such as Midtown by Design, and more recently the Midtown Urban Design Charrette. This community includes “Hillside Areas”.

Pierpont

Within the Coastal Zone Boundary, a unique-beach oriented predominantly residential community, with high-quality beachfront homes. Includes the Harbor district and the Pierpont neighborhood center. Home to the Ventura Harbor, Seaward Elementary School, a mobile home park, and Marina Park. Currently offers highway retail such as motels, hotels, and fast food, but opportunity exists to offer residents and visitors with more attractive and improved neighborhood and coastal oriented services and to develop a specific plan for the Harbor district.

College

Includes a portion of the Telegraph corridor, and the College/Day neighborhood center. Major civic uses are Arroyo Verde and Camino Real Park, Ventura Community College and Buena High School. This community includes “Hillside Areas”.

Thille

Includes the Gateway neighborhood center and shares the Victoria corridor with Montalvo to the east. Contains mix of housing types built mostly between 1960 and 1980, with some newer development in the 1990’s and early 2000’s. Its

primary civic use is the County Square Linear Park

Arundell

This community contains the main industrial and warehouse district of Ventura, but also has mixed-use areas with retail, restaurants, and offices within walking distance of many workers. Callens Road, the historic center of this community, has great potential to expand and increase the mix of uses it contains, including residential. A significant vacant parcel, the 75-acre McGrath property, offers great economic opportunity to attract new industry that provides high value, high wage jobs to the City.

Olivas

Predominantly agricultural. Its major civic use is the Olivas Park Golf Course and is home to the Olivas Adobe. Contains some commercial and industrial.

North Bank

This community contains a portion regulated by the Auto Center Specific Plan. Its major civic use the Buenaventura Golf Course. Predominantly industrial, with some agriculture. Opportunity to enhance the area as a regional retail destination, while providing workforce serving retail uses.

Poinsettia

Includes the Victoria Plaza neighborhood center. Its primary civic uses include elementary and middle schools. Predominantly residential, with some housing in the Hillside Area, and a significant amount of agricultural operations.

Montalvo

Includes the Johnson Drive corridor, Bristol neighborhood center, and shares the Victoria corridor with Thille to the west. Its major civic use is the County Government Center (equal size to 12 downtown blocks), but also the Rancho Ventura Linear Park and the Barranca Vista Park. Contains mix of housing types and is home to the Metrolink Station.

and a mix of housing types at various intensities. Its major civic uses are the Fritz Huntsinger Youth Sports Complex, Saticoy Regional Golf Course and the Saticoy neighborhood park.

Serra

Includes the Telephone/Petit neighborhood center, and is home to the City's newest civic use – the Community Park, set to open Fall 2005. Also includes the Chumash Park, Junipero Serra Park, North Bank Linear Park, and Bristol Bay Linear Park. Contains a significant amount of agricultural land.

Juanamaria

Includes the Kimball/Telegraph neighborhood center. Primary civic use is Hobert Park; this community contains some agricultural land.

Wells

Includes the Wells corridor. The Brown Barranca runs through the northerly portion of this area. Contains agricultural land.

Saticoy

Includes the Telephone/Cachuma and Saticoy neighborhood centers and the Saticoy district. Developed originally as a rural town in the late 1800s, Saticoy has the full range of transect characteristics: from the Santa Clara river and the rural eastern edge, to its neighborhood centers,

Planning Designations and Transect Zones

Land in the City's Planning Area is divided into eight basic Planning Designations on the General Plan Diagram (page 3-22). Each acknowledges a particular predominant development pattern that exhibits certain desirable characteristics, such as building types and functions that can be measured and described.

The wide range of building forms in Ventura offers great potential for compatible infill and viable mixed-use projects in existing neighborhoods, districts, corridors, and neighborhood centers. The wealth of building types includes attached and detached housing, duplexes, courtyard bungalows, second units (often over garages), lofts (some live-work), urban villas, neighborhood shopfronts, concentrated retail developments, and civic buildings. Public buildings retain special importance by serving as prominent landmarks that shape the visual character of the city.

Streetscapes set the tone for quality of life in Ventura by providing the shared outdoor living space of the community. Although the city's distinct neighborhoods, commercial and industrial districts, and agricultural areas are linked by corridors that have evolved primarily to accommodate motor vehicles, opportunities abound to make those streets more livable and to focus activities in neighborhood centers that emphasize walking, biking, and public gathering, and thereby ease traffic and reinforce community vitality. Accordingly, new development needs to

be high quality, compact, and walkable, and it should incorporate design diversity that increases lifestyle choices and bolsters commerce and industry.

Determining which building types are most appropriate in specific locations requires shifting away from conventional zoning that emphasizes use toward a form-based approach that prioritizes function, appearance, and compatibility with surrounding context. A powerful tool for understanding this context is the *Transect*, which depicts the continuum from rural to urban conditions (see Figure 3-4).

The transect is a tool that can be used by the community to understand and describe the full range of unique environmental and built characteristics within each of Ventura's neighborhoods. Using the six parenthetical transect zones to better understand the broad Planning Designations of the General Plan Diagram, a finer-grained (site specific) set of development standards can be created to ensure that new development is in keeping with local preferences for building.

This new Development Code will better accommodate the diversity of lifestyles Ventura desires – from the *rural* farm to the *sub-urban* house and yard to the *urban core* with apartments above shops – and will contribute to the identity and character desired by the community. Common elements that the transect will help measure and describe, and that the Development Code will prescribe, include the types and

arrangements of buildings, their “intensity” of lot coverage, height and mass, the details of streets, public and private frontages and the requirements for and character of open spaces. In general it will prescribe individual neighborhood preferences for urban design and building characteristics, including standards.

In many cases, area specific codes, applying the Planning Designations including districts, corridors, and neighborhood centers, will be developed as part of community or specific plans that establish a detailed strategy for public and private investment and policies to promote the appropriate preservation and development of community desired character.

The following descriptions of the Planning Designations include a parenthetical reference to the transect zones they encompass that will be used as guidance in interpreting the planning designations while drafting detailed plans and codes:

"A **transect** is a geographical cross-section of a region used to reveal a sequence of environments. For human environments, this cross-section can be used to identify a set of habitats that vary by their level and intensity of urban character, a continuum that ranges from rural to urban. In transect planning, this range of environments is the basis for organizing the components of the built world: building, lot, land use, street, and all of the other physical elements of the human habitat."
 --SmartCode, Volume 6.5, 2005

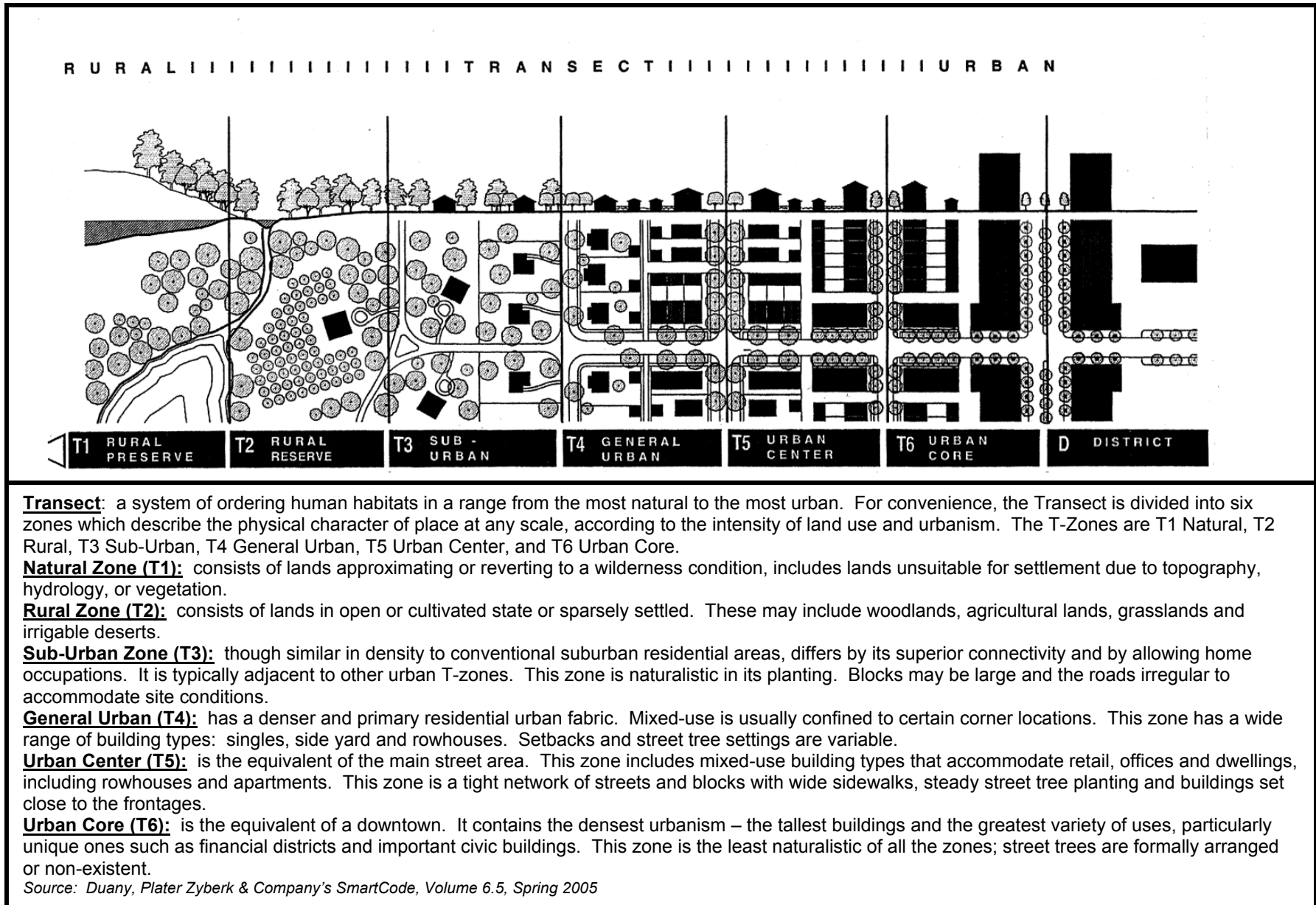
"All architecture should be beautiful. All towns should be beautiful. Beauty nurtures the soul and the spirit. It makes life worth living."
 -Camillo Sitte

- **Neighborhood Low – (T3 Sub-Urban and T4 General Urban)**
 emphasizes detached houses with some attached units in a small mix of building types from 0 up to 8 dwelling units per acre. Predominantly residential, with opportunity for limited home occupation and neighborhood services sensitively located along corridors and at intersections.
- **Neighborhood Medium – (T3 Sub-Urban, T4 General Urban and T5 Urban Center)**
 anticipates a mixture of detached and attached dwellings and higher building types at approximately 9 to 20 dwelling units per acre. Predominantly residential with small scale commercial at key locations, primarily at intersections and adjacent to corridors.
- **Neighborhood High – (T3 Sub-Urban through T6 Urban Core)**
 accommodates a broader mix of building types, primarily attached, from 21 to 54 dwelling units per acre; A mix of residential, commercial, office, and entertainment that includes mixed-use buildings.
- **Commerce – (T4 General Urban through T6 Urban Core, neighborhood center downtown, regional center, town center or village center)**
 encourages a wide range of building types of anywhere from two to six stories (depending on neighborhood characteristics) that house a mix of functions, including commercial, entertainment, office and housing.
- **Industry – (T2 Rural through T6 Urban Core)**
 encourages intensive manufacturing,

processing, warehousing and similar uses, as well as light, clean industries and support offices; also encourages workplace-serving retail functions and work-live residences where such secondary functions would complement and be compatible with industrial uses. Primarily large-scale buildings. Also can be developed as Transit Oriented Development, employment center or working village with a mix of uses.

- **Public and Institutional – (T1 Preserve through T6 Urban Core)**
 accommodates civic functions such as government offices, hospitals, libraries, schools and public green space.
- **Agriculture – (T2 Rural)**
 predominantly commercial cultivation of food and plants and raising of animals.
Pursuant to SOAR: The Agricultural use (not to be considered until after the Year 2030) category identifies those lands that are designated for agricultural use on the General Plan Diagram. The target date of 2030 associated with the Agricultural Use designation indicates a review date after which agriculturally designated lands may be reconsidered for urban uses. However, during the life of this Plan as amended by initiative, it is intended that only agricultural uses are permitted on these lands, except as such lands may be appropriate to public open space and recreational usage. Furthermore, any updates to this Plan are not intended to imply that development would necessarily be appropriate at that time.
- **Parks and Open Space – (T1 Preserve through T6 Urban Core)**
 designate lands to public recreation and leisure and visual resources, and can range from neighborhood tot lots and pocket parks to urban squares and plazas and playgrounds to large regional parks and natural preserves.

Figure 3-4. The Transect



The General Plan Diagram (page 3-22) also depicts the Downtown, Auto Center, and Saticoy Village Specific Plan areas, which are subject to detailed standards for form and use. In addition, the Diagram identifies Districts, Corridors, and Neighborhood Centers – where the development of housing alongside commercial uses is specifically encouraged. These Districts, Corridors, and Neighborhood Centers make up the growth priority areas as the City’s “Infill First” strategy (See Figure 3-1 Infill Areas).

Districts, Corridors, and Neighborhood Centers

One of the primary objectives for infill in Ventura is to produce mixed-use development that places most people’s daily needs within walking distance of their dwellings. This may include encouraging “flex space” where a single building functions as both living and working area for the owner, combining housing and commercial uses in the same structures, or sensitively integrating small-scale retail, service, and entertainment within convenient distance of residential areas. Mixed-use places inherently reduce automobile trips and improve the pedestrian experience, resulting in safer neighborhoods, healthier citizens, and better access to everyday needs. The City’s corridors and districts already encompass significant mixed-use development. Opportunities exist to augment those areas in ways that complement and enhance existing urban form and streetscapes to better serve Ventura’s residents.

Districts

Districts consist of streets or areas emphasizing specific types of activities and exhibiting distinct characteristics. A neighborhood or parts of neighborhoods can form a district. A thoroughfare may also be a district, such as when a major shopping avenue runs between adjoining neighborhoods. The following nine districts are depicted on the General Plan Diagram:

1. Upper North Avenue – home to a mix of industrial uses, including an abandoned oil refinery and Brooks Institute. Tremendous opportunities exist for the remediation and reuse of the former USA Petroleum site, as well as for the expansion of the Brooks Institute as a campus village, surrounded by a green edge to define the upper limits of Ventura.
2. North Avenue – an area with oilfield, industrial, and residential development, which has potential to fully develop into a more balanced mix of building types and uses with unique character, to serve as a major neighborhood anchor for northwest Ventura.
3. Downtown – the most intensely developed area of the city and its urban core. The Downtown Specific Plan regulates this area. Proposed initiatives include well-defined design standards via the Downtown Specific Plan update; enhanced efforts to market the Downtown Cultural District; formation of a

downtown management entity; and attracting uses that create “around-the-clock” activity.

4. Pacific View Mall – an enclosed shopping center and adjacent commercial uses. Large expanses of surface parking paired with significant building mass offer opportunity for the reintroduction of the block pattern and a reinvention of single-use retail into a much more sustainable mix of high intensity uses.
5. Harbor – an area with visitor serving uses, marine facilities, boating and commercial and recreational fishing activities, as well mixed-use places. A specific plan (based on the draft Harbor Master Plan) is being prepared for the Harbor District that will ensure a mix of uses, including residential, and highly defined public frontages and shared civic space for increased accessibility to ocean-front amenities.
6. Arundell – is currently an industrial center with a mix of small-scale industrial uses, business park development, and limited retail services. The McGrath Property – is a 76-acre site of undeveloped land that could provide the catalyst for Ventura’s redefinition of 21st Century light industry, manufacturing, research and development, and technological innovation. It is centrally located in the Arundell area, which is ripe for redevelopment into a new form of community plan and building that incorporates large-scale employment, workforce housing and neighborhood commercial in an economically diverse setting.
7. North Bank – a combination of automobile retail, regulated by the Auto Center Specific Plan, and industrial/business park uses. Auto Center – efforts over the short term will focus on making the area a regional retail destination. The City will strengthen its partnership with Auto Center dealers to realize beautification projects and facilitate land use entitlements for additional dealerships, as well as nurture creative partnerships to discover potential for unique attractions of regional interest.
8. Montalvo – an area of industrial and heavier commercial uses, and currently home to the Metrolink Station. Because of the strategic location of this area between east and west Ventura and its transportation-rich infrastructure, it needs a strong plan for connectivity and a strategic mix of uses for evolution that is economically sustainable.
9. Saticoy – a mix of homes, older industrial and agricultural operations, and the planned site for the County maintenance yard. The Saticoy Village Specific Plan governs a small portion of this area. A larger effort should ensure Saticoy’s seamless connection with adjacent areas, including a greenspace and circulation plan.

Corridors

Corridors, which can be natural or urban, often form boundaries, as well as connections, between neighborhoods and/or districts. Natural corridors can be those such as streams, barrancas, canyons, or green parkways. Urban corridors can be transportation thoroughfares that frequently encompass major access routes, especially ones with commercial destinations, including transit routes and rail lines. The following eight urban corridors are depicted on the General Plan Diagram. Each has the potential to evolve into a vibrant mixed-use City street with a distinct character borrowed from the neighborhoods that share it:

- A. Ventura Avenue – a mix of older, small-scale commercial, industrial, and residential uses, with potential to grow even more vibrant by building on existing strengths, including its historic role as a major “working center.” Using the warehouse model and diversity of building materials as a cue, “The Avenue” could harness cultural expression and become an eclectic center for the emerging arts and manufacturing crafts.
- B. Main Street – currently a commerce-oriented area with a limited amount of mixed use development, this corridor displays the broadest range of architectural types and styles in the city, as well as the widest spectrum of transect characteristics. It has the most potential for increased mixed use and housing with improved streetscape and pedestrian enhancement to slow traffic.
- C. Thompson Boulevard – a commercial thoroughfare in need of streetscape improvements and pedestrian amenities, this corridor is much like Main Street in that it boasts tremendous history as a “gateway to Ventura” and epitomizes a beach town character. It is a natural for a major transit or streetcar corridor, where nodes of mixed-use development and pedestrian and bike enhancement could support parallel neighborhoods and increase access to the ocean.
- D. Loma Vista Road – a mix of commercial and residential development at varying scales, with a high concentration of medical facilities, this is the ideal place for Ventura to focus on creating a concentration of medical and research-centered business, with a high intensity of workforce housing and services housed in large-scale mixed-use buildings of high-tech character and serviced by increased transit.
- E. Telegraph Road – a sub-urban-scale commercial area with some detached homes and multifamily buildings. The City’s bus transfer station is located along this corridor, creating the perfect opportunity for a multi-modal connection with an intense node of housing and employment. The streetscape could change character along its length, with a mixture of intensities of development.
- F. Victoria Avenue – currently a wide artery with high traffic volumes and shopping centers, Victoria needs effective traffic management

and pedestrian and streetscape improvements with strong attention to additional mobility options. Actions in this General Plan, along with the new Development Code, will call for revitalizing this corridor by redesigning the current array of single-use shopping centers and retail parcels with a mix of building types, uses, and public and private frontages. By eliminating "big box", mega-block, auto-oriented strip development, and the traffic patterns it generates, Victoria Avenue could create tremendous opportunity for healthy economic investment in walkable blocks, connected to better serve surrounding neighborhoods. Creative solutions, including dedicating transit or streetcar lanes, wider sidewalks, and bike lanes could transform Victoria's image into a regional thoroughfare of great and sophisticated diversity. All new commercial development within the Victoria Avenue corridor must follow this approach.

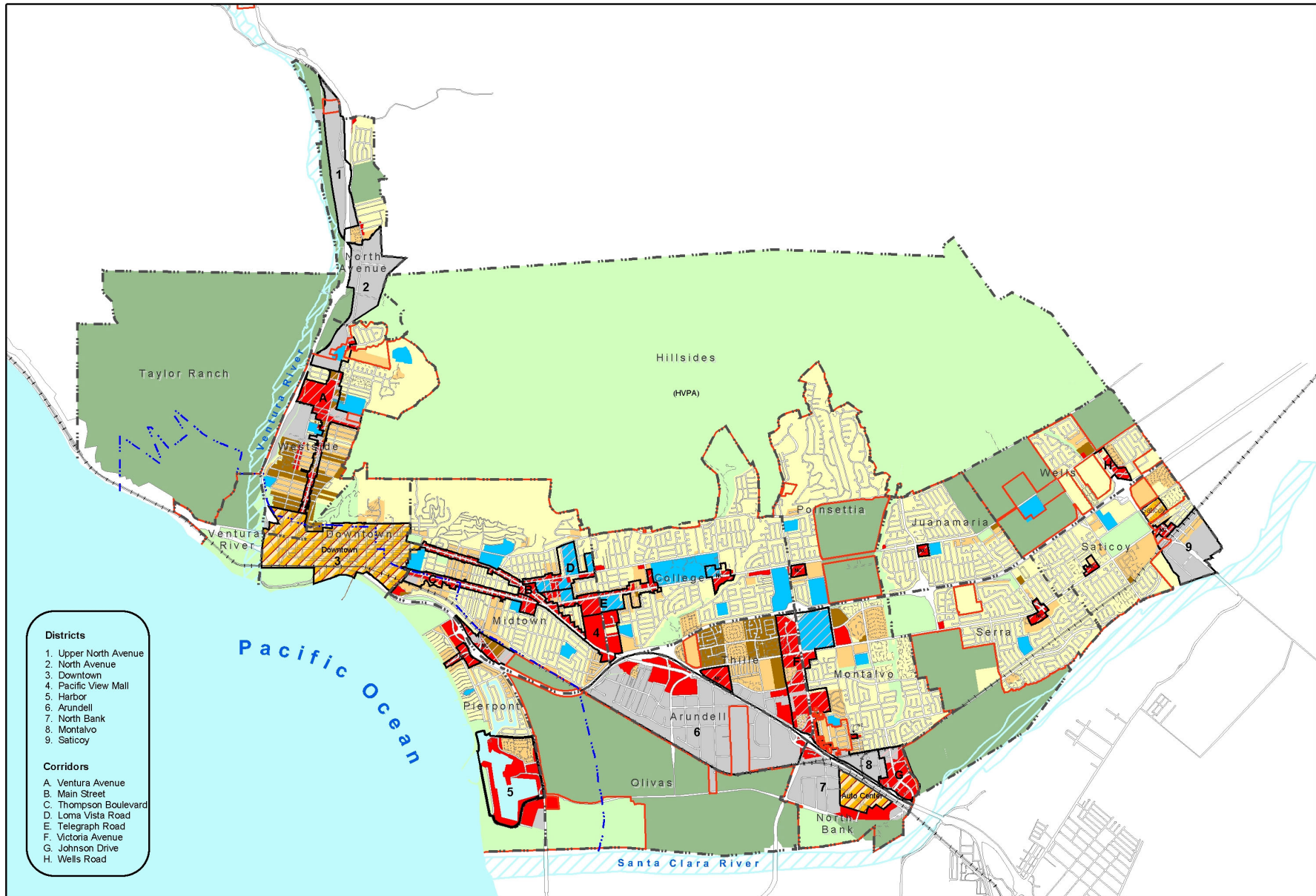
- G. Johnson Drive – a connector between eastern Ventura and Highway 101 with sub-urban scale retail. Opportunities exist for high-quality, mixed-uses (such as child-care, restaurants, offices, light industrial, and housing) with ground floor commercial space to strengthen its economic presence and provide a visual gateway.
- H. Wells Road – a mix of older industrial uses and newer sub-urban commercial and residential development. Well's Road should be returned to the neighborhoods it serves, so that new development can

emulate the country charm that existed prior to its widening. Traffic calming in appropriate locations would encourage neighborhood connectivity, and end the current trend toward walls and buildings that turn their back to the street. This would also encourage redevelopment of the old neighborhood centers.

Neighborhood Centers

Community evolves from individual conversations and the best places to grow community are in individual neighborhoods. Every neighborhood should have at least one center where people can meet by chance at a local coffee shop, market, bookstore, diner, or even hardware store. *Our Involved Community* needs places to gather to have meaningful conversations and share civic information. Ventura's existing neighborhood centers have the opportunity to become such places. The General Plan Diagram identifies 10 neighborhood centers – where the development of housing alongside commercial uses is specifically encouraged. These centers include:

- (1) Pierpont, (2) Seaward/Alessandro, (3) College/Day, (4) Gateway Plaza, (5) Victoria Plaza, (6) Bristol, (7) Kimball/Telegraph, (8) Petit/Telephone, (9) Telephone/Cachuma, and (10) Saticoy.



Note: Areas prone to flooding are shown on Figure 7-1 in Chapter 7.

Figure 3-5

GENERAL PLAN DIAGRAM



This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.

Special Topics

Agricultural Lands

During the 20th Century, the value of agricultural land in Ventura became secondary to that for development. However, this pattern is not irreversible, and protecting green land to save the aesthetic beauty of open space, preserve the cultural landscape of the community’s heritage, and conserve land for environmental quality are high priorities in Ventura. In fact, the land’s historic role for food production may soon be more highly valued once again, as prime agricultural areas continue to disappear to development at an astounding rate.

Ventura is fortunate to retain much of its rural landscape. Agriculture still plays an important role in the economy of the City and County of Ventura. Significant yields are made possible by the presence of high quality soils, adequate water supply, favorable climate, long growing season, and level topography. Mechanisms such as the California Land Conservation Act (more popularly known as the Williamson Act), the Save Our Agricultural Resources (SOAR) initiative (see Appendix B), and greenbelt agreements with neighboring jurisdictions continue to help maintain a balance between urban growth and agricultural preservation. The SOAR initiative that was adopted by the voters in 1995, and that, by its own terms, remains in full legal effect until 2030, refers to specific policies from the 1989 Comprehensive Plan that are still in effect and, as such, have been carried forward into this Plan under Policy 3D and Action 3.20 in addition to

being incorporated in this General Plan as set forth in Appendix B.

A primary agricultural concern is the potential conflict with adjacent urban uses over pesticides, dust, odors, noise, and the visual impact of large greenhouses. Other issues of importance to agricultural producers include restrictions on farm-related activities, access to water, and provision of farmworker housing. Paralleling these concerns is a community interest in sustainability, the ability to provide for the needs of future generations. The policies and actions in this chapter intend to sustain viable farm operations in areas designated for agricultural use.

Growth Management

Growth management seeks to preserve public good, improve social equity, and minimize adverse impacts of development while still accommodating new housing and business attraction. The effects of growth management policies on housing prices are complex due to the idiosyncrasies of local real estate markets. Properly designed, growth management programs can plan for all development needs, such as open space, access to public transportation, and walkable neighborhoods.

The City’s Residential Growth Management Program (originally established in 1979 to ensure that housing development would not outpace needed infrastructure) has not always contributed to housing affordability or quality design. This General Plan calls for revising the Residential



Subsequent to the adoption of the **SOAR** initiative, there have been two general plan amendments, which redesignated individual agricultural properties through a vote of the electorate as required by SOAR. These remain in full legal effect and have been carried forward into this Plan. These include the new Community Park at Kimball Road and the southeast corner of Montgomery and Bristol (see Appendix E and F).

Growth Management Program with an integrated set of growth management tools. Such tools not only include the adoption of a new form-based Development Code, but also community or specific plans based on availability of infrastructure and resources.


Long Term Potential Expansion Strategy


Indeed, the community has indicated that before the City expands any further, the first priority for achieving planning goals should be in the vacant and underutilized areas of the City. Yet, even the most successful effort to achieve community planning goals through infill may need to be supplemented at some point by expanding into areas outside the city limits. Such expansion may not only be necessary to fulfill development objectives; it also may be needed to provide open space, parklands, and natural areas to be preserved and restored. To address this, citizens discussed during the preparation of this General Plan which areas, if any, should be possible expansion areas. These areas were identified because they embody opportunities for achieving a variety of community vision objectives that may not be feasible within existing city limits. The community further went on to agree upon a set of rules about how these areas should be planned. These areas were analyzed in the environmental impact report prepared for this General Plan, and a “long term potential expansion strategy” will be formulated to guide the process of prioritizing any potential future expansion areas to fulfill General Plan objectives that may not be able to be achieved by our “Infill First” approach. Should


any areas be selected for future planning, a specific plan, a public vote (if required pursuant to SOAR), and an amendment with the regulatory planning framework would have to occur.


The policies and actions in this chapter call for measured and appropriate growth in Ventura by prioritizing areas appropriate for additional development based on community values and infrastructure potential.


Policy 3A: Sustain and complement cherished community characteristics.


Action 3.1: Preserve the stock of existing homes by carrying out Housing Element programs. 

Action 3.2: Enhance the appearance of districts, corridors, and gateways (including views from highways) through controls on building placement, design elements, and signage. 

Action 3.3: Require preservation of public view sheds and solar access. 


Action: 3.4 Require all shoreline development (including anti-erosion or other protective structures) to provide public access to and along the coast, unless it would duplicate adequate access existing nearby, adversely affect agriculture, or be inconsistent with public safety, military security, or protection of fragile coastal resources. 


Action 3.5: Establish land development incentives to upgrade the appearance of poorly maintained or otherwise unattractive sites, and enforce existing land maintenance regulations. 


Action 3.6: Expand and maintain the City's urban forest and thoroughfare landscaping, using native species, in accordance with the City's Park and Development Guidelines and Irrigation and Landscape Guidelines. 


Action 3.7: Evaluate whether lot coverage standards should be changed based on neighborhood characteristics.

Policy 3B: Integrate uses in building forms that increase choice and encourage community vitality.

Action 3.8: Adopt new development code provisions that designate neighborhood centers, as depicted on the General Plan Diagram, for a mixture of residences and small-scale, local-serving businesses. 

Action 3.9: Adopt new development code provisions that designate areas within districts and corridors for mixed-use development that combines businesses with housing, and focuses on the redesign of single-use shopping centers and retilers parcels into walkable, well connected blocks, with a mix of building types, uses, and public and private frontages. 

Action 3.10: Allow intensification of commercial areas through conversion of surface parking to building area under a district-wide parking management strategy in the Downtown Specific Plan. 

Action 3.11: Expand the downtown redevelopment area to include parcels around future transit areas and along freeway frontage. 

Action 3.12: The City will work with the hospitals on the new Development Code treatment for the Loma Vista corridor, which includes both hospitals.

Action 3.13: Assess whether the City's Affordable Housing Programs respond to current needs, and modify them as necessary within State mandated Housing Element updates.

Specific Plan Requirements

Specific Plans must include a statement of its relationship to the General Plan and specify all of the following:


1. distribution, location, and extent of uses
2. distribution, location, extent, and intensity of public and private transportation, sewage, water, drainage, solid waste disposal, energy
3. standards and criteria by which development will proceed and standards for conservation, development, and utilization of natural resources
4. program of implementation measures, including regulations, programs, public works projects, and financing
5. any other subjects that are necessary


(§65450-65452)


Policy 3C: Maximize use of land in the city before considering expansion.

Action 3.14: Utilize infill, to the extent possible, development to accommodate the targeted number and type of housing units described in the Housing Element.


Action 3.15: Adopt new development code provisions that ensure compliance with Housing Element objectives.

Action 3.16: Renew and modify greenbelt agreements as necessary to direct development to already urbanized areas. 

Action 3.17: Continue to support the Guidelines for Orderly Development as a means of implementing the General Plan, and encourage adherence to these Guidelines by all the cities, the County of Ventura, and the Local Agency Formation Commission (LAFCO); and work with other nearby cities and agencies to avoid urban sprawl and preserve the rural character in areas outside the urban edge. 


Action 3.18: Complete community or specific plans, subject to funding, for areas such as Westside, Midtown, Downtown, Wells, Saticoy, Pierpont, Harbor, Loma Vista/Medical District, Victoria Corridor, and others as appropriate. These plans will set clear development standards for public and private investments, foster neighborhood partnerships, and be updated as needed. 


Action 3.19: Preparation of the new Development Code will take into account existing or proposed

community or specific plans to ensure efficient use of City resources and ample citizen input. 


Policy 3D: Continue to preserve agricultural and other open space lands within the City's Planning Area.

Action 3.20: Pursuant to SOAR, adopt development code provisions to "preserve agricultural and open space lands as a desirable means of shaping the City's internal and external form and size, and of serving the needs of the residents.

Action 3.21: Adopt performance standards for non-farm activities in agricultural areas that protect and support farm operations, including requiring non-farm uses to provide all appropriate buffers as determined by the Agriculture Commissioner's Office. 


Action 3.22: Offer incentives for agricultural production operations to develop systems of raw product and product processing locally. 


Policy 3E: Ensure the appropriateness of urban form through modified development review.

Action 3.23: Develop and adopt a form-based Development Code that emphasizes pedestrian orientation, integration of land uses, treatment of streetscapes as community living space, and environmentally sensitive building design and operation. 

Action 3.24: Revise the Residential Growth Management Program (RGMP) with an integrated set of growth management tools including:

- community or specific plans and development codes based on availability of infrastructure and transit that regulate community form and character by directing new residential development to appropriate locations and in ways that integrate with and enhance existing neighborhoods, districts and corridors;
- appropriate mechanisms to ensure that new residential development produces high-quality designs and a range of housing types across all income levels; and,
- numeric limitations linked to the implementation of community or specific plans and development codes and the availability of appropriate infrastructure and resources; within those limitations, the RGMP should provide greater flexibility for timing new residential development.

Action 3.25: Establish first priority growth areas to include the districts, corridors, and neighborhood centers as identified on the General Plan Diagram; and second priority areas to include vacant undeveloped land when a community plan has been prepared for such (within the City limits). 

Action 3.26: Establish and administer a system for the gradual growth of the City through identification of areas set aside for long-term preservation, for controlled growth, and for encouraged growth. 

Action 3.27: Require the use of techniques such as digital simulation and modeling to assist in project review.

Action 3.28: Revise the planning processes to be more user-friendly to both applicants and neighborhood residents in order to implement City policies more efficiently.

Policies and actions related to the preservation of **historic architecture and resources** are contained in Chapter 9.

2000-2006 HOUSING ELEMENT GOALS AND POLICIES, City Council Adopted Resolution 2004-014. Adopted April 12, 2004

Goal 1

Maintain and improve the quality of existing housing and residential neighborhoods in Ventura.

Policy 1.1 Encourage citizen involvement in addressing the maintenance and improvement of the housing stock and neighborhood quality.

Policy 1.2 Continue to preserve and maintain the City's historical and architecturally significant buildings and neighborhoods.

Policy 1.3 Encourage homeowners and landlords to maintain properties in sound condition through the City's residential rehabilitation assistance programs and code enforcement efforts.

Policy 1.4 Cooperate with housing providers in the acquisition, rehabilitation, and maintenance of older residential properties as long-term affordable housing.

Policy 1.5 Permit the conversion of apartments to condominiums only when such conversion would not

adversely affect the overall supply and availability of rental units, particularly units occupied by lower- and moderate-income households.

Policy 1.6 Continue to support the provision of rental assistance to lower-income households, and encourage property owners to list units with the Housing Authority.

Policy 1.7 Continue to preserve the affordability of mobile homes through the Rent Stabilization Ordinance. Support the acquisition and ownership of mobile home parks by non-profit housing providers and resident organizations.

Policy 1.8 Preserve the existing stock of affordable housing, including mobilehomes, through City regulations, as well as financial and other forms of assistance.

Goal 2

Facilitate the provision of a range of housing types to meet the diverse needs of the community.

Policy 2.1 Provide high quality housing for current and future residents with a diverse range of income levels.

- | | | | |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy 2.2 | <p>Promote housing that is developed under modern sustainable community standards.</p> <p>Provide expanded housing opportunities for the City's workforce. Promote the City's affordable housing programs with employers in Ventura.</p> | Policy 2.6 | <p>Support a variety of housing types to address the needs of agricultural workers, including affordable rentals, mobilehome parks, single room occupancy hotels (SROs), and group housing for migrant laborers.</p> |
| Policy 2.3 | <p>Continue to offer and promote homeownership assistance programs to lower- and moderate-income households to purchase both new and existing housing. Pursue participation in other homeownership programs available in the private market.</p> | Policy 2.7 | <p>Facilitate the provision of housing to address Ventura's growing senior population, including senior housing with supportive services, assisted living facilities, and second units.</p> |
| Policy 2.4 | <p>Continue to provide financial and regulatory incentives to non-profits, private housing developers, and public agencies for the construction of the types of housing required to meet identified needs.</p> | Policy 2.8 | <p>Encourage the provision of housing adaptable to the physically disabled through integration of universal design features in new development, and compliance with Title 24 of the California Health and Safety Code.</p> |
| Policy 2.5 | <p>Support the provision of quality rental housing with three or more bedrooms to accommodate large families, and encourage room additions in the existing housing stock to address household overcrowding.</p> | Policy 2.9 | <p>Encourage the provision of supportive housing for persons with mental illness to address the severe shortage of housing for this special needs population.</p> |
| | | Policy 2.10 | <p>Support efforts by non-profits to expand transitional and emergency housing in Ventura, including support of grant applications and assistance in identification of suitable sites.</p> |

Policy 2.11 Evaluate adoption of an inclusionary housing ordinance as a means of integrating affordable units within new residential development: 1) Require affordable units to be provided on or off-site, with allowance for payment of an in-lieu fee at the discretion of the City; 2) Evaluate the financial impact of inclusionary requirements on development, and assess incentive-based alternative strategies for provision of affordable housing.

Policy 2.12 Facilitate the provision of second units as a means of providing affordable rental housing in existing neighborhoods. Ensure compatibility with the primary unit and surrounding neighborhood.

Policy 2.13 Encourage the production of housing that meets the needs of all economic segments, including lower, moderate, and above moderate-income households, to achieve a balanced community.

Policy 2.14 Promote and facilitate non-traditional housing types and options, including co-housing, assisted living facilities, live-work spaces, and artist lofts.

Policy 2.15 Direct City-controlled housing funds towards programs that address the needs of very low- and low-income households.

Policy 2.16 Prioritize affordable housing opportunities and assistance for public service employees.

Policy 2.17 Annually monitor the City's progress in meeting its housing needs for all income levels.

Goal 3

Provide adequate housing sites through appropriate land use and zoning designations to accommodate the City's share of the regional housing needs.

Policy 3.1 Maintain an up-to-date inventory of vacant and underutilized parcels and provide to interested developers in conjunction with information on available development incentives. Within redevelopment project areas, provide assistance in land assembly in support of affordable housing.

Policy 3.2 Implement smart growth principles by rewarding quality infill projects that utilize existing infrastructure.

Policy 3.3 Encourage efficient utilization of the City’s limited land resources by encouraging development at the upper end of the permitted Zoning Code/Comprehensive Plan density.

Policy 3.4 Utilize the Urban Infill Overlay Zone and Downtown Specific Plan as a tool to facilitate higher density residential and mixed-use development.

Policy 3.5 Explore residential reuse opportunities on obsolete commercial properties, such as older motels and underutilized historic structures.

Policy 3.6 Pursue use of publicly owned land, such as public parking lots, for development of affordable housing.

Policy 3.7 Identify opportunities for housing development that achieves other community goals such as neighborhood improvement, recreation opportunities, and the preservation of sensitive lands and neighborhood character.

Policy 3.8 Facilitate the development of mixed-use projects in appropriate commercial areas, including stand-alone residential developments

(horizontal mixed-use) and housing above ground floor commercial uses (vertical mixed-use).

Policy 3.9 Promote higher density housing as part of mixed-use developments along parts of Thompson Boulevard and Main Street in Midtown Ventura, as well as other areas such as Westside, Downtown and East Ventura.

Policy 3.10 Promote mixed-use developments on the Westside of Ventura.

Policy 3.11 Ensure that the updated Land Use Element designates adequate sites for housing for executives to enhance the City’s ability to attract businesses with higher paying jobs.

Goal 4

Mitigate or remove any potential governmental constraints to housing production and affordability.

Policy 4.1 Provide regulatory and/or financial incentives, where appropriate, to offset or reduce the costs of affordable housing development, including density bonuses and flexibility in site development standards.

Policy 4.2 Utilize the Affordable Housing Program to provide incentives for production of affordable units, including streamlined permit processing, reduced fees and exemption from the required competition for RGMP allocations.

Policy 4.3 Amend the City's Residential Growth Management Plan (RGMP) to better facilitate housing production, while discouraging sprawl and maintaining quality of life goals.

Policy 4.4 Undertake a comprehensive review of the City's residential development project review procedures and establish modified procedures as appropriate to streamline processing times, while maintaining adequate levels of public review.

Policy 4.5 Provide flexibility in development standards to accommodate new models and approaches to providing affordable housing, such as co-housing, live/work units and assisted living facilities.

Goal 5

Promote equal opportunity for all residents to reside in the housing of their choice.

Policy 5.1 Continue to enforce fair housing laws prohibiting arbitrary discrimination in the building, financing, selling or renting of housing on the basis of race, religion, family status, national origin, physical or mental disability, or other such factors.

Policy 5.2 Continue to support organizations that offer fair housing and mediation services to Ventura residents.

Policy 5.3 Promote housing that meets the special needs of large families, elderly persons, agricultural workers, and the disabled.

Policy 5.4 Continue to enforce notification and provide relocation assistance for lower-income persons displaced due to demolition, reuse, condominium conversion, or rehabilitation as a result of code enforcement.



"Restore human legs as a means of travel.
Pedestrians rely on food for fuel and need no
special parking facilities."

— Lewis Mumford
Author of *The City in History*, 1961

4. OUR ACCESSIBLE COMMUNITY

Our goal is to provide residents with more transportation choices by strengthening and balancing bicycle, pedestrian and transit opportunities in the City and surrounding region.

An Integrated Mobility System

Central to the well-being of Ventura's citizens and visitors is *mobility*, the ability to get from one place to another. Mobility depends on the range, efficiency, and connectivity of the various components that comprise the transportation network – sidewalks, bicycle routes, and thoroughfares, as well as transit services – and that enable people to access the things they need, from the most basic to the extraordinary (See Figures 4-1 Bicycle Facilities, 4-2 Bus and Rail Routes, and 4-3 Roadway Classification Plan). Ventura is a community that recognizes that thoroughfares serve a variety of functions and are not simply conduits for automobile traffic.

Balancing automobile use with other means of travel is essential to maintaining social and physical health. Safe and enjoyable routes for pedestrians and bicyclists should connect every part of the city, and neighborhoods need to be linked by ample and convenient transit service along corridors. Ventura also must be connected to the larger region by a variety of transportation modes.

Thoroughfares have a tremendous effect on neighborhood character and therefore quality of life for both residents and visitors.

Thoroughfares are essentially the stage of public life where a diversity of citizens interact. They can create places of remembrance, chance encounters, and discovery. Ensuring that Ventura thoroughfares are *great places* requires improving design and quality as well as connectivity. In some cases, city thoroughfares are over-engineered to accommodate the worst-case scenario.

Slowing down automobiles, especially in residential neighborhoods, is a desire shared by many residents. Vehicle travel should be directed toward routes that minimize congestion, avoid conflicts with walkers and bicyclists, and keep residential neighborhoods free of excessive cut-through traffic. Additionally, in some areas of the city, suburban patterns have resulted in less connectivity than is desired by the community. Transportation modes and land uses in the city need to be distributed so that residents have close and easy access to meet their basic needs and travel destinations.

Traffic congestion is a major concern among Ventura residents. Although traffic on local roads is generally free-flowing, a few key intersections and road segments experience congestion during peak traffic hours. Simply widening roads to add lanes will not solve traffic congestion. Instead, the system needs integrated solutions that improve mobility for all

The essential qualities of a properly functioning mobility system are:

1. Well connected, interesting components
2. Convenient accessibility
3. Integrated linkage of all modes
4. Comfort and safety
5. Design reflecting natural and urban context

means of travel. While walking, biking, and transit use are already popular, these alternative modes need to be enhanced and better linked. For example, bus and rail systems serve Ventura, but not thoroughly enough to provide a reasonable alternative to auto use for most travelers. And while pedestrian access exists in most areas of Ventura, the network lacks continuous routes in some key locations.

As expressed in the *Ventura Vision*, a top community priority is to minimize automobile use through a fully integrated multi-modal transportation system. The policies and actions in this chapter aim to achieve this objective.

Travel Modes

Walking

Sidewalks are arguably the most important component of the city's mobility system. As with circulation in general, the utility of pedestrian systems is inextricably linked to land use patterns. Combined with urban design elements, land use patterns influence how much walking can safely and effectively occur in the community. Circulation systems that are designed with pedestrians in mind tend to increase outdoor activity and community interaction, while those oriented toward motor vehicles tend to create disincentives to walking.

Ventura's pedestrian system consists of sidewalks, access ramps, crosswalks, linear park paths, and overpasses and tunnels. Special corridors such as the Beachfront Promenade, California Plaza, and Figueroa Plaza have been designated especially for pedestrians. The pedestrian system also includes neighborhood and park path systems, and dedicated trail facilities that are shared with bicyclists and other users.

Pedestrian paths need to be interesting, enjoyable, and lead to a destination, from the most simple – such as a pocket park – to more grand points of arrival, such as major civic spaces. Creating a network of paths that connect key features such as parks, schools, civic facilities, shops, and services is vital to the success of reducing dependence on the

automobile. Those most in need of pedestrian access include children, teenagers, and the elderly, as well as those who cannot afford a car or choose not to drive.

The main deficiency of Ventura's pedestrian system is its discontinuity. Some sections of thoroughfares lack sidewalks, and pedestrian connections between some key use areas are in need of repair. Crosswalks are prohibited along some corridors, and pedestrian signal phases are not always long enough for all walkers. Traffic-calming measures also are needed to improve walkability in many neighborhoods. Citizens have placed a high emphasis on improving the pedestrian network, recommending specific improvements such as:

- narrowing selected thoroughfare segments,
- improving sidewalks and road crossings,
- lengthening pedestrian signal phases,
- adding marked crossings at key intersections,
- developing safe and attractive walkways from Downtown and Midtown to the beach,
- ensuring that new development provides ample pedestrian access,
- creating trails along watercourses and through the hillsides, and
- improving pedestrian facilities near schools.

Figure 4-1 illustrates the three State defined classes of bikeway facilities:

- Bike Path (Class I) – Class I bike paths are separated from roads by distance or barriers, and cross-traffic by motor vehicles is minimized.
- Bike Lane (Class II) – Class II bikeways are roadway lanes reserved for bicycles. These lanes are painted with pavement lines and markings and are signed.
- Bike Route (Class III) – Class III bike routes share existing roads and provide continuity to other bikeways or designated preferred routes through high traffic areas. There are no separate lanes, and bike routes are established by placing signs that direct cyclists and warn drivers of the presence of bicyclists.

Policies and actions in this chapter intend to improve pedestrian access through this range of methods.

Biking

Because bicycles are an integral component of the city’s mobility system, they are allowed on *all* city thoroughfares. The City has adopted a General Bikeway Plan intended to create a safe, accessible, and interconnected network of bike paths, lanes, and routes that will ensure Ventura becomes and remains a truly bicycle-friendly community. The General Bikeway Plan is a flexible, comprehensive, and long-range guide for bicycle transportation and recreation planning, design, and budget decision-making. Accordingly, it is designed to:

- refine and implement City bicycle-related policies,
- establish bikeway design standards,
- enhance bicycle safety and education programs,
- set priorities and phasing for improvements and amenities depicted on the Select System of Bikeways map, and
- identify funding means and opportunities for interagency cooperation.

The City places high emphasis on improving the local bicycle network by following the recommendations of the General Bikeway Plan, which include:

- connecting schools, parks, activity areas, housing areas, and employment centers with bike paths and lanes, particularly in areas without thoroughfares,
- constructing additional Class I or Class II bikeways in a number of locations, including along the Santa Clara River and the coast to connect to the Ventura River Trail,
- installing bicycle racks,
- updating bicycle facility standards to ensure proper design and maintenance,
- constructing improvements to resolve bicycle/automobile conflicts,
- establishing a highly visible route identification and signage program that fits the character of the community, and
- mitigating impacts on bicyclists from new development and during and following construction of roadway projects.

Policies and actions in this chapter seek to improve bicycle access and safety by carrying out these recommendations.

Public Transit – Bus & Rail

Transit service in Ventura includes bus and rail operations (see Figure 4-2). South Coast Area Transit (SCAT) provides local bus service, Ventura Intercity Transit Authority (VISTA) runs regional routes, and Greyhound offers statewide and national connections. Metrolink provides rail service to and from Los Angeles – although on a very limited schedule, while Amtrak trains that stop in Ventura run between San Luis Obispo and San Diego.

Although local bus routes connect most activity centers, the East End is not well served, and more frequent service is needed to key destinations such as the beach and downtown. Metrolink and Amtrak need to be linked to each other and accessed by local bus routes. An agreement between the City and the Ventura County Transportation Commission calls for identifying a permanent Metrolink site, and the best way to integrate all of these services is with a major multi-modal transit center that also accommodates potential additional future alternative transportation modes.

SCAT buses are equipped with wheelchair lifts and adjustable steps to ensure access for all riders. SCAT also offers discounted fares for seniors and disabled riders, as well as dial-a-ride service. However, seniors and mobility-impaired persons also desire frequent fixed-route service in smaller vehicles, and all riders need upgraded amenities at a number of stops. Bus routes also need increased frequency and

stops to make transit a viable alternative to driving.

Other transit system needs include:

- reduced-emission vehicles,
- continued use of schedule synchronization to accommodate route transfers, and
- service to regional destinations such as California State University Channel Islands and airports.

Policies and actions in this Chapter aim to improve transit efficiency, encourage ridesharing, and preserve long-term transit options.



The Automobile and Types of Roadways

The most basic component of the mobility system is the *thoroughfare*, used not only by people who drive, but also by people who ride the bus, bike and walk. Thoroughfares encompass sidewalks, bicycle lanes, travel lanes, and are the most utilized means of travel in Ventura. This system is organized into the following classifications: local thoroughfares, collectors, and arterials (see Figure 4-3, Roadway Classification Plan – also known as “Circulation Plan”).

Local Thoroughfares

Local thoroughfares provide mobility within neighborhoods and are generally not shown on the Roadway Classification Plan. Local thoroughfares include *alleys*, *lanes*, and “*yield*” *streets*.

Collectors

Collectors serve as links between local thoroughfares. Collectors may front residential and neighborhood-serving commercial uses. Collectors can be configured as *boulevards*, *avenues*, *streets*, and *main streets*.

Arterials

Arterials are the primary mechanism for cross-town travel and serve the major centers of activity. These roads typically carry a high proportion of the total urban area travel. Arterials can be configured as *boulevards*, *avenues*, and *streets*.

Collector and arterial thoroughfare segments in the City are characterized in two ways that describe their physical features: *design* classification and *functional* classification. Design Classification defines the number of travel lanes using the following categories: Primary Arterial (6 lanes or more), Secondary Arterial (4 lanes), and Collector (2 lanes), as shown on the Roadway Classification Plan, Figure 4-3. Functional Classification describes how a thoroughfare is used: essentially as a *boulevard*, *avenue*, *street*, or *main street*.

Functional Classification also identifies whether roadways have medians, parking, bike lanes, and other streetscape attributes needed to achieve objectives other than just moving traffic, such as accommodating pedestrians, bicycles, and adjoining land uses and public spaces. Table 4-1 shows the design and functional classifications for thoroughfares in the City.

Ventura is mainly connected by 2-lane and 4-lane thoroughfares. The classification for each type of road segment represents a balance between vehicle capacity, pedestrian and bicycle access, parking requirements, streetscape character, and right-of-way limitations.

Boulevard

A multi-lane and generally urban corridor with a central, planted median.

Avenue

Avenues are typically multi-lane, short distance connectors, with a painted median, used in both residential and commercial areas, and often terminate at prominent buildings or plazas.

Table 4-1 Thoroughfare Sizes and Types

	Street Sizes (Engineering Design Classification)		
	Primary Arterial (6 or more lane roadway)	Secondary Arterial (4 lane roadway)	Collector (2 lane roadway)
Existing			
Future Widening			
Future Extension			
	Thoroughfare Types (Functional Classification)		
	Boulevard	Boulevard	Boulevard
	Avenue	Avenue	Avenue
		Street	Street
			Main Street

Source: Definitions for Design Classifications are the City's modifications to the American Association of State Highway and Transportation Officials (AASHTO) standards. Definitions for Functional Classifications are the City's modifications to the Traditional Neighborhood Development Street Design Guidelines.

Street

Street typically allows two way travel and may be multi-lane and does not have a central median and generally provides access to predominantly residential areas.

Main Street

Main streets have 2 vehicle lanes. Their main purpose is to provide low-speed access to commercial, mixed-uses, and higher density neighborhoods.

Consistency between the design and functional classifications is determined based on the number of through lanes. Temporary improvements, such as restriping to change the number of lanes are allowed, however a permanent improvement that moves the curbs and changes the number of lanes would require an amendment to this plan.

The *Ventura Vision* offers several key recommendations to improve the city thoroughfare system:

- add or enhance north-south arterials;
- consider an additional Santa Clara River bridge, Portola Avenue overcrossing of U.S. 101, and Johnson Drive overcrossing of Route 126; and
- soften the barrier impact of U.S. 101 by working with Caltrans to improve signage, aesthetics, undercrossings, and overcrossings.

Policies, actions, and the Roadway Classification Plan work together to address these recommendations. To improve the safety and functioning of the thoroughfare network and to maintain its compatibility with the character of the community, the policies and actions in this

chapter also call for upgrading problem thoroughfares and intersections, improving and constructing freeway ramps, and connecting unfinished roadways. Additional actions intend to protect views from scenic routes, including State-designated scenic highways.


Policy 4A: Ensure that the transportation system is safe and easily accessible to all travelers.

Action 4.1: Direct city transportation investment to efforts that improve user safety and keep the circulation system structurally sound and adequately maintained. First priority for capital funding will go to our pavement management program to return Ventura streets to excellent condition.


Action 4.2: Develop a prioritized list of projects needed to improve safety for all travel modes and provide needed connections and multiple route options.

Action 4.3: Provide transportation services that meet the special mobility needs of the community including youth, elderly, and disabled persons.


Action 4.4: Combine education with enforcement to instill safe and courteous use of the shared public roadway.

Action 4.5: Utilize existing roadways to meet mobility needs, and only consider additional travel lanes when other alternatives are not feasible. 

Action 4.6: Require new development to be designed with interconnected transportation modes and routes to complete a grid network.


Action 4.7: Update the traffic mitigation fee program to fund necessary citywide circulation system and mobility improvements needed in conjunction with new development. 


Action 4.8: Implement the City's Neighborhood Traffic Management Program and update as necessary to improve livability in residential areas.

Action 4.9: Identify, designate, and enforce truck routes to minimize the impact of truck traffic on residential neighborhoods. 


Action 4.10: Modify traffic signal timing to ensure safety and minimize delay for all users.

Action 4.11: Refine level of service standards to encourage use of alternative modes of transportation while meeting state and regional mandates.


Action 4.12: Design roadway improvements and facility modifications to minimize the potential for conflict between pedestrians, bicycles, and automobiles. 


Action 4.13: Require project proponents to analyze traffic impacts and provide adequate mitigation in the form of needed improvements, in-lieu fee, or a combination thereof. 


Policy 4B: Help reduce dependence on the automobile.


Action 4.14: Provide development incentives to encourage projects that reduce automobile trips. 

Action 4.15: Encourage the placement of facilities that house or serve elderly, disabled, or socioeconomically disadvantaged persons in areas with existing public transportation services and pedestrian and bicycle amenities.

Action 4.16: Install roadway, transit, and alternative transportation improvements along existing or planned multi-modal corridors, including primary bike and transit routes, and at land use intensity nodes. 


Action 4.17: Prepare and periodically update a Mobility Plan that integrates a variety of travel alternatives to minimize reliance on any single mode. 


Action 4.18: Promote the development and use of recreational trails as transportation routes to connect housing with services, entertainment, and employment. 


Action 4.19: Adopt new development code provisions that establish vehicle trip reduction requirements for all development. 


Action 4.20: Develop a transportation demand management program to shift travel behavior toward alternative modes and services.


Action 4.21: Require new development to provide pedestrian and bicycle access and

facilities as appropriate, including connected paths along the shoreline and watercourses. 

Action 4.22: Update the General Bikeway Plan as needed to encourage bicycle use as a viable transportation alternative to the automobile and include the bikeway plan as part of a new Mobility Plan. 

Action 4.23: Upgrade and add bicycle lanes when conducting roadway maintenance as feasible. 

Action 4.24: Require sidewalks wide enough to encourage walking that include ramps and other features needed to ensure access for mobility-impaired persons. 


Action 4.25: Adopt new development code provisions that require the construction of sidewalks in all future projects. 

Action 4.26: Establish a parking management program to protect the livability of residential neighborhoods, as needed.

Action 4.27: Extend stubbed-end streets through future developments, where appropriate, to provide necessary circulation within a developing area and for adequate internal circulation within and between neighborhoods. Require new developments in the North Avenue area, where applicable, to extend Norway Drive and Floral Drive to connect to Canada Larga Road; and connect the existing segments of Floral Drive. Designate

the extension of Cedar Street between Warner Street and south of Franklin Lane and the linking of the Cameron Street segments in the Westside community as high priority projects.


Policy 4C: Increase transit efficiency and options.


Action 4.28: Require all new development to provide for citywide improvements to transit stops that have sufficient quality and amenities, including shelters and benches, to encourage ridership. 

Action 4.29: Develop incentives to encourage City employees and local employers to use transit, rideshare, walk, or bike.

Action 4.30: Work with public transit agencies to provide information to riders at transit stops, libraries, lodging, and event facilities.

Action 4.31: Work with public and private transit providers to enhance public transit service.


Action 4.32: Coordinate with public transit systems for the provision of additional routes as demand and funding allow. 

Action 4.33: Work with Amtrak, Metrolink, and Union Pacific to maximize efficiency of passenger and freight rail service to the City and to integrate and coordinate passenger rail service with other transportation modes. 

Action 4.34: Lobby for additional transportation funding and changes to Federal, State, and regional transportation policy that support local decision-making.

Action 4.35: The City shall pursue funding and site location for a multi-modal transit facility in coordination with VCTC, SCAT, U.P.R.R., Metrolink, Greyhound Bus Lines, and other forms of transportation.


Policy 4D: Protect views along scenic routes.


Action 4.36: Require development along the following roadways – including noise mitigation, landscaping, and advertising – to respect and preserve views of the community and its natural context. 

- State Route 33
- U.S. HWY 101
- Anchors Way
- Brakey Road
- Fairgrounds Loop
- Ferro Drive
- Figueroa Street
- Harbor Boulevard
- Main Street
- Navigator Drive
- North Bank Drive
- Poli Street/Foothill Road
- Olivas Park Drive
- Schooner Drive
- Spinnaker Drive
- Summit Drive

- Telegraph Road – east of Victoria Avenue
- Victoria Avenue – south of U.S. 101
- Wells Road

Action 4.37: Request that State Route 126 and 33, and U.S. HWY 101 be designated as State Scenic Highways.

Action 4.38: Continue to work with Caltrans to soften the barrier impact of U.S. HWY 101 by improving signage, aesthetics and undercrossings and overcrossings. 

Action 4.39: Maintain street trees along scenic thoroughfares, and replace unhealthy or missing trees along arterials and collectors throughout the City. 

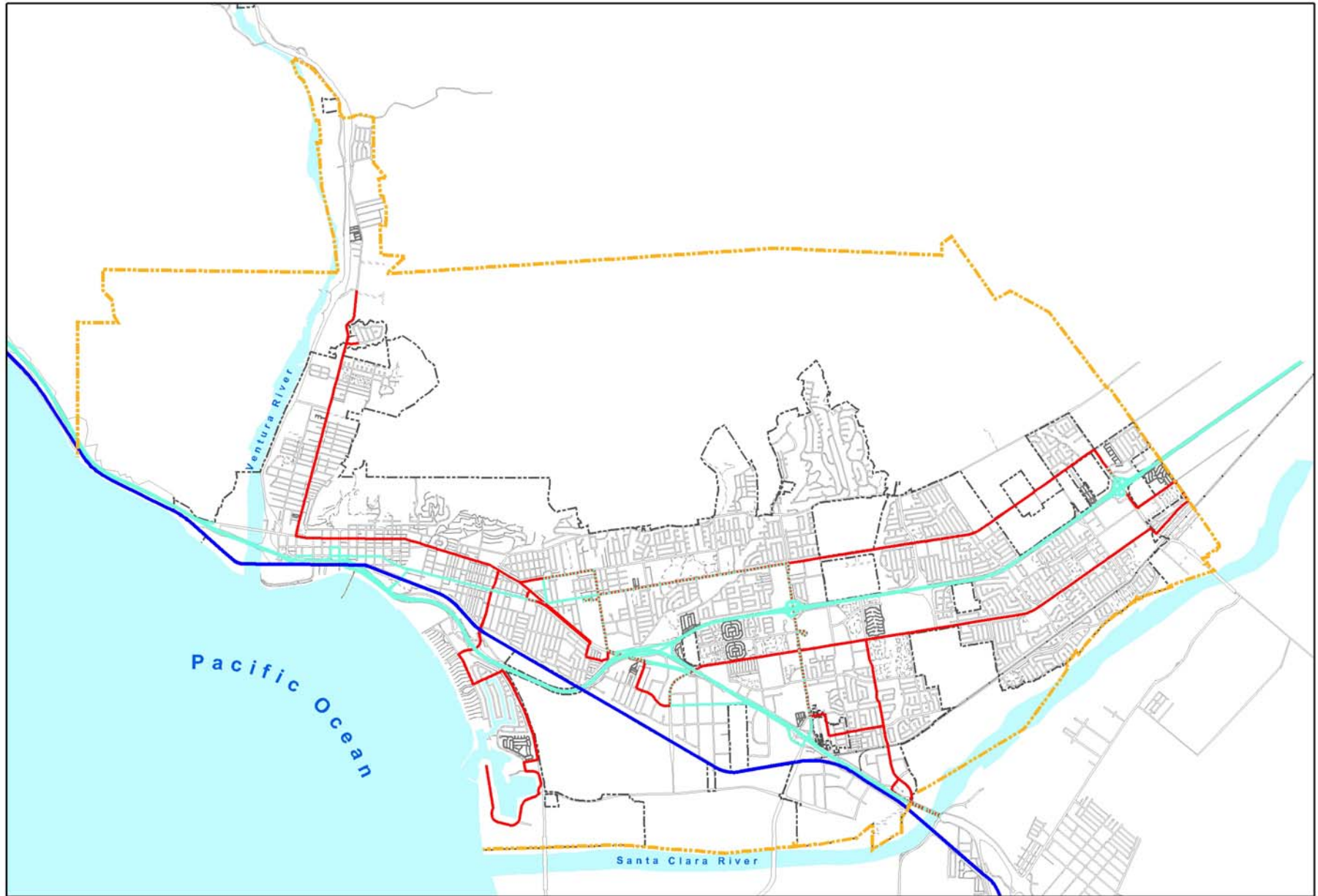


Note: Bike facilities shown on this figure are taken from the 1999 General Bikeway Plan and may change as updates to the General Bikeway Plan are completed.

Figure 4-1
Bicycle Facilities









This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.

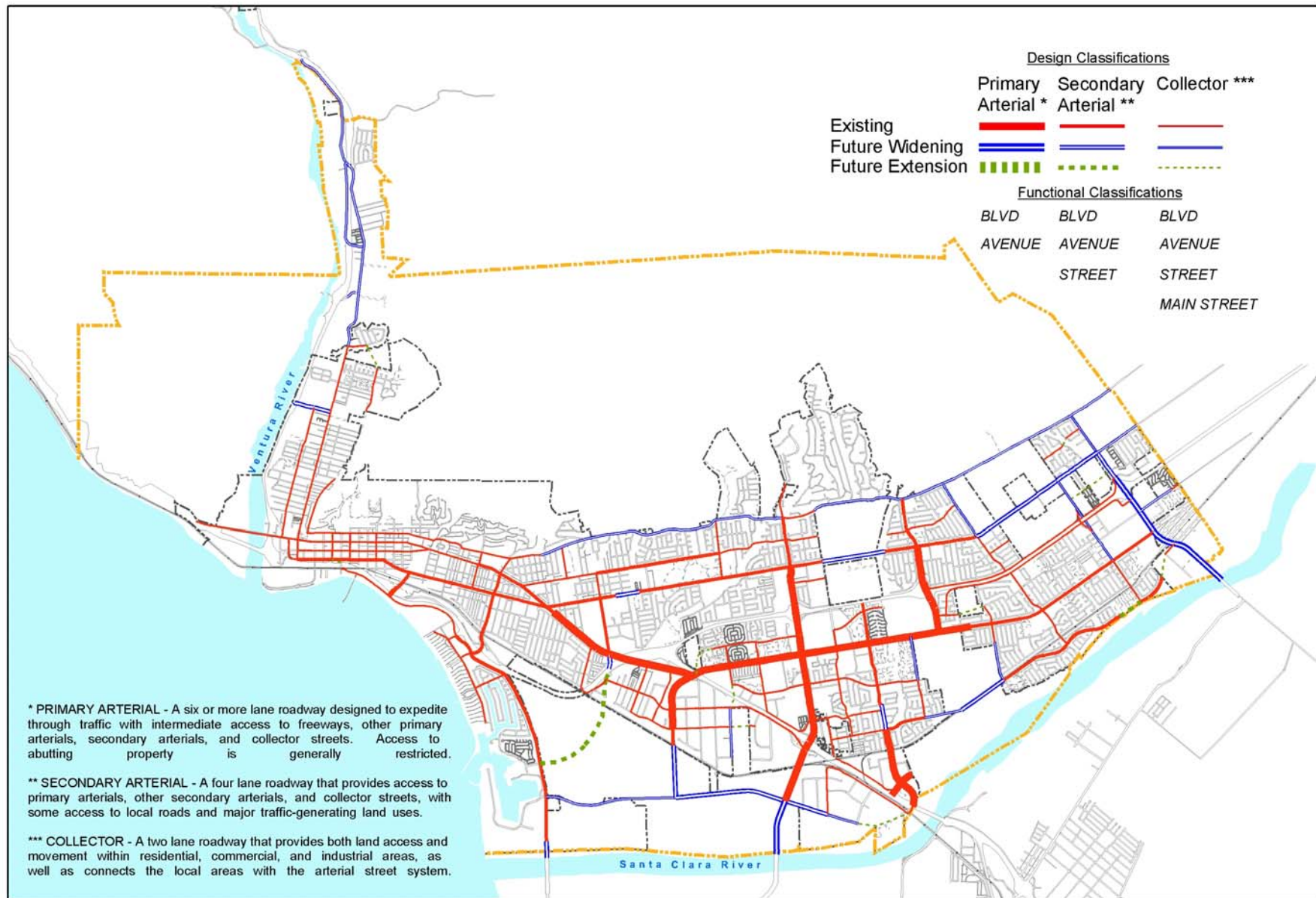


Note: Bus and Rail routes shown on this figure are current as of August 8, 2005 and may change as determined by each operator.

Figure 4-2
Bus and Rail Routes

Routes		Other	
SCAT		--- City Limits	
VISTA	 Planning Boundary	
SCAT & VISTA			
RAIL			

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.



- - - City Limits
- - - Planning Boundary

Note: Future extensions shown are conceptual in nature, unless a specific alignment has been approved by the City Council.

Figure 4-3
Roadway Classification Plan



"Now, I truly believe, that we in this generation, must come to terms with nature, and I think we're challenged as mankind has never been challenged before to prove our maturity and our mastery, not of nature, but of ourselves."

— Rachel Carson
Biologist, Writer, Ecologist 1907-1964

5. OUR SUSTAINABLE INFRASTRUCTURE

Our goal is to safeguard public health, well-being and prosperity by providing and maintaining facilities that enable the community to live in balance with natural systems.

Essential Support Systems

Infrastructure is an extremely important though largely unnoticed foundation of quality of life in Ventura. Efficient water supply, wastewater treatment, and drainage systems are vital to most daily activities. These facilities on which the community depends need regular maintenance, and they frequently require upgrading both to meet the demands of a growing population and to be sensitive to environmental resources.

To ensure that citizens get high-quality drinking water, the City owns and operates a State-certified laboratory where water quality is tested continuously. Each City treatment plant is also run by State-certified operators who monitor water quality. As a result, City water exceeds State and federal water quality requirements.

The City employs conservation measures and emerging technology in its effort to achieve a high standard for wastewater treatment while protecting natural systems. As a result, treatment capability historically has outpaced community needs, with even peak flows typically reaching only 75 percent of plant capacity. Even so, further expanding the use of reclaimed water and

reducing water consumption will be vital to maintaining long-term water supplies.

Much of the storm drain system is aging and in need of repair or replacement, especially corrugated metal pipes in some of the older areas of Ventura. Collecting adequate fees that truly reflect the cost of serving development can help support City efforts to preclude additional deficiencies, and relying on and complementing natural drainage features can both help avoid the need for expensive and environmentally damaging channelization and improve the functioning of the overall drainage system.

Water Supply

The City provides drinking water, and water for fire protection, to households and businesses in Ventura through a complex system with more than 500 miles of distribution mains, 3 water treatment plants, 22 booster pump stations, 25 treated water reservoirs, and 13 wells. Five distinct sources provide surface and ground water to the City supply system:

- Casitas Municipal Water District
- Ventura River surface water intake, subsurface water and wells (Foster Park)
- Mound groundwater basin
- Oxnard Plain groundwater basin (Fox Canyon Aquifer)
- Santa Paula groundwater basin

The City also holds a State Water Project entitlement of 10,000 acre-feet per year;



however, new facilities would need to be constructed to transport this water to the City. The City updates its Urban Water Management Plan every two years (instead of every five years as required by State law) as part of its ongoing effort to ensure that City-managed water supplies will continue to accommodate demand in Ventura.

Meeting future water demands requires saving and reusing every drop possible. The City utilizes recycled water from its reclamation facility (a tertiary wastewater treatment plant) near the Harbor to augment the municipal water supply. Recycled water is used to irrigate City and private landscaping in the area and the Buenaventura and Olivas Park municipal golf courses. The remaining effluent is discharged to the Santa Clara River Estuary.

Largely as a result of conservation efforts, water consumption per city resident has generally declined (see Table 5-1). Projections anticipate that the City will continue to be able to meet consumer needs. Policies and actions in this chapter seek to refine demand management practices and conservation programs to further reduce per capita water use so that Ventura can sustain water resources for many more generations.

**Table 5-1
Historic and Projected Water Production (Acre Feet)**

Year	Estimated Population Served	Per Capita Use ¹	Treated Water Production	Raw Water Production	Total Water Production
Historic					
1980	73,774	0.236	17,381	4,766	22,147
1990	94,856	0.177	16,831	2,317	19,148
1995	99,668	0.165	16,428	1,602	18,030
1996	100,482	0.180	18,038	1,500	19,538
1997	101,096	0.178	18,002	1,829	19,831
1998	101,610	0.165	16,775	1,769	18,544
1999	102,224	0.192	19,658	1,067	20,725
2000	103,238	0.198	20,437	1,129	21,566
2001	104,153	0.173	18,071	889	18,960
2002	105,267	0.180	18,965	968	19,933
2003	106,782	0.183	19,510	846	20,356
Projected					
2005	109,465	0.179	19,594	1,000	20,594
2010	115,774	0.179	20,724	1,000	21,724
2015	122,447	0.179	21,918	1,000	22,918
2020	129,504	0.179	23,181	1,000	24,181

Sources: City of Ventura Urban Water Management Plan, Dec. 2000, City of Ventura 2004 Biennial Water Supply Report, as amended, September 2004.

¹ Per Capita use excludes raw water.

Wastewater Treatment

Ventura residents generate millions of gallons of wastewater each day, which is carried by more than 450 miles of sewer mains and 12 lift stations to the water reclamation facility in the Harbor area near the mouth of the Santa Clara River. While most residents receive sewer service directly from the City, three other sanitary sewer agencies with their own treatment facilities provide service to some citizens in the Montalvo, Saticoy, and North Ventura Avenue areas. As shown in Table 5-2, all local treatment facilities operate well below capacity.

About two-thirds of the wastewater treated locally is discharged to the Santa Clara River Estuary, as allowed by the Regional Water Quality Control Board. The remaining effluent is either transferred to recycling ponds, where some is delivered as reclaimed water, or it percolates to underground aquifers or evaporates. The policies and actions in this chapter call for improving treatment system efficiency to reclaim and reuse as much water as possible.

Table 5-2 Treatment Facilities

Treatment Facilities	Treatment Type	Capacity	Average Daily Flow
Ventura Water Reclamation Facility	Tertiary	14 MGD	9.0 MGD (68% capacity)
Montalvo Municipal Improvement District Treatment Plant	Secondary	0.36 MGD	0.242 MGD (67% capacity)
Saticoy Sanitary District Treatment Plant	Secondary ²	0.25 MGD	0.16 MGD (64% capacity)
Ojai Valley Sanitary District Treatment Plant	Tertiary	3 MGD	2.0 MGD (71% capacity)

² Includes nutrient removal prior to percolation.
Source: Individual agencies listed





Storm Drainage

Storm runoff travels from the hills above Ventura through the City until it is absorbed into the ground or reaches the Ventura River, the Santa Clara River, or the Pacific Ocean. To convey the occasional high flows associated with storms, the Ventura County Flood Control District oversees about 20 natural or concrete lined barrancas that serve as the major drainage courses for local watersheds. The City has about 20 miles of off-street drain system designed to convey runoff from all but the most severe of storms, in which case water also runs off via city streets.

Maintaining the barrancas and other watercourses that are not already lined with concrete as natural flood channels can help reduce peak flows by limiting water velocity. Incorporating natural features into drainage systems rather than hard treatment devices also can improve water quality and reduce maintenance costs. The policies and actions in this chapter seek to prevent increases in future storm water impacts by incorporating natural drainage and flood control features such as wildlife ponds and wetlands – instead of cement retention basins – into the storm drain system where possible. Such less intensive approaches not only cost less, but they also preserve environmental resources and protect water quality.


Policy 5A: Follow an approach that contributes to resource conservation.

Action 5.1: Require low flow fixtures, leak repair, and drought tolerant landscaping (native species if possible), plus emerging water conservation techniques, such as reclamation, as they become available. 


Action 5.2: Use natural features such as bioswales, wildlife ponds, and wetlands for flood control and water quality treatment when feasible. 

Action 5.3: Demonstrate low water use techniques at community gardens and city-owned facilities.


Action 5.4: Update the Urban Water Management plan as necessary in compliance with the State 1983 Urban Water Management Planning Act.


Action 5.5: Provide incentives for new residences and businesses to incorporate recycling and waste diversion practices, pursuant to guidelines provided by the Environmental Services Office. 


Policy 5B: Improve services in ways that respect and even benefit the environment.


Action 5.6: Require project proponents to conduct sewer collection system analyses to determine if downstream facilities are adequate to handle the proposed development. 

Action 5.7: Require project proponents to conduct evaluations of the existing water distribution system, pump station, and storage


requirements in order to determine if there are any system deficiencies or needed improvements for the proposed development. 


Action 5.8: Locate new development in or close to developed areas with adequate public services, where it will not have significant adverse effects, either individually or cumulatively, on coastal resources. 


Action 5.9: Update development fee and assessment district requirements as appropriate to cover the true costs associated with development. 


Action 5.10: Utilize existing waste source reduction requirements, and continue to expand and improve composting and recycling options. 


Action 5.11: Increase emergency water supply capacity through cooperative tie-ins with neighboring suppliers.


Action 5.12: Apply new technologies to increase the efficiency of the wastewater treatment system. 

Action 5.13: Increase frequency of city street sweeping, and post schedules at key points within each neighborhood. 

Action 5.14: Develop a financing program for the replacement of failing corrugated metal storm drain pipes in the City. 

Action 5.15: Establish assessment districts or other financing mechanisms to address storm drain system deficiencies in areas where new development is anticipated and deficiencies exist. 

Action 5.16: Require new developments to incorporate stormwater treatment practices that allow percolation to the underlying aquifer and minimize offsite surface runoff utilizing methods such as pervious paving material for parking and other paved areas to facilitate rainwater percolation and retention/detention basins that limit runoff to pre-development levels. 

Action 5.17: Require stormwater treatment measures within new development to reduce the amount of urban pollutant runoff in the Ventura and Santa Clara Rivers and other watercourses. 

Action 5.18: Work with the Ventura Regional Sanitation District and the County to expand the capacity of existing landfills, site new landfills, and/or develop alternative means of disposal that will provide sufficient capacity for solid waste generated in the City.



"Leave all the afternoon for exercise and recreation, which are as necessary as reading. I will rather say more necessary because health is worth more than learning."

— Thomas Jefferson
3rd President of the United States
1801-1809

6. OUR ACTIVE COMMUNITY

Our goal is to add to and enhance our parks and open spaces to provide enriching recreation options for the entire community.

Higher Standards

For many people, spending time outdoors and participating in recreational activities represent some of life’s most cherished rewards. Ventura’s superb public park, open space, and recreation system offers a myriad of ways to partake in these privileges. The city offers 34 developed parks, 45 miles of linear park and trail network, stellar beaches, specialized play and sports facilities and programs, communitywide events, senior and youth activities, and two 18-hole tournament class public golf courses. Figure 6-1 at the end of this chapter shows the locations of various public facilities in the city.

The City is committed to ensuring that its citizens have ample access to high quality spaces for leisure and active recreation. The City’s adopted standard of 10 acres per 1,000 residents has created far more park area than would be possible under the basic State level of 3 acres per 1,000, and also tops the more ambitious National Park and Recreation Association benchmarks for specific park types (see Table 6-1). The City continues to create customized facilities like the Community Park (approved by the voters pursuant to SOAR) to expand opportunities for local residents to enjoy healthy, active lifestyles.

Park Type	Standards	
	City of Ventura	National Park & Recreation Association
Neighborhood	2 acres	1.5 acres
Community	3 acres	2.5 acres
Citywide	5 acres	5 acres
Total	10 acres	9 acres

Sources: City of Ventura, www.nrpa.org.



City Parks and Open Space

The public park and open space system in Ventura includes neighborhood, community, citywide, and linear parks. As shown in Table 6-2, the City oversees nearly 600 acres of developed park facilities, plus the linear park network, which provides important connections among watersheds for both people and wildlife.



As the City continually strives to improve the quality of leisure and recreation opportunities for everyone in the community, it must address a number of challenges such as:

- modernizing existing facilities,
- finding appropriate land for new facilities,
- developing useful and enjoyable public spaces, such as plazas and mini-parks in urban settings,
- formalizing shared use arrangements for non-City facilities like school playfields,
- meeting increasing demand for athletic courts, fields and pools,
- provide opportunities for passive recreation, and
- providing services needed by youth, seniors, and residents with special needs.

Neighborhood Parks

Typically less than 8 acres each, these smaller parks primarily serve specific residential areas in the community. The 18 neighborhood parks in Ventura cover about 73 total acres. Any future development outside the current city limits will have to provide new neighborhood parks to serve the added population.



Community Parks

These parks are designed to offer specialized opportunities and facilities to residents of more than one neighborhood. Amenities in community parks may include formal athletic fields, courts, recreation buildings, preschool and youth play structures, group and individual picnic areas, and landscaped areas for informal activity or leisure.

Citywide Parks

These parks feature recreational opportunities that draw a wide range of age and interest groups from throughout the city. They offer a variety of attractive amenities, such as large open spaces, unique natural resources, interpretive centers, cultural amenities, group picnic areas, sports facilities, and equestrian, bicycling, and hiking trails. The Ventura Community Park also serves some citywide park functions and attracts visitors from outside the city with its high-quality playing fields and aquatic center.

Linear Parks

Ventura's unique linear park network intersperses trails and picnic areas among a mostly undeveloped web of barranca and riverbanks that provide valuable wildlife habitat and migration corridors. The linear parks also merge with a number of neighborhood and community parks, complementing developed recreation areas with natural riparian qualities. Extending trails through the linear park network can create additional opportunities for low-impact contact with nature, and in some cases even provide pleasant non-automobile commuting options.

Table 6-2 City Park Facilities

Park	Park Size (in acres)				
	Neighborhood Parks	Community Parks	Citywide Parks	Special Use Facilities	Total
Albinger Archaeological Museum				0.9	0.9
Arroyo Verde Park	2.0	23.0	104.3		129.3
Barranca Vista Park	8.7				8.7
Blanche Reynolds Park	3.4				3.4
Camino Real Park			38.2		38.2
Cemetery Memorial Park	7.1				7.1
Chumash Park	6.1				6.1
Downtown Mini-Park	0.4				0.4
Eastwood Park				0.7	0.7
Fritz Huntsinger Youth Sports Complex	4.3	14.0			18.3
Grant Park			107.3		107.3
Harry A. Lyon Park			10.7		10.7
Hobert Park	7.1				7.1
Juanamaria Park	5.0				5.0
Junipero Serra Park	2.7				2.7
Linear Park Network				46.0	46.0
Marina Park			15.3		15.3
Marion Cannon Park	5.0				5.0
Mission Park	1.5				1.5
Ocean Avenue Park	1.3				1.3
Olivas Adobe Historical Park				22.5	22.5
Ortega Adobe Historic Residence				0.3	0.3
Plaza Park	3.7				3.7
Promenade Park	1.0				1.0
Seaside Wilderness Park ^{1, 2}				24.0	24.0
Surfers Point at Seaside Park ¹				3.4	3.4
Ventura Community Park		100.0			100.0
Westpark	1.5	5.8			7.3
Total	60.8	142.7	275.8	97.8	577.1

Sources: City of Ventura, 2004. Note: several parks serve functions in more than one category.
¹ Acreage varies with ocean high levels.
² Acreage varies with fluctuations in Ventura River level.

As with most parks in the city, resources for linear park system improvements typically come through conditions placed on adjacent development. City regulations establish standards for park width, landscaping, fencing, lighting, and tree rows that apply specifically along barrancas, freeways, rivers, the shoreline, harbor, hillsides, and utility rights-of-way.



Recreation Programs


The City operates four neighborhood centers where recreation programs and senior services are available: the Ventura Avenue Adult Center, Senior Recreation Center, Barranca Vista Center, and Westpark Community Center. The City also offers a wide range of sports programs, including youth and adult sports programs, classes, aquatics, and corporate games. Other City-sponsored recreational activities include arts and environmental education, community gardening, recreation programs for special needs residents, and after-school activities and summer camps.


A variety of other recreation opportunities are available in Ventura in addition to City programs. Foremost among these are all of the activities possible at State beaches and developed waterfront areas. Other local non-City facilities include the County Fairgrounds and local golf courses. In addition, joint-use agreements allow city residents to use sports fields, pools, and gymnasiums during certain times at public schools and Ventura College.


The policies and actions in this chapter seek to further expand local park and recreation choices by:


- identifying sites for new parks,
- increasing public access to open space, including via linear park trails,
- collaborating with schools and other local agencies and organizations,
- ensuring universal and equal access to parks and recreation facilities, and
- allowing appropriate revenue-generating activities at City parks.


Policy 6A: Expand the park and trail network to link shoreline, hillside, and watershed areas.


Action 6.1: Develop new neighborhood parks, pocket parks, and community gardens as feasible and appropriate to meet citizen needs, and require them in new development. 

Action 6.2: Require higher density development to provide pocket parks, tot lots, seating plazas, and other aesthetic green spaces. 

Action 6.3: Work with the County to plan and develop trails that link the City with surrounding open space and natural areas, and require development projects to include trails when appropriate. 


Action 6.4: Request Flood Control District approval of public access along unchannelized watercourses for hiking. 

Action 6.5: Seek landowner permission to allow public access on properties adjacent to open space where needed to connect trails. 

Action 6.6: Update plans for and complete the linear park system as resources allow. 

Action 6.7: Work with the County of Ventura to initiate efforts to create public trails in the hillsides.


Action 6.8: Update and require periodic reviews of the Park and Recreation Workbook as necessary to reflect City objectives and community needs.

Action 6.9: Require dedication of land identified as part of the City's Linear Park System in conjunction with new development. 

Action 6.10: Evaluate and incorporate, as feasible, linear park segments in the General Bikeway Plan.

Action 6.11: Update standards for citywide public parks and open space to include an expanded menu of shared park types, and identify locations and potential funding sources for acquiring new facilities in existing neighborhoods.

Action 6.12: Update and carry out the Grant Park Master Plan.

Action 6.13: Foster the partnership between the City and Fair Board to improve Seaside Park. 

Policy 6B: Ensure equal access to facilities and programs.


Action 6.14: Improve facilities at City parks to respond to the requirements of special needs groups.


Action 6.15: Adjust and subsidize fees to ensure that all residents have the opportunity to participate in recreation programs.

Action 6.16: Update the project fee schedule as necessary to ensure that development provides its fair share of park and recreation facilities.

Policy 6C: Provide additional gathering spaces and recreation opportunities.

Action 6.17: Update and create new agreements for joint use of school and City recreational and park facilities.

Action 6.18: Offer programs that highlight natural assets, such as surfing, sailing, kayaking, climbing, gardening, and bird watching. 

Action 6.19: Provide additional boating and swimming access as feasible. 

Action 6.20: Earmark funds for adequate maintenance and rehabilitation of existing skatepark facilities, and identify locations and funding for new development of advanced level skatepark facilities.

Policy 6D: Increase funding and support for park and recreation programs.

Action 6.21: Promote the use of City facilities for special events, such as festivals, tournaments, and races.

Action 6.22: Enter into concession or service agreements where appropriate to supplement City services.



- Police Station
- Fire Stations
- Hospitals
- Government Center
- Elementary School
- Middle School
- High School
- Community College
- Library
- Recreational Facilities
- Linear Park
- Parks
- Golf Courses
- City Limits
- Planning Area

Figure 6-1
Public Facilities

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.



"A city, like a living thing, is a united and continuous whole."

— Plutarch
ca. 50-120 AD, author of *Moralia*

7. OUR HEALTHY AND SAFE COMMUNITY

Our goal is to build effective community partnerships that protect and improve the social well-being and security of all our citizens.

Community Wellness

Keeping the small town feel of Ventura depends on working together as a community to look out for the well being of all residents, especially those most at risk. Community wellness requires comprehensive preventative care, as well as careful preparation for and response to dangers within the built environment and to risks posed by natural processes (see Figure 7-1).

Adequate shelter, sufficient medical services, walkable neighborhoods, and proper nutrition create an essential foundation for a healthy community. Reducing as much as possible the threat to people and property from earthquakes, landslides, floods, and fires further enhance the collective wellness of the city. In addition, a healthy Ventura community requires thorough protection from crime, and freedom from pollution, unwanted noise, and the threat of hazardous materials.

Alquist-Priolo designation requires a geologic investigation prior to the approval of a development permit to determine if a specific site within the zone is threatened by surface displacement from future fault movement.

Geologic and Flood Hazards

Ventura lies in an active geologic region and is therefore subject to a variety of seismic hazards, including ground shaking, liquefaction, and slope failure. State law requires the City to regulate development in mapped seismic hazard zones. Major faults in the city include the Ventura-Foothill (a State-designated Alquist-Priolo Earthquake Fault Zone), Oak Ridge, McGrath, Red Mountain and Country Club Faults. Areas closest to these faults are most likely to experience ground shaking or rupture in the event of an earthquake. Liquefaction during an earthquake is most likely to occur in areas with loose, granular soils where the water table lies within 50 feet of the surface. As the soil liquefies, buildings and other objects may tilt or sink.

Hillside stability varies based on slope, soil, rock type and groundwater depth. The hills north of Poli Street/Foothill Road have experienced many historic landslides and are prone to future movement. The City Hillside Management Program limits development in the area to minimize dangers from landsliding, erosion, flooding, and fire, and to retain natural and scenic character.

The Federal Emergency Management Agency regulates development along watercourses based on the likelihood of flooding: the basic benchmark – the 100-year flood – has a one percent chance of occurring in any given year. Although the mapped 100-year flood hazard areas for local rivers and barrancas are fairly limited in size, the largest recorded flood events along the Ventura

and Santa Clara Rivers, both following heavy rains in 1969, exceeded the 100-year flood zone. The policies and actions in this Chapter intend to limit harm from geologic and flood events by requiring detailed risk analyses and mitigation prior to development of sites in hazard prone areas.

Fire and Emergency Response

The Ventura Fire Department responds to fire, medical, and disaster calls from six stations in the city. The Department's goal is to reach the scene within 4 minutes 90% of the time. The Department has a reciprocal agreement with the County Fire Protection District to ensure that Ventura residents receive the swiftest service possible. The Department also has a responsibility to provide disaster preparedness for the City. Particular fire department concerns in the City include:



- the need for reliable and sustainable source of fire service revenue,
- lengthy response times to areas farthest from existing stations (See Figure 7-2),
- firefighter and support staffing levels that are far below the .98 firefighter per 1,000 population averages of other municipal fire departments with comparable city size, age, and population,
- the threat of wildland fire entering urban area, and
- the lack of fire protection systems in older structures.

The policies and actions in this Chapter aim to optimize firefighting and emergency response capabilities through oversight of new development, improved facilities, and added staff.



Police Protection

Ventura Police response to crimes in progress or alarm soundings averages less than six minutes, and less than sixteen minutes for most other calls. While the local crime rate is slightly higher than State average, the Department hopes to better engage the community in policing efforts to lower crime levels. As part of a Strategic Planning Process, the Department has established the following goals:

- reduce crime and the fear of crime
- improve the quality of life in neighborhoods
- enhance community and police partnerships
- develop personnel
- continued accountability

One-time grant funding has helped add officers dedicated to community crime prevention, gang control, and youth mentoring programs. As these grants end the City must face the challenge of funding these services. Actions in this Chapter seek to improve the full range of police services to maximize community safety by increasing staffing, outreach efforts, and public access to police services.

Noise

Noise is generally defined as unwanted sound. Its effects can range from annoyance to nuisances to health problems. State law requires the City to identify and address noise sources and establish projected noise levels for roadways, railroads, industrial uses, and other significant generators. The Noise Contours map (Figure 7-3) is used to help guide land use in a way that minimizes exposure of residents to excessive noise.

Vehicle traffic is by far the greatest source of noise affecting Ventura residents. Other sources include the Seaside Park raceway, the Grant Park shooting range, and railroad, commercial, and industrial activity. Homes, schools, hotels, and hospitals are considered sensitive receptors where excessive noise can interfere with normal activities.

Noise intensity is customarily measured on the decibel scale, an index of loudness. Sounds as faint as 10 decibels (dB) are barely audible, while noise over 120 dB can be painful or damaging to hearing (Table 7-1 shows some typical noise levels). A sound 10 dB higher than another is perceived as about twice as loud. A 5 dB change is readily noticeable, but a 3 dB difference is barely perceptible.

As shown in Table 7-2, normally acceptable outdoor noise in residential areas may reach 65 decibels. The Ldn label in the table indicates that sound is averaged over time to account for the fact that sources like traffic or aircraft may cause fluctuations of more than 20 dB over a few

seconds. CNEL refers to the fact that 5 dB is added to noise after 7 p.m. and 10 dB added from 10 p.m. to 7 a.m., when quieter conditions make sound more noticeable.

The State Building Code requires an acoustical study whenever outdoor noise would exceed 60 decibels at a proposed duplex, multifamily residence, hotel, motel or other attached dwelling. The study must show that the proposed project design would result in interior noise levels of 45 dB or less.

Although future increases in traffic are not expected to produce a significant change in perceived noise levels, other specific sound generators have been identified as problems in the community. The policies and actions in this chapter look to reduce the exposure of people in Ventura to these noise sources.

Table 7-1. Typical Noise Levels

Type of Noise or Environment	Decibels
Recording Studio	20
Soft Whisper; Quiet Bedroom	30
Busy Open-plan Office	55
Normal Conversation	60-65
Automobile at 20 mph 25 ft. away	65
Vacuum Cleaner 10 ft. away	70
Dump Truck at 50 mph 50 ft. away	90
Train Horn 100 ft. away	105
Claw Hammer; Jet Takeoff 200 ft. away	120
Shotgun at shooter's ear	140

**Table 7-2
Acceptable Noise Levels**

LAND USE CATEGORY	COMMUNITY NOISE EXPOSURE Ldn or CNEL, dBA						
	55	60	65	70	75	80	85
RESIDENTIAL - LOW DENSITY SINGLE FAMILY, DUPLEX, MOBILE HOMES	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
RESIDENTIAL - MULTI-FAMILY	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
TRANSIENT LODGING - MOTELS, HOTELS	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
SCHOOLS, LIBRARIES, CHURCHES, HOSPITALS, NURSING HOMES	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
AUDITORIUMS, CONCERT HALLS, AMPHITHEATRES	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
SPORTS ARENA, OUTDOOR SPECTATOR SPORTS	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
PLAYGROUNDS, NEIGHBORHOOD PARKS	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
GOLF COURSES, RIDING STABLES, WATER RECREATION, CEMETERIES	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
OFFICE BUILDINGS, BUSINESS COMMERCIAL AND PROFESSIONAL	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]
INDUSTRIAL, MANUFACTURING, UTILITIES, AGRICULTURE	[Yellow bar from 55 to 60]		[Cyan bar from 60 to 70]		[Dark Cyan bar from 70 to 75]		[Black bar from 75 to 80]

NORMALLY ACCEPTABLE
Specified land use is satisfactory, based upon the assumption that any buildings involved are of normal conventional construction, without any special noise insulation requirements.

CONDITIONALLY ACCEPTABLE
New construction or development should be undertaken only after a detailed analysis of the noise reduction requirements is made and needed noise insulation features included in the design. Conventional construction, but with closed windows and fresh air supply systems or air conditioning will normally suffice.

NORMALLY UNACCEPTABLE
New construction or development should generally be discouraged. If new construction or development does proceed, a detailed analysis of the noise reduction requirements must be made and needed noise insulation features included in the design.

CLEARLY UNACCEPTABLE
New construction or development should generally not be undertaken.

Source: General Plan Guidelines, California Office of Planning and Research

Hazardous Materials

Hazardous materials include medical and industrial wastes, pesticides, herbicides, radioactive materials, and combustible fuels. Improper use, storage, transport, or disposal of these materials may result in harm to humans, surface or ground water degradation, air pollution, fire, or explosion. Most of the several hundred facilities in Ventura that use or store hazardous materials lie along Ventura Avenue or in the Arundell industrial district.

The Fire Department maintains a team specially trained and equipped to respond to hazardous materials emergencies. Additional equipment and personnel for large-scale hazardous materials incidents is available from the County Fire Protection District, the City of Oxnard, and the U.S. Naval Construction Battalion Center in Port Hueneme.

The Westside and North Avenue neighborhoods include about 30 brownfields: sites that may possess contaminated soils but also have potential for reuse. Cleanup of these sites will make them more attractive for redevelopment that can improve the neighborhoods and generate employment and tax revenue. The City has established a Brownfield Assessment Demonstration Pilot Program to fund site assessments and initiate remediation. The policies and actions in this chapter intend to minimize the risk of adverse health effects of hazardous materials by regulating their location and seeking funding for cleanup of brownfield sites to encourage their reuse.

Policy 7A: Encourage wellness through care and prevention.

Action 7.1: Work with interested parties to identify appropriate locations for assisted-living, hospice, and other care-provision facilities.

Action 7.2: Provide technical assistance to local organizations that deliver health and social services to seniors, homeless persons, low-income citizens, and other groups with special needs.


Action 7.3: Participate in school and agency programs to:


- provide healthy meals,
- combat tobacco, alcohol, and drug dependency,
- distribute city park and recreation materials through the schools, and
- distribute information about the benefits of proper nutrition and exercise.

Action 7.4: Enhance or create ordinances which increase control over ABC licensed premises.


Action 7.5: Investigate the creation of new land use fees to enhance funding of alcohol related enforcement, prevention and training efforts.

Policy 7B: Minimize risks from geologic and flood hazards.


Action 7.6: Adopt updated editions of the California Construction Codes and International Codes as published by the State of California and the International Code Council respectively. 


Action 7.7: Require project proponents to perform geotechnical evaluations and implement mitigation prior to development of any site: 

- with slopes greater than 10 percent or that otherwise have potential for landsliding,
- along bluffs, dunes, beaches, or other coastal features
- in an Alquist-Priolo earthquake fault zone or within 100 feet of an identified active or potentially active fault,
- in areas mapped as having moderate or high risk of liquefaction, subsidence, or expansive soils,
- in areas within 100-year flood zones, in conformance with all Federal Emergency Management Agency regulations.


Action 7.8: To the extent feasible, require new critical facilities (hospital, police, fire, and emergency service facilities, and utility “lifeline” facilities) to be located outside of fault and tsunami hazard zones, and require critical facilities within hazard zones to incorporate construction principles that resist damage and facilitate evacuation on short notice. 


Action 7.9: Maintain and implement the Standardized Emergency Management System (SEMS) Multihazard Functional Response Plan.

Action 7.10: Require proponents of any new developments within the 100-year floodplain to implement measures, as identified in the Flood Plain Ordinance, to protect structures from 100-year flood hazards (e.g., by raising the finished floor elevation outside the floodplain). 

Action 7.11: Prohibit grading for vehicle access and parking or operation of vehicles within any floodway. 

Policy 7C: Optimize firefighting and emergency response capabilities.

Action 7.12: Refer development plans to the Fire Department to assure adequacy of structural fire protection, access for firefighting, water supply, and vegetation clearance. 

Action 7.13: Resolve extended response time problems by: 

- adding a fire station at the Pierpont/Harbor area,
- relocating Fire Station #4 to the Community Park site,
- increasing firefighting and support staff resources,
- reviewing and conditioning annexations and development applications, and
- require the funding of new services from fees, assessments, or taxes as new subdivisions are developed.

Action 7.14: Educate and reinforce City staff understanding of the Standardized Emergency Management System for the State of California.


Policy 7D: Improve community safety through enhanced police service.

Action 7.15: Increase public access to police services by:

- increasing police staffing to coincide with increasing population, development, and calls for service,
- increasing community participation by creating a Volunteers in Policing Program, and,
- require the funding of new services from fees, assessments, or taxes as new subdivisions are developed.


Action 7.16: Provide education about specific safety concerns such as gang activity, senior-targeted fraud, and property crimes.

Action: 7.17: Establish a nexus between police department resources and increased demands associated with new development.


Action 7.18: Continue to operate the Downtown police storefront. 


Action 7.19: Expand Police Department headquarters as necessary to accommodate staff growth.


Policy 7D: Minimize exposure to air pollution and hazardous substances.

Action 7.20: Require air pollution point sources to be located at safe distances from sensitive sites such as homes and schools. 

Action 7.21: Require analysis of individual development projects in accordance with the most current version of the Ventura County Air Pollution Control District Air Quality Assessment Guidelines and, when significant impacts are

identified, require implementation of air pollutant mitigation measures determined to be feasible at the time of project approval. 

Action 7.22: In accordance with Ordinance 93-37, require payment of fees to fund regional transportation demand management (TDM) programs for all projects generating emissions in excess of Ventura County Air Pollution Control District adopted levels. 


Action 7.23: Require individual contractors to implement the construction mitigation measures included in the most recent version of the Ventura County Air Pollution Control District Air Quality Assessment Guidelines. 

Action 7.24: Only approve projects involving sensitive land uses (such as residences, schools, daycare centers, playgrounds, medical facilities) within or adjacent to industrially designated areas if an analysis provided by the proponent demonstrates that the health risk will not be significant.


Action 7.25: Adopt new development code provisions that ensure uses in mixed-use projects do not pose significant health effects.


Action 7.26: Seek funding for cleanup of sites within the Brownfield Assessment Demonstration Pilot Program and other contaminated areas in West Ventura.


Action 7.27: Require proponents of projects on or immediately adjacent to lands in industrial,

commercial, or agricultural use to perform soil and groundwater contamination assessments in accordance with American Society for Testing and Materials standards, and if contamination exceeds regulatory action levels, require the proponent to undertake remediation procedures prior to grading and development under the supervision of the County Environmental Health Division, County Department of Toxic Substances Control, or Regional Water Quality Control Board (depending upon the nature of any identified contamination). 


Action 7.28: Educate residents and businesses about how to reduce or eliminate the use of hazardous materials, including by using safer non-toxic equivalents.

Action 7.29: Require non-agricultural development to provide all necessary buffers, as determined by the Agriculture Commissioner's Office, from agricultural operations to minimize the potential for pesticide drift. 


Action 7.30: Require all users, producers, and transporters of hazardous materials and wastes to clearly identify the materials that they store, use, or transport, and to notify the appropriate City, County, State and Federal agencies in the event of a violation. 


Action 7.31: Work toward voluntary reduction or elimination of aerial and synthetic chemical application in cooperation with local agricultural interests and the Ventura County agricultural commissioner. 


Policy 7E: Minimize the harmful effects of noise.


Action 7.32: Require acoustical analyses for new residential developments within the mapped 60 decibel (dBA) CNEL contour, or within any area designated for commercial or industrial use, and require mitigation necessary to ensure that: 


- Exterior noise in exterior spaces of new residences and other noise sensitive uses that are used for recreation (such as patios and gardens) does not exceed 65 dBA CNEL, and
- Interior noise in habitable rooms of new residences does not exceed 45 dBA CNEL with all windows closed.


Action 7.33: As funding becomes available, construct sound walls along U.S. 101, SR 126, and SR 33 in areas where existing residences are exposed to exterior noise exceeding 65 dBA CNEL. 

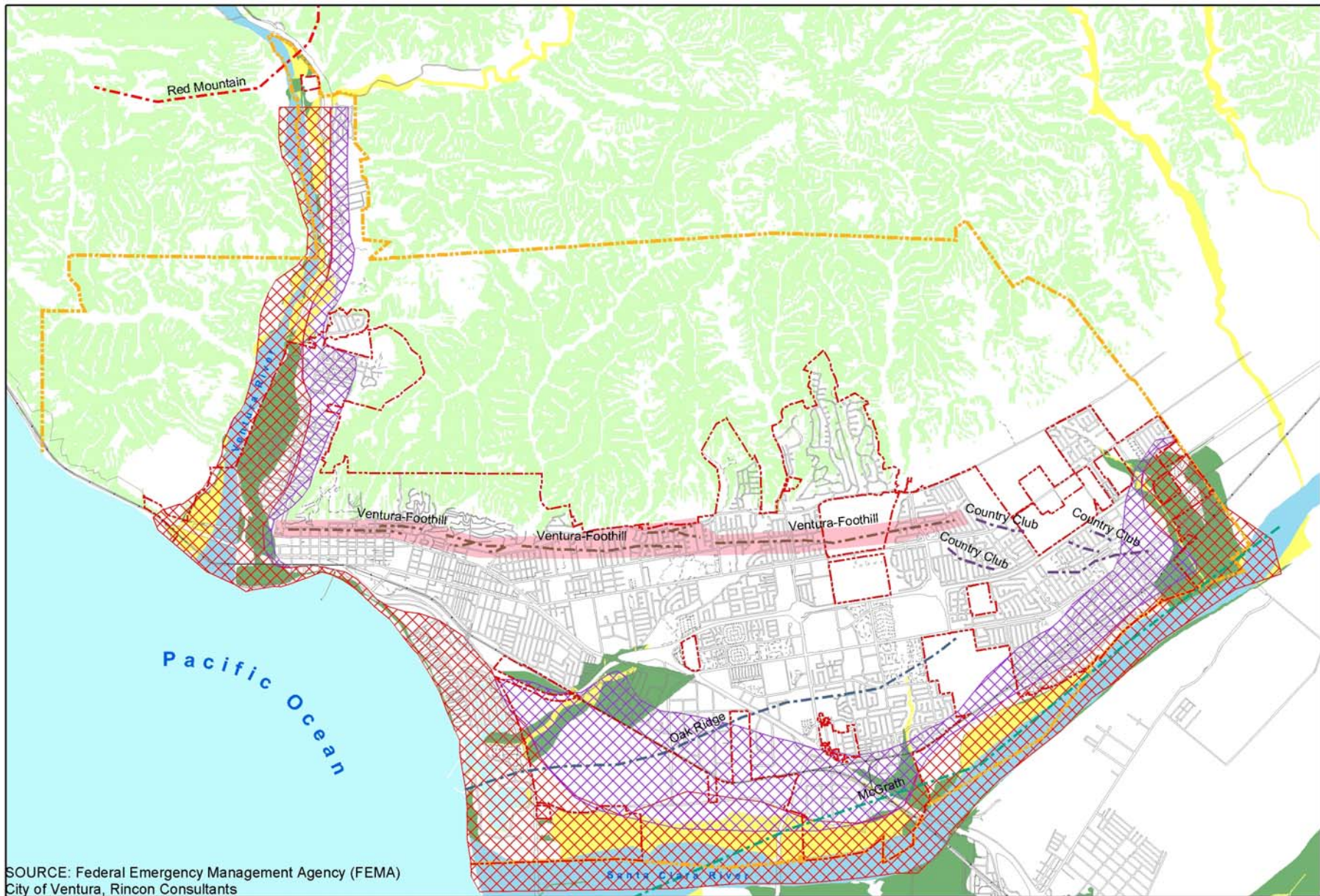
Action 7.34: Request that sound levels associated with concerts at the County Fairgrounds be limited to 70 dBA at the eastern edge of that property. 

Action 7.35: Request the termination of auto racing at the County fairgrounds. 

Action 7.36: Amend the noise ordinance to restrict leaf blowing, amplified music, trash collection, and other activities that generate complaints. 

Action 7.37: Use rubberized asphalt or other sound reducing material for paving and re-paving of City streets. 

Action 7.38: Update the Noise Ordinance to provide standards for residential projects and residential components of mixed-use projects within commercial and industrial districts. 



SOURCE: Federal Emergency Management Agency (FEMA)
City of Ventura, Rincon Consultants

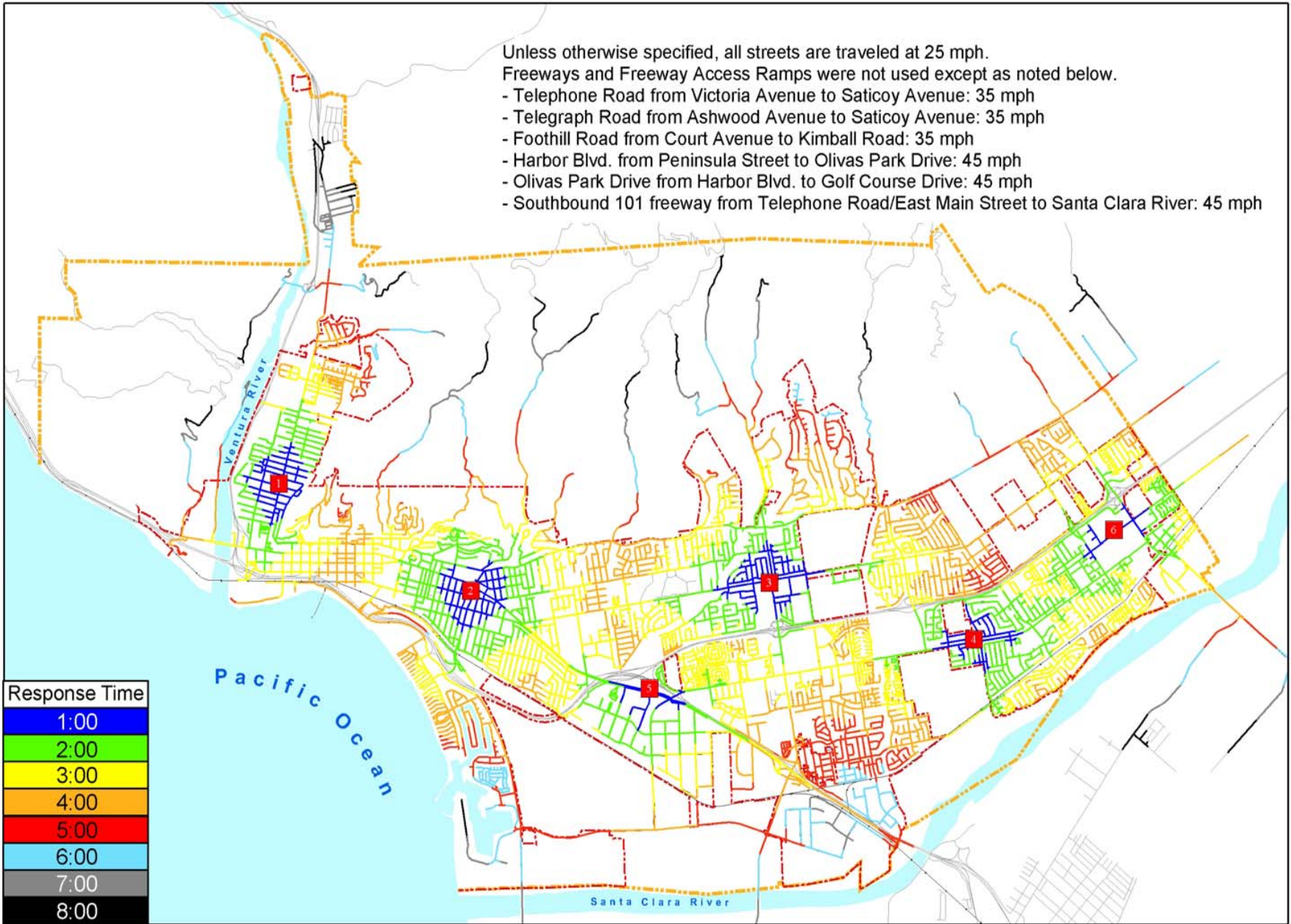
- | | | | |
|----------------------------------|-----------------------------------------|--------------------------------------|---------------------------------------|
| FEMA Flood Hazard Zones | Liquefaction Zones | Major Fault Systems | Other |
| Yellow box: A (100-yr floodzone) | Red cross-hatch box: High Water Table | Dashed blue line: Country Club | Dashed red line: City Limits |
| Green box: B (500-yr floodzone) | Purple cross-hatch box: Low Water Table | Dashed green line: McGrath | Dashed orange line: Planning Boundary |
| Blue box: Floodway | | Dashed black line: Oak Ridge | Light green box: >30% Slope |
| | | Dashed red line: Red Mountain | |
| | | Dashed orange line: Ventura-Foothill | |

Figure 7-1
Natural Hazards

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.

Unless otherwise specified, all streets are traveled at 25 mph.
 Freeways and Freeway Access Ramps were not used except as noted below.

- Telephone Road from Victoria Avenue to Saticoy Avenue: 35 mph
- Telegraph Road from Ashwood Avenue to Saticoy Avenue: 35 mph
- Foothill Road from Court Avenue to Kimball Road: 35 mph
- Harbor Blvd. from Peninsula Street to Olivas Park Drive: 45 mph
- Olivas Park Drive from Harbor Blvd. to Golf Course Drive: 45 mph
- Southbound 101 freeway from Telephone Road/East Main Street to Santa Clara River: 45 mph



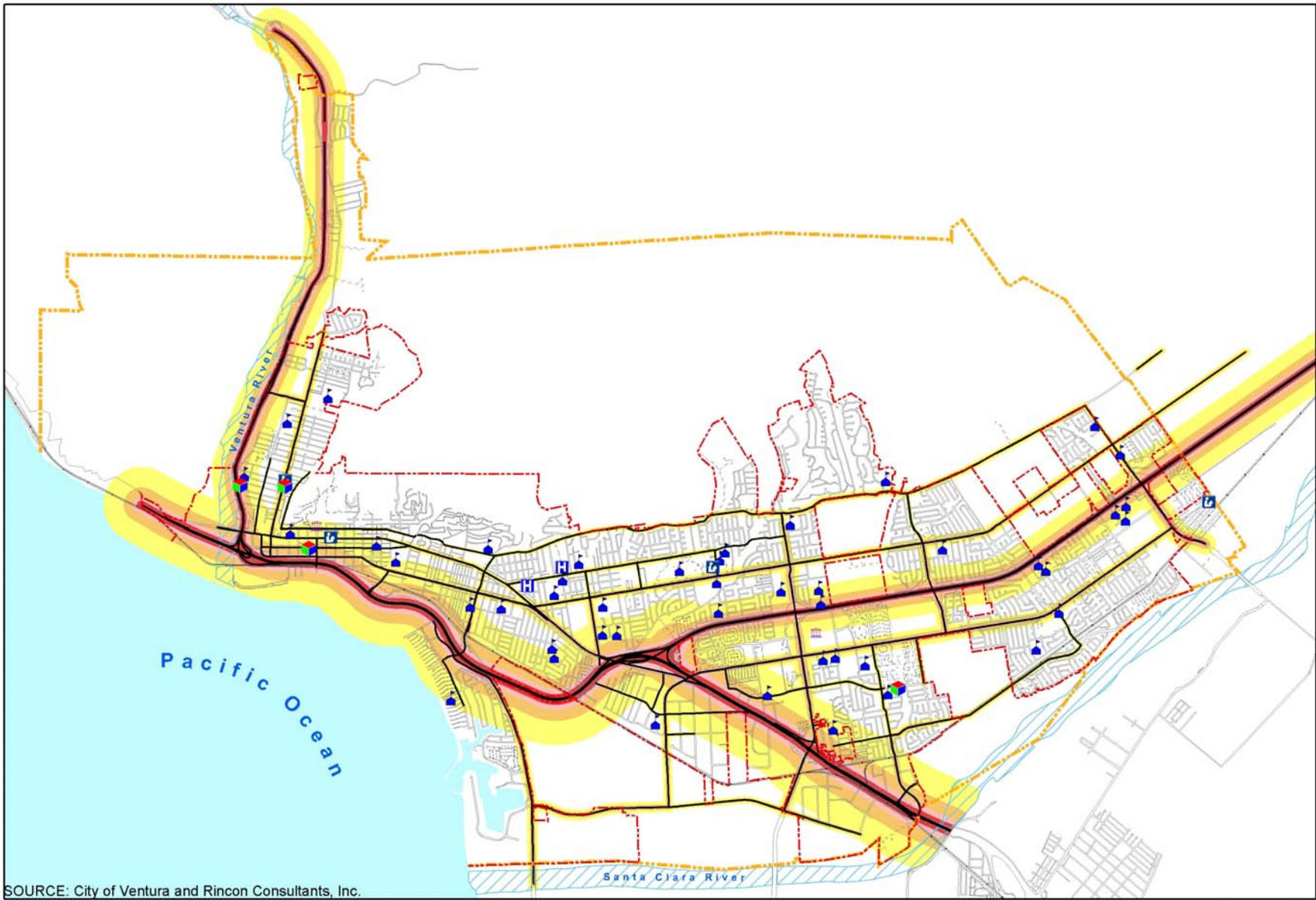
Response Time	
1:00	Blue
2:00	Green
3:00	Yellow
4:00	Orange
5:00	Red
6:00	Light Blue
7:00	Grey
8:00	Dark Grey

SOURCE: City of Ventura

- City Limits
- Planning Boundary
- Existing Fire Stations 1-6

Figure 7-2
 Fire Response Time

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.



SOURCE: City of Ventura and Rincon Consultants, Inc.

Noise Contours

- 60dBA
- 65dBA
- Countoured Streets (Over 5000 ADT)

- Recreation Centers
- Hospitals
- Schools
- Library
- Government Centers

- City Limits
- Planning Boundary

Figure 7-3
Noise Contours

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.



"A vigorous culture capable of making corrective, stabilizing changes depends heavily on its educated people, and especially upon their critical capacities and depth of understanding."

— Jane Jacobs
Dark Age Ahead

CITY OF
VENTURA

OUR EDUCATED COMMUNITY
ventura's general plan

8. OUR EDUCATED COMMUNITY

Our goal is to encourage academic excellence and life-long learning resources to promote a highly-educated citizenry.

Lifelong Learning

Education is more important than ever before as the foundation for the vitality of informed community participation in Ventura. The *Ventura Vision* calls for the city to be “a community dedicated to educational excellence and an emphasis on lifelong learning.” A truly educated community is key to achieving most of the goals in this General Plan because:

- In the 21st Century information economy a highly educated and skilled workforce is vital to community prosperity,
- Education and the institutions that provide it are critical to achieving environmental and cultural leadership, and
- An educated and informed citizenry is essential to sound planning and decision-making.

While Ventura has a comparatively well-educated population (see Table 8-1), the high costs of doing business and finding housing in the city will force even greater emphasis on businesses and jobs that require ever-higher levels of skill. The need and desire for lifelong learning will require relentlessly expanding educational resources and access to them in the years ahead. Plus, the assets that strong educational institutions provide

are necessary to bring a rich cultural life to the community as well.

Ventura can build on an impressive base of well-regarded public schools, array of private alternatives, major community college, satellite university campuses, expanding media-training institute, law school, and three branch libraries, among other educational resources. The key to becoming renowned as a local “learning community” lies in creating stronger linkages between these existing resources and integrating them into the physical and social landscape of our community.

Leveraging our Assets

Excellence in public education is the top priority for the Ventura Unified School District (whose boundaries extend beyond the city). In Ventura, the District manages 16 elementary schools, four middle schools, three high schools, and one continuation high school, plus independent study and adult education programs.

In addition to District schools, the city also is home to more than a dozen private schools (see Table 8-2), serving 13 percent of elementary and high school students living in Ventura, according to the 2000 Census. Figure 6-1 shows school locations in the city.

**Table 8-1
Education Level**

Schooling Completed	Percent of Population
High School	21.7
Some College	28.2
Associate Degree only	9.6
Bachelors Degree only	15.4
Graduate Degree	9.3
High School Diploma & Above	84.1
Associate Degree & Above	34.2

Source: 2001 Ventura County Economic Outlook

**Table 8-2
Private Schools**

School	Grades
First Baptist Day	K-5
St. Augustine Academy	4-12
Sacred Heart	K-8
Ventura Missionary Christian Day	K-8
College Heights Christian	K-8
St. Bonaventure High School	9-12
Holy Cross	K-8
Our Lady of The Assumption	K-8
St. Paul's Parish Day	K-8
Grace Lutheran Christian Day	K-6
Jameson	K-12
Ventura County Christian	K-12
Hill Road Montessori Preschool	K-3
Wells Road Baptist Academy	K-12

Most public schools operate at or near capacity (see Table 8-3), and continuing growth in Ventura requires the District to search for sites for new schools (see Table 8-4). Developers of new projects are required to dedicate land or pay fees for school purposes, and any major annexation of land outside the city is likely to have to provide a school site to serve new resident children. Still, the scarcity and cost of suitable sites means that greater thought will need to be given to shared facility use and other non-traditional approaches to expanding capacity.

Table 8-3. Ventura Unified School District Enrollment

Schools – No.	Students	Capacity
Elementary – 17	8,093	95%
Middle – 4	4,304	93%
High - 3	4,820	85%
TOTAL	17,217	92%

Source: Ventura Unified School District, 2003

Table 8-4. Public School Demand

School Type	Students/School	School Needs	Acres Needed ¹
Elementary	600	4	40
Middle	1,000	1	20
High	2,000	1	40
TOTAL		6	100

1. Assumes 10 acres for elementary schools, 20 acres for middle schools, and 40 acres for high schools.

Source: Ventura Unified School District, 2003

Ventura is increasingly becoming recognized as a center for higher education. Ventura College is a highly respected two-year school with more than 12,000 students, providing everything from a

distinguished transfer opportunity for the University of California to certificates and associates degrees in important fields such as manufacturing and nursing. Students also can obtain four-year degrees in certain fields at the UCSB Ventura Center. Brooks Institute of Photography provides education in photojournalism, filmmaking, and related fields, providing the city with a significant cultural asset. Residents can earn graduate degrees in law, public policy, and education at the Ventura campuses of California Lutheran University, Azusa Pacific University, the Ventura College of Law, and the Southern California Institute of Law. The opening of the nearby California State University Channel Islands has drawn many students and faculty to live in Ventura, especially those in creative fields.

Combined, these institutions of higher learning provide Ventura with tremendous educational assets. Through the policies and actions in this chapter, the City is committed to nurturing these institutions, creating synergy among them, and instilling both cultural and economic opportunities.

Libraries of the Future

The County public library system in Ventura currently operates three branch libraries that serve about 200,000 visits annually (see Table 8-5). But in a digital age where more and more content is available online, the traditional book borrowing function is becoming outmoded. Library administrators and staff, the City’s Library Advisory Commission, and patrons have all pointed to needs for adding library space, extending operating hours, and updating and expanding learning resources.

At a more fundamental level, the ideas of what constitutes a library and how it fits the patterns of a learning community need to be reexamined. Integration with school libraries, including the Ventura College Learning Center, is a top priority for this reevaluation, as embodied in the policies and actions in this chapter.

City and Community Programs

Traditional classroom settings alone cannot provide the complete set of educational skills and experience needed by people of all ages. The City provides a variety of learning opportunities, including youth and adult art programs, environmental education, adaptive recreation programs, youth after-school activities, and summer camps. Community organizations also provide a range of classes and experiences, including tours, museums, lectures, and hands-on activities. Expanding venues for such activities and promoting participation in them are key challenges.

Policies and actions in this chapter seek to expand lifelong learning opportunities for everyone in the community.

Table 8-5. Local Libraries

Library	Card-Holders	2003-2004 Patronage	Hours Open Weekly	Facility Size (sq. ft.)
E. P. Foster	48,195	366,134	54	31,000
H. P. Wright			39	12,000
Avenue			25	3,000

Source: Ventura County Library Administration, 2005

Policy 8A: Reach out to institutions and educators to advance lifelong learning.

Action 8.1: Work closely with schools, colleges, and libraries to provide input into site and facility planning.


Action 8.2: Organize a regional education summit to generate interest in and ideas about learning opportunities.


Action 8.3: Adopt joint-use agreements with libraries, schools, and other institutions to maximize use of educational facilities.

Action 8.4: Distribute information about local educational programs.

Policy 8B: Increase the availability and diversity of learning resources.

Action 8.5: Install infrastructure for wireless technology and computer networking in City facilities.

Action 8.6: Establish educational centers at City parks. 

Action 8.7: Work with the State Parks Department to establish a marine learning center at the Harbor. 

Action 8.8: Work with the Ventura Unified School District to ensure that school facilities can be provided to serve new development.

Policy 8C: Reshape public libraries as 21st Century learning centers.

Action 8.9: Complete a new analysis of community needs, rethinking the role of public libraries in light of the ongoing advances in information technology and the changing ways that individuals and families seek out information and life-long learning opportunities.

Action 8.10: Reassess the formal and informal relationships between our current three branch public libraries and school libraries – including the new Ventura College Learning Resource Center – as well as joint use of facilities for a broader range or compatible public, cultural, and educational uses.

Action 8.11: Develop a Master Plan for Facilities, Programs, and Partnerships to create an accessible, robust, and vibrant library for the 21st Century system, taking into consideration that circulation of books is no longer the dominant function but will continue to be an important part of a linked network of learning centers.

Action 8.12: Develop formal partnerships, funding, capital strategies, and joint use agreements to implement the new libraries Master Plan.



"Whatever you can do, or dream you can,
begin it. Boldness has genius, power and
magic in it."

— Johann Wolfgang von Goethe

CITY OF
VENTURA

OUR CREATIVE COMMUNITY
ventura's general plan

9. OUR CREATIVE COMMUNITY

Our goal is to become a vibrant cultural center by weaving the arts and local heritage into everyday life.

A Rich Foundation

Local history, artistic expression, and cultural diversity play vital roles in making Ventura a vibrant and interesting place. The heritage of Chumash civilization, which developed over the course of about 9,000 years, and influences of Mexican settlement establish a rich tableau for the modern development of the city. Art in museums, galleries, and public places, as well as space and energy devoted to the creation of artwork and crafts connect the community in complex and fundamental ways. Cultural expression in the form of festivals and informal gatherings provide additional and essential bonds that strengthen the community.

Historic Context

Abundant food and water, temperate climate, and ample material for tool manufacturing attracted early local inhabitants. Chumash peoples were living in a string of coastal villages when Spanish explorers arrived in 1542. Shisholop village (at the south end of present-day Figueroa Street) was a thriving Chumash provincial capital at the time of the Spanish arrival. Other Chumash villages and burial sites have been found in what are now the North Avenue and Saticoy neighborhoods, as well as north of the Ventura River. Mexican settlers began to arrive in earnest

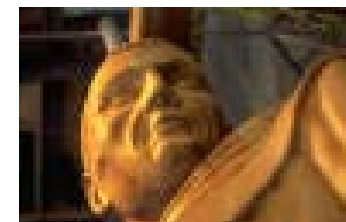
**Table 9-1
Key Historical and Cultural Sites**

Site	Description
Albinger Museum	Artifacts spanning 3,500 years excavated from a site next to the Mission are on display in this former adobe at 113 East Main Street.
Downtown	Downtown Ventura is home to a variety of 19 th Century buildings that house restaurants and retail establishments in a small-town setting with a variety of cultural amenities.
Olivas Adobe Park	Completed in 1849 for the Raymundo ranching family, the well-preserved hacienda at 4200 Olivas Park Road is utilized as concert and banquet facility.
Ortega Adobe	Built in 1857, the adobe is only remaining example of the middle class homes that once lined West Main Street. The building has since been used as a police station and restaurant.
San Buenaventura Mission	Built in 1782, the Mission anchors the western part of the downtown area and is still used for regular Catholic services.
Santa Gertrudis Chapel	The Chapel was originally completed around 1809. The site is located along Highway 33 near Foster Park.
San Miguel Chapel	The site is located at Thompson Boulevard and Palm Street. The original chapel dated back to the early 1800s.
Ventura County Museum of History and Art	The museum at 100 East Main Street houses exhibits featuring local artists and historical artifacts. Expansion plans include a 200-seat auditorium and a gallery with touring exhibits.

Source: City of Ventura

after the founding of Mission San Buenaventura in 1782.

More than 90 historic sites have been identified in the planning area (which includes areas outside the city). Notable ones include the Mission, the Ortega and Olivas Adobes, and the locations of the Santa Gertrudis and San Miguel Chapels (See Table 9-1 and Figure 9-1). Many of the existing buildings in Ventura were constructed between 1880 and 1940, a period that coincided with development of the railroads and harbor. City



Hall (formerly the County Courthouse) and the Mission aqueduct are listed as landmarks on the National Register of Historic Places, and structures in the following historic districts are protected by City architectural controls:

- the grounds within the Mission District,
- the Mitchell block (south of Thompson Boulevard between Chestnut and Fir Streets),
- the Selwyn Shaw block (north of Poli Street between Ann and Hemlock Streets), and
- the Simpson Tract (west of Ventura Avenue between Simpson and Prospect Streets).



Arts and Culture

When the City first adopted a Community Cultural Plan in 1992, Ventura’s creative community was in its fledgling stage. Few of the now-thriving professional art and cultural organizations existed (see Table 9-2). A burgeoning visual artist community had made the city its home, but was fairly invisible except to the more intrepid arts supporters and collectors.

Since completion of that plan, the City has either implemented or initiated all of its recommendations, which were developed through extensive public involvement. As a result, the growth of the cultural community has been extraordinary. Now Ventura is home to a wealth of active artists and arts organizations. From 1994-2004, the budgets of arts organizations in Downtown Ventura alone increased from \$500,000 to more than \$4 million.

Ventura also now has a complement of major cultural institutions unique for a city of its size, including the Ventura Music Festival, the Rubicon Theatre Company, the Ventura County Museum of History and Art, and Focus on the Masters. The individual artists who live and work in the city continue to comprise a major part of its cultural fabric, and are highlighted in popular cultural events like the Downtown ArtWalks.

A strong focus of the City’s general is to build the arts infrastructure of Ventura. A strong cultural infrastructure is the foundation of a healthy arts

ecosystem: this includes *places* (for arts creation, sales, exhibition, performance, rehearsal, living), *people* (artists, audiences, patrons), and *organizations* (production, support, and presentation).

In keeping with the community’s respect for its roots, the Ventura arts scene remains authentic, no small feat in today’s competitive environment. While many communities focus on importing Broadway shows or big-name art exhibits to increase their profile, Ventura successfully continues to highlight local artists, architecture, culture, history, and the environment – the unique threads that together comprise the rich tapestry of the Ventura community. Policies and actions in this chapter call for continuing to build the cultural foundations of the community by involving everyone in the production, support, and presentation of art and cultural programs, installing art in public places, providing working and display space for local artists, and identifying a site for an arts and cultural center.





**Table 9-2
Art and Cultural Institutions**

Name	Description	Years in Operation	Annual Patronage
Buenaventura Arts Association	Fine art gallery in downtown Ventura.	50	5,000
Channelaire Chorus	Women's chorus	42	2,500
City of Ventura Cultural Affairs Division	Supports local arts organizations; produces cultural programs (ArtWalks, Street Fairs, Music Under the Stars, Arts Education classes, grants, public art, etc.)	13	132,000
Focus on the Masters	Documentation of extraordinary artists (photographs, audio and video interviews)	10	15,000
Kids' Art	Ongoing, free kids' creative arts programs	12	350
Music 4 Kids	After school music instruction at Boys & Girls Clubs	4	800
Plexus Dance Theater	Professional modern dance performances	20	1,400
Rubicon Theater	Regional theater – classic and contemporary	6	37,000
San Buenaventura Foundation for the Arts	Arts umbrella organization - supports development of the Cultural Center and produces Arts Explosion	5	5,900
Ventura Area Theater Sports	Live improvisational theater in downtown Ventura	15	5,000
Ventura Artists' Union	Art gallery and weekly arts shows on California Plaza	15	17,000
Ventura College Opera Workshop	Opera and theater company at Ventura College	21	4,500
Ventura County Ballet	Ballet school with twice annual performances	6	11,000
Ventura County Master Chorale	Professional vocal music ensemble	23	6,000
Ventura County Museum of History and Art	Museum featuring exhibits on the history and art of Ventura County	26	55,000
Ventura Music Festival	Annual concert festival presenting international and local performers	11	9,000

Policy 9A: Increase public art and cultural expression throughout the community.

Action 9.1: Require works of art in public spaces per the City’s Public Art Program Ordinance.

Action 9.2: Sponsor and organize local art exhibits, performances, festivals, cultural events, and forums for local arts organizations and artists. 

Action 9.3: Expand outreach and publicity by: 

- promoting locally produced art and local cultural programs
- publishing a monthly calendar of local art and cultural features,
- distributing the *State of the Arts* quarterly report, and
- offering free or subsidized tickets to events.

Action 9.4: Support the creative sector through training and other professional development opportunities.

Action 9.5: Work with the schools to integrate arts education into the core curriculum.

Action 9.6: Promote the cultural and artistic expressions of Ventura’s underrepresented cultural groups.


Action 9.7: Offer ticket subsidy and distribution programs and facilitate transportation to cultural offerings.

Policy 9B: Meet diverse needs for performance, exhibition, and workspace.


Action 9.8: Increase the amount of live-work development, and allow its use for production, display, and sale of art.


Action 9.9: Work with community groups to locate sites for venues for theater, dance, music, and children’s programming.

Policy 9C: Integrate local history and heritage into urban form and daily life.


Action 9.10: Provide incentives for preserving structures and sites that are representative of the various periods of the city’s social and physical development. 


Action 9.11: Organize and promote multi-cultural programs and events that celebrate local history and diversity.


Action 9.12: Allow adaptive reuse of historic buildings. 


Action 9.13: Work with community groups to identify locations for facilities that celebrate local cultural heritage, such as a living history Chumash village and an agricultural history museum. 


Policy 9D: Ensure proper treatment of archeological and historic resources.


Action 9.14: Require archaeological assessments for projects proposed in the Coastal Zone and other areas where cultural resources are likely to be located. 

Action 9.15: Suspend development activity when archaeological resources are discovered, and require the developer to retain a qualified archaeologist to oversee handling of the resources in coordination with the Ventura County Archaeological Society and local Native American organizations as appropriate. 


Action 9.16: Pursue funding to preserve historic resources. 


Action 9.17: Provide incentives to owners of eligible structures to seek historic landmark status and invest in restoration efforts. 


Action 9.18: Require that modifications to historically-designated buildings maintain their character. 


Action 9.19: For any project in a historic district or that would affect any potential historic resource or structure more than 40 years old, require an assessment of eligibility for State and federal register and landmark status and appropriate mitigation to protect the resource. 


Action 9.20: Seek input from the City's Historic Preservation Commission on any proposed

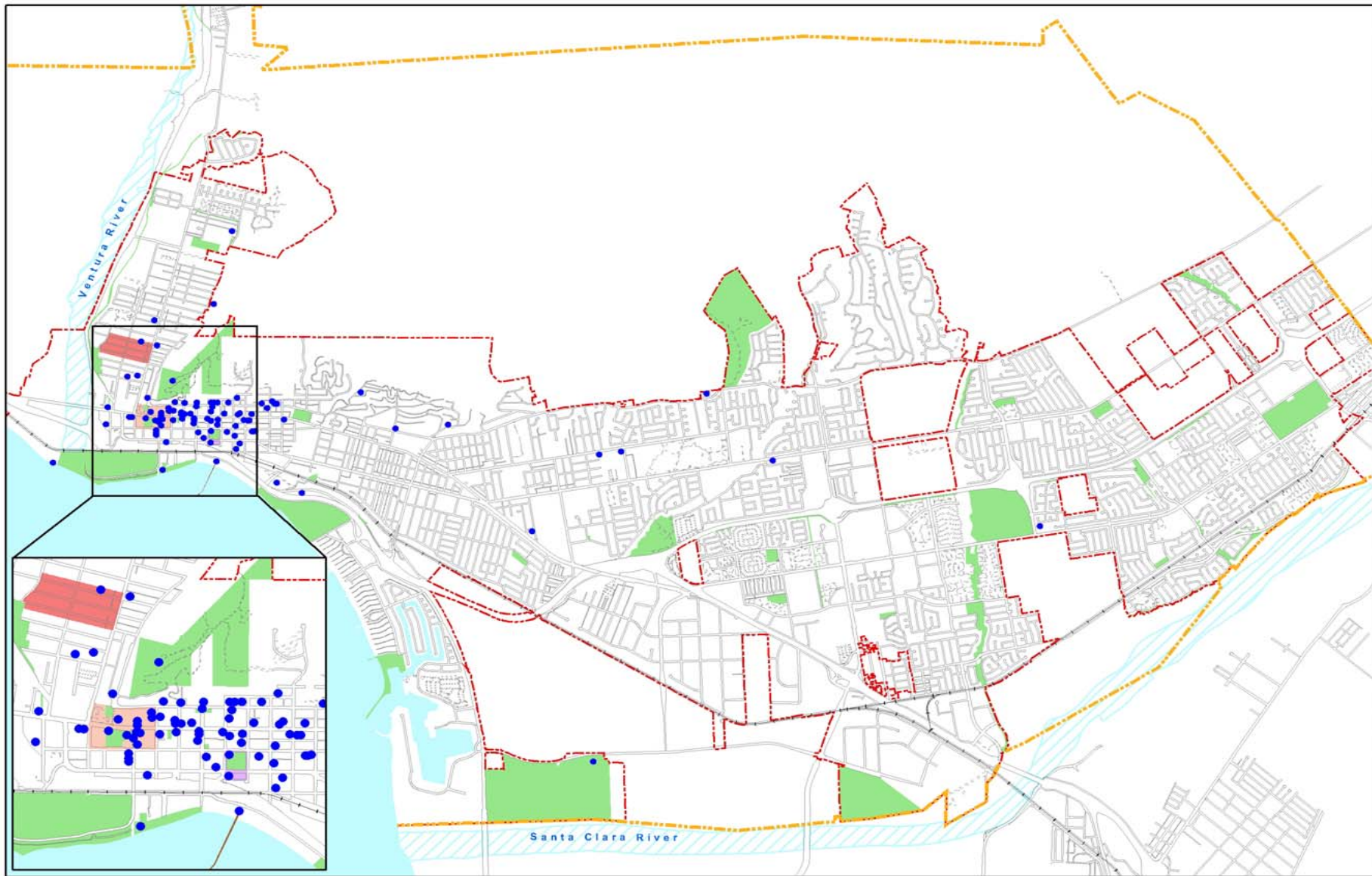
development that may affect any designated or potential landmark. 

Action 9.21: Update the inventory of historic properties. 

Action 9.22: Create a set of guidelines and/or policies directing staff, private property owners, developers, and the public regarding treatment of historic resources that will be readily available at the counter. 

Action 9.23: Complete and maintain historic resource surveys containing all the present and future components of the historic fabric within the built, natural, and cultural environments. 

Action 9.24: Create a historic preservation element. 



- Historical Sites
- City Limits
- Mission Historic District
- Mitchell Block Historic District
- Selwyn Shaw Historic District
- Simpson Tract Historic District
- Parks
- Planning Area

Figure 9-1
Historic Districts and Sites

This map is a product of the City of San Buenaventura, California. Although reasonable efforts have been made to ensure the accuracy of this map, the City of San Buenaventura cannot guarantee its accuracy.



"Never believe that a few caring people can't change the world. For indeed, that's all who ever have."

— Margaret Mead
Renowned Anthropologist

10. OUR INVOLVED COMMUNITY

Our goal is to strive to work together as a community to achieve the Ventura Vision through civic engagement, partnerships, and volunteer service.

Civic Engagement

It is not enough to have a vision of smart growth for Ventura. Achieving that vision requires the active and ongoing participation of an engaged and active community. Fortunately, Ventura builds on a strong foundation: thousands of Ventura citizens are involved in their schools and places of worship and give their time to civic, cultural, and charitable organizations. City Commissions, the Community Councils, the Chamber of Commerce and other well-established avenues provide opportunities for community leadership.

This is what Alexis De Toqueville celebrated in his famous book, *Democracy in America*, calling our nation, “the one country in the world, day in and day out, that makes use of an unlimited freedom of association.” Yet today in Ventura, as all across America, there is concern about the health of our democracy. Sociologist Robert Putnam gained national attention with his research showing that “by almost every measure, Americans’ direct engagement in politics and government has fallen steadily and sharply over the last generation.”

Among the symptoms in Ventura have been a decline in voter turnout in recent local elections – (a 36% drop from 1995 through 2003.) Over those years, the ability to build consensus about future development has been undermined by sharply polarized divisions, showdowns at the ballot box, and often rancorous public hearings. The complaint often recurs that planning decisions are made without adequate notice or consideration of the views of those affected. Many citizens criticize the City decision-making process as convoluted and counterproductive.

Moreover, ongoing participation of an engaged community requires civic places where citizens can come together. It is not insignificant that a decline in public participation and the quality of civic discourse has paralleled the loss of civic places in our cities. Historically, governments provided open spaces and buildings that were at the center of a community, physically and symbolically. Town squares and plazas, often faced by a hall for formal gathering and civic engagement, have all but disappeared. The poverty of American public places was apparent after the Columbine High School shooting in Colorado, when citizens gathered to mourn, not in a shared place for people, but in a parking lot.

Nearly everyone agrees we can and should do better. The best model for doing this was the citywide effort to craft the *Ventura Vision*. Thousands participated in a year-long partnership encompassing City government, non-profit organizations, community groups, business,

schools and individual residents to chart the community's future.

The vision of an "involved community" was described in the *Ventura Vision* report as: seeking "broad community collaboration; more widely publicizing city government services, planning processes and policies; better involvement of typically under-represented groups such as youth, seniors and ethnic minorities in community planning; and developing public parks, plazas, neighborhood greenways and other spaces that promote civic interaction and events."

Since that vision was adopted by the City Council in 2000, the City has worked to implement it, building on existing community assets and strengthening the linkages and interconnections that already exist among people, organizations, and shared community goals. A remarkable example of broad community collaboration earned attention throughout Southern California in late 2004. Facing the prospect of winter flooding, the City undertook to evacuate homeless people living in the channel of the Ventura River. This was accomplished by a partnership involving non-profit social service agencies, faith-based organizations, City staff, business leaders, community volunteers and the affected homeless population.

There are many more models of successful community collaboration in Ventura, including: the restoration of the pier, the community's rich array of after-school programs, the implementation of the 1992 Cultural Plan, the 2004 Downtown

Charrette, the 2005 Midtown Design Charrette and the establishment of conservancies to preserve the Grant Park cross and Ventura's cherished hillsides.

City government has learned from these efforts to reach broadly and deeply into the community. Civic engagement and trust are built when City representatives actively seek to involve everyone in positive and transparent partnerships. That goal requires a continually evolving effort to promote participation:

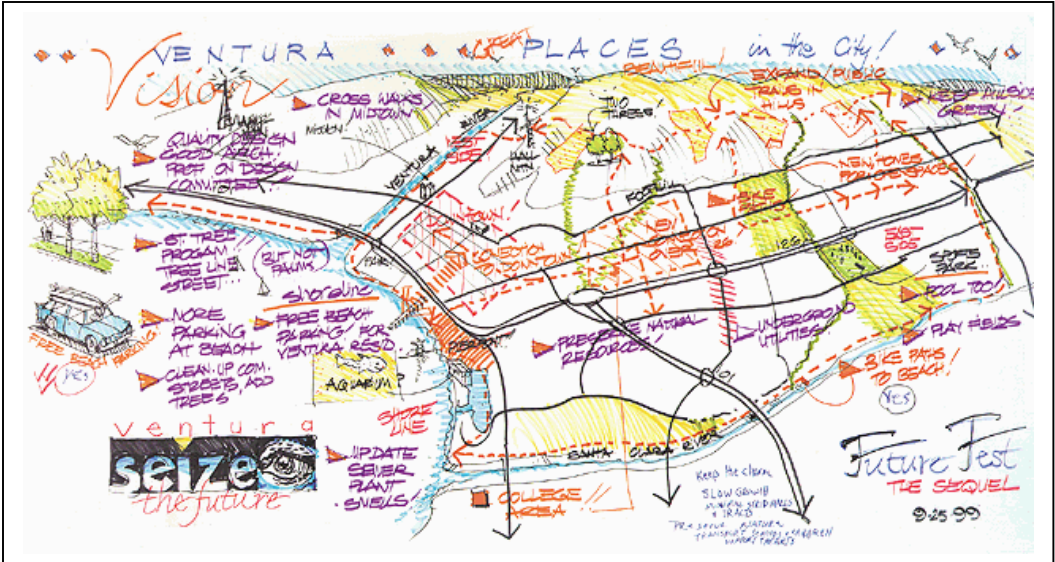
- through proactive and interactive media outreach in the press, on the web, on radio and television,
- by striving to include everyone in decision making and making it convenient for them to participate by seeking them out in their neighborhoods and gathering places like schools, houses of worship and public spaces, and
- through community dialogues, workshops, charrettes, town hall forums, and community councils, in addition to formal public hearings.

More effort needs to be put into building consensus about future growth and change upfront through community planning, rather than waiting until specific development projects are proposed. That effort will continue with the work to craft a citywide "form-based code" and concentrated planning efforts for specific neighborhoods and districts.

Focused attention should be paid to making our public decision-making processes easier to understand and participate in. Citizens have little time or patience for complicated planning and entitlement processes that drag on for years. By establishing clearer rules and public processes for applying them, the policies and actions in this chapter will enable more citizens to feel that they will be heard and their contributions valued. By involving a wider range of the community in clearly setting Ventura's planning goals and standards of quality, we can devote more time to achieving those goals and less time wrangling over specific proposals.

Ventura also needs to reestablish places for civic discourse. While the City will continue to encourage the use of our beautiful City Hall for its historic role of government by and for the people, we also need a hierarchy of civic spaces citywide that are strategically located in neighborhood centers and accessible by pedestrians (see Chapter Three, Action 3.8). Every neighborhood should have access to a physical location designated for public gathering and civic purposes.

Our long-range vision is to build an ethic and a fabric of robust civic engagement – what De Toqueville called “the habits of the heart.” His phrase evokes what the Ventura Vision called “direct engagement in public affairs” through “participation, hard work and collaboration . . . sustaining Ventura as an exceptional place.” The policies and actions in this chapter aim to do just that.



Policy 10A: Work collaboratively to increase citizen participation in public affairs.

Action 10.1: Conduct focused outreach efforts to encourage all members of the community – including youth, seniors, special needs groups, and non-English speakers – to participate in City activities.

Action 10.2: Obtain public participation by seeking out citizens in their neighborhoods and gathering places such as schools, houses of worship and public spaces.

Action 10.3: Invite civic, neighborhood, and non-profit groups to assist with City project and program planning and implementation.

Action 10.4: Provide incentives for City staff to participate in community and volunteer activities.

Action 10.5: Invite seniors to mentor youth and serve as guides at historical sites.

Action 10.6: Offer internships in City governance, and include youth representatives on public bodies.

Action 10.7: Continue to offer the Ambassadors program to obtain citizens assistance with City projects.

Policy 10B: Raise awareness of City operations and be clear about City objectives.

Action 10.8: Utilize the City website as a key source of information and expand it to serve as a tool for civic engagement.


Action 10.9: Publish an annual report that evaluates City performance in such areas as conservation, housing, and economic development.


Action 10.10: Continue to improve the user-friendliness of the media that communicate information about the City,

including the website, cable channels, newsletters, kiosks, and water billing statements.

Policy 10 C: Work at the neighborhood level to promote citizen engagement.

Action 10.11: Establish a clear policy toward the scope, role, boundaries, and jurisdiction of neighborhood Community Councils citywide, with the objectives of strengthening their roles in decision-making.

Action 10.12: Establish stronger partnerships with neighborhood Community Councils to set area priorities for capital investment, community policing, City services, commercial investment, physical planning, education, and other concerns, to guide both City policies and day-to-day cooperation and problem-solving. 


Action 10.13: Recognizing that neighborhood empowerment must be balanced and sustained by overall City policies and citywide vision and resources – establish a citywide Neighborhood Community Congress where local neighborhood Community Councils can collaborate and learn from each other. 








Action 10.14: Establish clear liaison relationships to foster communication, training, and involvement efforts between the City, neighborhood Community Councils and other community partners, including the Ventura Unified School District and business, civic, cultural and religious groups.




"Individual commitment to a group effort, that is what makes a team work, a company work, a society work, a civilization work."






— Vince Lombardi
Author of *What It Takes To Be #1*, 2001

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 = Action included in the Land Use Plan of the City's Local Coastal Program	

Number	Action	Lead Entity	Timeframe
1.1	 Adhere to the policies and directives of the California Coastal Act in reviewing and permitting any proposed development in the Coastal Zone.	CD [CP]	Ongoing
1.2	 Prohibit non-coastal-dependent energy facilities within the Coastal Zone, and require any coastal-dependent facilities including pipelines and public utility structures to avoid coastal resources (including recreation, habitat, and archaeological areas) to the extent feasible, or to minimize any impacts if development in such areas is unavoidable.	CD [CP]	Ongoing
1.3	 Work with the State Department of Parks and Recreation, Ventura County Watershed Protection Agency, and the Ventura Port District to determine and carry out appropriate methods for protecting and restoring coastal resources, including by supplying sand at beaches under the Beach Erosion Authority for Control Operations and Nourishment (BEACON) South Central Coast Beach Enhancement program.	PW [E]	Ongoing
1.4	 Require new coastal development to provide non-structural shoreline protection that avoids adverse impacts to coastal processes and nearby beaches.	CD [CP]	Ongoing
1.5	 Collect suitable material from dredging and development, and add it to beaches as needed and feasible.	PW [E]	Ongoing
1.6	 Support continued efforts to decommission Matilija Dam to improve the sand supply to local beaches.	PW [U]	Long-term
1.7	 Update the Hillside Management Program to address and be consistent with the Planning Designations as defined and depicted on the General Plan Diagram.	CD [LRP]	Short-term

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Number	Action	Lead Entity	Timeframe
1.8	 Buffer barrancas and creeks that retain natural soil slopes from development according to state and Federal guidelines.	CD [LD]	Ongoing
1.9	 Prohibit placement of material in watercourses other than native plants and required flood control structures, and remove debris periodically.	PW [MS/P]	Ongoing
1.10	 Remove concrete channel structures as funding allows, and where doing so will fit the context of the surrounding area and not create unacceptable flood or erosion potential.	PW [MS/P]	Long-term
1.11	 Require that sensitive wetland and coastal areas be preserved as undeveloped open space wherever feasible and that future developments result in no net loss of wetlands or "natural" areas.	CD [LRP]	Short-term
1.12	Update the provisions of the Hillside Management Program as necessary to ensure protection of open space lands.	CD [LRP]	Mid-term
1.13	Recommend that the City's Sphere of Influence be coterminous with existing City limits in the hillsides in order to preserve the hillsides as open space.	CD [LRP]	Short-term
1.14	Work with established land conservation organizations toward establishing a Ventura hillsides preserve.	PW [P]	Long-term
1.15	Actively seek local, state, and Federal funding sources to achieve preservation of the hillsides.	PW [P]	Mid-term
1.16	 Comply with directives from regulatory authorities to update and enforce stormwater quality and watershed protection measures that limit impacts to aquatic ecosystems and that preserve and restore the beneficial uses of natural watercourses and wetlands in the city.	PW	Ongoing

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Number	Action	Lead Entity	Timeframe
1.17	Require development to mitigate its impacts on wildlife through the development review process.	CD [CP]	Ongoing
1.18	Require new development adjacent to rivers, creeks, and barrancas to use native or non-invasive plant species, preferably drought tolerant, for landscaping.	CD [CP] PW [P]	Ongoing
1.19	Require projects near watercourses, shoreline areas, and other sensitive habitat areas to include surveys for State and/or federally listed sensitive species and to provide appropriate buffers and other mitigation necessary to protect habitat for listed species.	CD [LRP]	Long-term
1.20	Conduct coastal dredging in accordance with the U.S. Army Corps of Engineers and California Department of Fish and Game requirements in order to avoid impacts to sensitive fish and bird species.	PW [E]	Ongoing
1.21	Work with State Parks on restoring the Alessandro Lagoon and pursue funding cooperatively.	PW [P]	Long-term
1.22	Adopt development code provisions to protect mature trees as defined by minimum height, canopy, and/or tree trunk diameter.	CD [LRP]	Short-term
1.23	Require, where appropriate, the preservation of healthy tree windrows associated with current and former agricultural uses, and incorporate trees into the design of new developments.	CD [CP]	Short-term
1.24	Require new development to maintain all indigenous tree species or provide adequately sized replacement native trees on a 3:1 basis.	CD [CP]	Ongoing
1.25	Purchase and use recycled materials and alternative and renewable energy sources as feasible in	AS [P]	Ongoing

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CD [RDA] = Redevelopment Agency	PW [P] = Parks
CC = City Council	PW [MS] = Maintenance Services
CM = City Manager's Department	PW [U] = Utilities
CM [CE] = Civic Engagement	
CS = Community Services Department	
CS [CR] = Community Recreation	

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Mid-term = 5-10 years
Long-term = 10-20 years
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Number	Action	Lead Entity	Timeframe
	City operations.		
1.26	 Reduce pesticide use in City operations.	PW [P]	Mid-term
1.27	Utilize green waste as biomass/compost in City operations.	PW [P]	Mid-term
1.28	Purchase low-emission City vehicles, and convert existing gasoline-powered fleet vehicles to cleaner fuels as technology becomes available.	PW [MS]	Mid-term
1.29	 Require all City funded projects that enter design and construction after January 1, 2006 to meet a design construction standard equivalent to the minimum U.S. Green Building Council LEED™ Certified rating in accordance with the City's Green Building Standards for Private and Municipal Construction Projects.	FD [IS]	Short-term
1.30	Provide information to businesses about how to reduce waste and pollution and conserve resources.	PW [MS]	Short-term
1.31	 Provide incentives for green building projects in both the public and private sectors to comply with either the LEED™ Rating System, California Green Builder, or the Residential Built Green program and to pursue registration and certification; incentives include "Head-of-the-Line" discretionary processing and "Head-of-the-Line" building permit processing.	FD [IS]	Short-term
1.32	 Apply for grants, rebates, and other funding to install solar panels on all City-owned structures to provide at least half of their electric energy requirements.	PW	Ongoing






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Number	Action	Lead Entity	Timeframe
1.33	Publicly acknowledge individuals and businesses that implement green construction and building practices.	FD [IS]	Ongoing
2.1	Track economic indicators for changes that may affect City land resources, tax base, or employment base, such as terms and conditions of sale or lease of available office, retail, and manufacturing space.	CD [ED]	Ongoing
2.2	Prepare an economic base analysis that identifies opportunities to capture retail sales in sectors where resident purchasing has leaked to other jurisdictions.	CD [ED]	Short-term
2.3	Maintain and update an Economic Development Strategy to implement City economic goals and objectives.	CD [ED]	Ongoing
2.4	Map priority locations for commercial and industrial development and revitalization, including a range of parcel sizes targeted for high-technology, non-durables manufacturing, finance, business services, tourism, and retail uses.	CD	Short-term
2.5	Share economic and demographic information with organizations that may refer businesses to Ventura.	CD [ED]	Ongoing
2.6	Encourage intensification and diversification of uses and properties in districts, corridors, and neighborhood centers, including through assembly of vacant and underutilized parcels.	CD [ED]	Ongoing

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Number	Action	Lead Entity	Timeframe
2.7	Partner with local commerce groups to recruit companies and pursue funding for business development and land re-utilization.	CD [ED]	Ongoing
2.8	Carry out Housing Element programs that provide housing to all segments of the local workforce.	CD	Ongoing
2.9	Expedite review for childcare facilities that will provide support to local employees.	CD [CP]	Short-term
2.10	Expedite review of the entitlement process for installation of infrastructure necessary to support high technology and multimedia companies.	CA	Mid-term
2.11	 Allow mixed-use development in commercial and industrial districts as appropriate.	CD [LRP]	Short-term
2.12	 Allow uses such as conference centers with resort amenities on appropriately sized and located parcels.	CD [LRP]	Short-term
2.13	Market the city to businesses that link agriculture with high technology, such as biotechnology enterprises.	CD [ED]	Ongoing
2.14	 Partner with local farms to promote farmers markets and high quality locally grown food.	CS	Ongoing
2.15	 Provide incentives for use of waterfront parcels for recreation, visitor-serving commerce, restaurant, marina, and fishing uses.	CD [ED]	Short-term
2.16	 Work with the State to create year-round commercial opportunities at the fairgrounds.	CD [ED]	Long-term

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Number	Action	Lead Entity	Timeframe
2.17	 Partner with the Harbor District and National Park Service to promote Channel Islands tours and develop a marine learning center.	CS	Long-term
2.18	 Prioritize uses within the Harbor Specific Plan area as follows: (1) coastal dependent, (2) commercial fishing, (3) coastal access, and (4) visitor serving commercial and recreational uses.	CD	Short-term
2.19	 Partner with hotels and the Chamber of Commerce to promote city golf courses.	CS [GS/AS]	Long-term
2.20	 Promote outdoor recreation as part of an enhanced visitor opportunity strategy.	CS	Mid-term
3.1	 Preserve the stock of existing homes by carrying out Housing Element programs.	CD	Ongoing
3.2	 Enhance the appearance of districts, corridors, and gateways (including views from highways) through controls on building placement, design elements, and signage.	CD [LRP]	Short-term
3.3	 Require preservation of public view sheds and solar access.	CD [CP]	Short-term
3.4	 Require all shoreline development (including anti-erosion or other protective structures) to provide public access to and along the coast, unless it would duplicate adequate access existing nearby, adversely affect agriculture, or be inconsistent with public safety, military security, or protection of fragile coastal resources.	CD [CP]	Ongoing
3.5	 Establish land development incentives to upgrade the appearance of poorly maintained or	FD [IS]	Mid-term

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Number	Action	Lead Entity	Timeframe
	otherwise unattractive sites, and enforce existing land maintenance regulations.		
3.6	 Expand and maintain the City's urban forest and thoroughfare landscaping, using native species, in accordance with the City's Park and Development Guidelines and Irrigation and Landscape Guidelines.	PW [P]	Ongoing
3.7	Evaluate whether lot coverage standards should be changed based on neighborhood character.	CD [LRP]	Short-term
3.8	 Adopt new development code provisions that designate neighborhood centers, as depicted on the General Plan Diagram, for a mixture of residences and small-scale, local-serving businesses.	CD [LRP]	Short-term
3.9	 Adopt new development code provisions that designate areas within districts and corridors for mixed-use development that combines businesses with housing and focuses on the redesign of single-use shopping centers and retail parcels into walkable, well connected blocks, with a mix of building types, uses, and public and private frontages.	CD [LRP]	Short-term
3.10	 Allow intensification of commercial areas through conversion of surface parking to building area under a districtwide parking management strategy in the Downtown Specific Plan.	CD [LRP]	Short-term
3.11	 Expand the downtown redevelopment area to include parcels around future transit areas and along freeway frontage.	CD [RDA]	Mid-term
3.12	The City will work with the hospitals on the new Development Code treatment for the Loma Vista corridor, which includes both hospitals.	CD [LRP]	Short-term




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3.13	Assess whether the City's Affordable Housing Programs respond to current needs, and modify them as necessary within State mandated Housing Element updates	CD	Ongoing
3.14	Utilize infill development, to the extent possible, to accommodate the targeted number and type of housing units described in the Housing Element	CD [LRP]	Ongoing
3.15	Adopt new development code provisions that ensure compliance with Housing Element objectives.	CD [LRP]	Short-term
3.16	Renew and modify greenbelt agreements as necessary to direct development to already urbanized areas.	CD [LRP]	Long-term
3.17	Continue to support the Guidelines for Orderly Development as a means of implementing the General Plan, and encourage adherence to these Guidelines by all the cities, the County of Ventura, and the Local Agency Formation Commission (LAFCO); and work with other nearby cities and agencies to avoid sprawl and preserve the rural character in areas outside the urban edge.	CD [LRP]	Ongoing
3.18	Complete community or specific plans, subject to funding, for areas such as Westside, Midtown, Downtown, Wells, Saticoy, Pierpont, Harbor, Loma Vista/Medical District, Victoria Corridor, and others as appropriate. These plans will set clear development standards for public and private investments, foster neighborhood partnerships, and be updated as needed.	CD [LRP]	Ongoing
3.19	Preparation of the new Development Code will take into account existing or proposed community or specific plans to ensure efficient use of City resources and ample citizen input.	CD [LRP]	Short-term

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Number	Action	Lead Entity	Timeframe
3.20	Pursuant to SOAR, adopt development code provisions to “preserve agricultural and open space lands as a desirable means of shaping the City’s internal and external form and size, and of serving the needs of the residents.”	CD [LRP]	Short-term
3.21	 Adopt performance standards for non-farm activities in agricultural areas that protect and support farm operations, including requiring non-farm uses to provide all necessary buffers as determined by the Agriculture Commissioner’s Office.	CD [LRP]	Short-term
3.22	 Offer incentives for agricultural production operations to develop systems of raw product and product processing locally.	CD [ED]	Mid-term
3.23	 Develop and adopt a form-based Development Code that emphasizes pedestrian orientation, integration of land uses, treatment of streetscapes as community living space, and environmentally sensitive building design and operation.	CD [LRP]	Short-term
3.24	Revise the Residential Growth Management Program (RGMP) with an integrated set of growth management tools including: <ul style="list-style-type: none"> Community or specific plans and development codes based on availability of infrastructure and transit that regulate community form and character by directing new residential development to appropriate locations and in ways that integrate with and enhance existing neighborhoods, districts and corridors; appropriate mechanisms to ensure that new residential development produces high-quality 	CD [LRP]	Short-term


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	<p>designs and a range of housing types across all income levels; and,</p> <ul style="list-style-type: none"> • numeric limitations linked to the implementation of community or specific plans and development codes and the availability of appropriate infrastructure and resources; within those limitations, the RGMP should provide greater flexibility for timing new residential development. 		
3.25	Establish first priority growth areas to include the districts, corridors, and neighborhood centers as identified on the General Plan Diagram; and second priority areas to include vacant undeveloped land when a community plan has been prepared for such (within the City limits).	CD [LRP]	Short-term
3.26	Establish and administer a system for the gradual growth of the City through identification of areas set aside for long-term preservation, for controlled growth, and for encouraged growth.	CD [LRP]	Mid-term
3.27	Require the use of techniques such as digital simulation and modeling to assist in project review.	CD [CP]	Short-term
3.28	Revise the planning processes to be more user-friendly to both applicants and neighborhood residents in order to implement City policies more efficiently.	CD [CP]	Short-term
4. OUR ACCESSIBLE COMMUNITY			
4.1	Direct city transportation investment to efforts that improve user safety and keep the circulation system structurally sound and adequately maintained. First priority for capital funding will go to our pavement management program to return Ventura streets to excellent conditions.	PW [E]	Ongoing

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4.2	Develop a prioritized list of projects needed to improve safety for all travel modes and provide needed connections and multiple route options.	PW [E]	Short-term
4.3	Provide transportation services that meet the special mobility needs of the community including youth, elderly, and disabled persons.	PW [E]	Ongoing
4.4	Combine education with enforcement to instill safe and courteous use of the shared public roadway.	CS	Ongoing
4.5	 Utilize existing roadways to meet mobility needs, and only consider additional travel lanes when other alternatives are not feasible.	CD [LRP]	Ongoing
4.6	Require new development to be designed with interconnected transportation modes and routes to complete a grid network.	CD [CP]	Short-term
4.7	 Update the traffic mitigation fee program to fund necessary citywide circulation system and mobility improvements needed in conjunction with new development.	CD [LD]	Short-term
4.8	Implement the City's Neighborhood Traffic Management Program and update as necessary to improve livability in residential areas.	PW [E]	Ongoing
4.9	 Identify, designate, and enforce truck routes to minimize the impact of truck traffic on residential neighborhoods.	PW [E]	Ongoing
4.10	Modify traffic signal timing to ensure safety and minimize delay for all users.	PW [E]	Short-term

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4.11	Refine level of service standards to encourage use of alternative modes of transportation while meeting state and regional mandates.	PW [E]	Short-term
4.12	 Design roadway improvements and facility modifications to minimize the potential for conflict between pedestrians, bicycles, and automobiles.	PW [E]	Ongoing
4.13	 Require project proponents to analyze traffic impacts and provide adequate mitigation in the form of needed improvements, in-lieu fee, or a combination thereof.	CD [LD]	Ongoing
4.14	 Provide development incentives to encourage projects that reduce automobile trips.	CD [CP]	Short-term
4.15	Encourage the placement of facilities that house or serve elderly, disabled, or socioeconomically disadvantaged persons in areas with existing public transportation services and pedestrian and bicycle amenities.	CD [CP]	Ongoing
4.16	 Install roadway, transit, and alternative transportation improvements along existing or planned multi-modal corridors, including primary bike and transit routes, and at land use intensity nodes.	PW [E]	Ongoing
4.17	 Prepare and periodically update a Mobility Plan that integrates a variety of travel alternatives to minimize reliance on any single mode.	CD [LRP]	Short-term
4.18	 Promote the development and use of recreational trails as transportation routes to connect housing with services, entertainment, and employment.	PW [P]	Ongoing
4.19	 Adopt new development code provisions that establish vehicle trip reduction requirements for all development.	CD [LRP]	Short-term

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4.20	Develop a transportation demand management program to shift travel behavior toward alternative modes and services.	PW [E]	Mid-term
4.21	 Require new development to provide pedestrian and bicycle access and facilities as appropriate, including connected paths along the shoreline and watercourses.	PW [E/P]	Short-term
4.22	 Update the General Bikeway Plan as needed to encourage bicycle use as a viable transportation alternative to the automobile and include the bikeway plan as part of a new Mobility Plan.	PW [E]	Mid-term
4.23	 Upgrade and add bicycle lanes when conducting roadway maintenance as feasible.	PW [E]	Ongoing
4.24	 Require sidewalks wide enough to encourage walking that include ramps and other features needed to ensure access for mobility-impaired persons.	PW [E]	Short-term
4.25	 Adopt new development code provisions that require the construction of sidewalks in all future projects, where appropriate.	CD [LRP]	Short-term
4.26	Establish a parking management program to protect the livability of residential neighborhoods, as needed.	CD [LRP]	Short-term
4.27	Extend stubbed-end streets through future developments, where appropriate, to provide necessary circulation within a developing area and for adequate internal circulation within and between neighborhoods. Require new developments in the North Avenue area, where applicable, to extend Norway Drive and Floral Drive to connect to Canada Larga Road; and connect the existing segments of Floral Drive. Designate the extension of Cedar Street between Warner Street and	PW [E]	Mid-term


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	south of Franklin Lane and the linking of the Cameron Street segments in the Westside community as high priority projects.		
4.28	Require all new development to provide for citywide improvements to transit stops that have sufficient quality and amenities, including shelters and benches, to encourage ridership.	PW [E]	Short-term
4.29	Develop incentives to encourage City employees and local employers to use transit, rideshare, walk, or bike.	HR	Mid-term
4.30	Work with public transit agencies to provide information to riders at transit stops, libraries, lodging, and event facilities.	PW [E]	Ongoing
4.31	Work with public and private transit providers to enhance public transit service.	PW [E]	Mid-term
4.32	Coordinate with public transit systems for the provision of additional routes as demand and funding allow.	PW [E]	Long-term
4.33	Work with Amtrak, Metrolink, and Union Pacific to maximize efficiency of passenger and freight rail service to the City and to integrate and coordinate passenger rail service with other transportation modes.	PW [E]	Mid-term
4.34	Lobby for additional transportation funding and changes to Federal, State, and regional transportation policy that support local decision-making.	PW [E]	Ongoing
4.35	The City shall pursue funding and site location for a multi-modal transit facility in coordination with VCTC, SCAT, U.P.R.R., Metrolink, Greyhound Bus Lines, and other forms of	PW [E]	Mid-term

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	transportation.		
4.36	 Require development along the following roadways – including noise mitigation, landscaping, and advertising – to respect and preserve views of the community and its natural context. <ul style="list-style-type: none"> • State Route 33 • U.S. HWY 101 • Anchors Way • Brakey Road • Fairgrounds Loop • Ferro Drive • Figueroa Street • Harbor Boulevard • Main Street • Navigator Drive • North Bank Drive • Poli Street/Foothill Road • Olivas Park Drive • Schooner Drive 	CD [CP]	Ongoing

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	<ul style="list-style-type: none"> Spinnaker Drive Summit Drive Telegraph Road – east of Victoria Avenue Victoria Avenue – south of U.S. 101 Wells Road 		
4.37	Request that State Route 126 and 33, and U.S. HWY 101 be designated as State Scenic Highways.	CD [LRP]	Short-term
4.38	Continue to work with Caltrans to soften the barrier impact of U.S. HWY 101 by improving signage, aesthetics and undercrossings and overcrossings.	PW [E/P]	Ongoing
4.39	Maintain street trees along scenic thoroughfares, and replace unhealthy or missing trees along arterials and collectors throughout the City.	PW [P]	Ongoing
5. OUR SUSTAINABLE INFRASTRUCTURE			
5.1	Require low flow fixtures, leak repair, and drought tolerant landscaping (native species if possible), plus emerging water conservation techniques, such as reclamation, as they become available.	CD [CP]	Ongoing
5.2	Use natural features such as bioswales, wildlife ponds, and wetlands for flood control and water quality treatment when feasible.	PW [MS/P]	Ongoing
5.3	Demonstrate low water use techniques at community gardens and city-owned facilities.	PW [U/P]	Mid-term

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5.4	Update the Urban Water Management plan as necessary in compliance with the State 1983 Urban Water Management Planning Act.	PW [U]	Ongoing
5.5	 Provide incentives for new residences and businesses to incorporate recycling and waste diversion practices, pursuant to guidelines provided by the Environmental Services Office.	PW [MS]	Ongoing
5.6	 Require project proponents to conduct sewer collection system analyses to determine if downstream facilities are adequate to handle the proposed development.	PW [U]	Ongoing
5.7	 Require project proponents to conduct evaluations of the existing water distribution system, pump station, and storage requirements in order to determine if there are any system deficiencies or needed improvements for the proposed development.	PW [U]	Ongoing
5.8	 Locate new development in or close to developed areas with adequate public services, where it will not have significant adverse effects, either individually or cumulatively, on coastal resources.	CD [LRP]	Ongoing
5.9	 Update development fee and assessment district requirements as appropriate to cover the true costs associated with development.	AS	Mid-term
5.10	 Utilize existing waste source reduction requirements, and continue to expand and improve composting and recycling options.	PW [MS]	Mid-term
5.11	Increase emergency water supply capacity through cooperative tie-ins with neighboring suppliers.	PW [U]	Mid-term
5.12	 Apply new technologies to increase the efficiency of the wastewater treatment system.	PW [U]	Mid-term








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5.13	Increase frequency of city street sweeping, and post schedules at key points within each neighborhood.	PW [MS]	Mid-term
5.14	Develop a financing program for the replacement of failing corrugated metal storm drain pipes in the City.	PW [MS]	Short-term
5.15	Establish assessment districts or other financing mechanisms to address storm drain system deficiencies in areas where new development is anticipated and deficiencies exist.	PW [MS]	Mid-term
5.16	Require new developments to incorporate stormwater treatment practices that allow percolation to the underlying aquifer and minimize offsite surface runoff utilizing methods such as pervious paving material for parking and other paved areas to facilitate rainwater percolation and retention/detention basins that limit runoff to pre-development levels.	CD [LD]	Ongoing
5.17	Require stormwater treatment measures within new development to reduce the amount of urban pollutant runoff in the Ventura and Santa Clara Rivers and other watercourses.	CD [LD]	Ongoing
5.18	Work with the Ventura Regional Sanitation District and the County to expand the capacity of existing landfills, site new landfills, and/or develop alternative means of disposal that will provide sufficient capacity for solid waste generated in the City.	PW [MS]	Long-term

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6. OUR ACTIVE COMMUNITY			
6.1	 Develop new neighborhood parks, pocket parks, and community gardens as feasible and appropriate to meet citizen needs, and require them in new development.	PW [P]	Long-term
6.2	 Require higher density development to provide pocket parks, tot lots, seating plazas, and other aesthetic green spaces.	CD [CP]	Short-term
6.3	 Work with the County to plan and develop trails that link the City with surrounding open space and natural areas, and require development projects to include trails when appropriate.	PW [P]	Ongoing
6.4	 Request Flood Control District approval of public access to unchannelized watercourses for hiking.	PW [P]	Mid-term
6.5	 Seek landowner permission to allow public access on properties adjacent to open space where needed to connect trails.	PW [P]	Ongoing
6.6	 Update plans for and complete the linear park system as resources allow.	PW [P]	Long-term
6.7	Work with the County of Ventura to initiate efforts to create public trails in the hillside area.	PW [P]	Mid-term
6.8	Update and require periodic reviews of the Park and Recreation Workbook as necessary to reflect City objectives and community needs.	PW [P]	Mid-term
6.9	 Require dedication of land identified as part of the City's Linear Park System in conjunction with new development.	PW [P]	Ongoing


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Number	Action	Lead Entity	Timeframe
6.10	Evaluate and incorporate, as feasible, linear park segments in the General Bikeway Plan.	PW [E]	Ongoing
6.11	Update standards for citywide public parks and open space to include an expanded menu of shared park types, and identify locations and potential funding sources for acquiring new facilities in existing neighborhoods.	PW [P]	Short-term
6.12	Update and carry out the Grant Park Master Plan.	PW [P]	Mid-term
6.13	Foster the partnership between the City and Fair Board to improve Seaside Park.	CD [ED]	Ongoing
6.14	Improve facilities at City parks to respond to the requirements of special needs groups.	PW [P]	Mid-term
6.15	Adjust and subsidize fees to ensure that all residents have the opportunity to participate in recreation programs.	CS [CR]	Short-term
6.16	Update the project fee schedule as necessary to ensure that development provides its fair share of park and recreation facilities.	PW [P]	Short-term
6.17	Update and create new agreements for joint use of school and City recreational and park facilities.	CS [CR] PW [P]	Mid-term
6.18	Offer programs that highlight natural assets, such as surfing, sailing, kayaking, climbing, gardening, and bird watching.	CS [CR]	Ongoing
6.19	Provide additional boating and swimming access as feasible.	PW	Long-term

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Number	Action	Lead Entity	Timeframe
6.20	Earmark funds for adequate maintenance and rehabilitation of existing skatepark facilities, and identify locations and funding for new development of advanced level skatepark facilities.	PW [P]	Mid-term
6.21	Promote the use of City facilities for special events, such as festivals, tournaments, and races.	CS [CA]	Ongoing
6.22	Enter into concession or service agreements where appropriate to supplement City services.	PW	Ongoing
7. OUR HEALTHY AND SAFE COMMUNITY			
7.1	Work with interested parties to identify appropriate locations for assisted-living, hospice, and other care-provision facilities.	CS [SS]	Short-term
7.2	Provide technical assistance to local organizations that deliver health and social services to seniors, homeless persons, low-income citizens, and other groups with special needs.	CS [SS]	Ongoing
7.3	Participate in school and agency programs to: <ul style="list-style-type: none"> ◆ provide healthy meals, ◆ combat tobacco, alcohol, and drug dependency, ◆ distribute city park and recreation materials through schools, and ◆ distribute information about the benefits of proper nutrition and exercise. 	CS [SS]	Ongoing
7.4	Enhance or create ordinances which increase control over ABC licensed premises.	PD	Mid-term
7.5	Investigate the creation of new land use fees to enhance funding of alcohol related enforcement, prevention and training efforts.	PD	Mid-term

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7.6	 Adopt updated editions of the California Construction Codes and International Codes as published by the State of California and the International Code Council respectively.	FD [IS]	Ongoing
7.7	 Require project proponents to perform geotechnical evaluations and implement mitigation prior to development of any site: <ul style="list-style-type: none"> • with slopes greater than 10 percent or that otherwise have potential for landsliding, • along bluffs, dunes, beaches, or other coastal features • in an Alquist-Priolo earthquake fault zone or within 100 feet of an identified active or potentially active fault, • in areas mapped as having moderate or high risk of liquefaction, subsidence, or expansive soils, • in areas within 100-year flood zones, in conformance with all Federal Emergency Management Agency regulations. 	CD [CP/LD]	Ongoing
7.8	 To the extent feasible, require new critical facilities (hospital, police, fire, and emergency service facilities, and utility “lifeline” facilities) to be located outside of fault and tsunami hazard zones, and require critical facilities within hazard zones to incorporate construction principles that resist damage and facilitate evacuation on short notice.	FD	Ongoing
7.9	Maintain and implement the Standardized Emergency Management System (SEMS) Multihazard Functional Response Plan.	FD	Ongoing

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7.10	 Require proponents of any new developments within the 100-year floodplain to implement measures, as identified in the Floodplain Ordinance, to protect structures from 100-year flood hazards (e.g., by raising the finished floor elevation outside the floodplain).	FD [IS]	Ongoing
7.11	 Prohibit grading for vehicle access and parking or operation of vehicles within any floodway.	FD [IS]	Ongoing
7.12	 Refer development plans to the Fire Department to assure adequacy of structural fire protection, access for firefighting, water supply, and vegetation clearance.	CD [CP]	Ongoing
7.13	 Resolve extended response time problems by: <ul style="list-style-type: none"> • adding a fire station at the Pierpont/Harbor area, • relocating Fire Station #4 to the Community Park site, • increasing firefighting and support staff resources, • reviewing and conditioning annexations and development applications, and • require the funding of new services from fees, assessments, or taxes as new subdivisions are developed. 	FD	Long-term
7.14	Educate and reinforce City staff understanding of the Standardized Emergency Management System for the State of California.	FD	Ongoing
7.15	Increase public access to police services by: <ul style="list-style-type: none"> • increasing police staffing to coincide with increasing population, development, and calls for 	PD	Ongoing

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	service, <ul style="list-style-type: none"> • increasing community participation by creating a Volunteers in Policing Program, and • require the funding of new services from fees, assessments, or taxes as new subdivisions are developed. 		
7.16	Provide education about specific safety concerns such as gang activity, senior-targeted fraud, and property crimes.	PD	Ongoing
7.17	Establish a nexus between police department resources and increased service demands associated with new development.	PD	Mid-term
7.18	Continue to operate the Downtown police storefront.	PD	Ongoing
7.19	Expand Police Department headquarters as necessary to accommodate staff growth	PD	Mid-term
7.20	Require air pollution point sources to be located at safe distances from sensitive sites such as homes and schools.	FD [IS]	Short-term
7.21	Require analysis of individual development projects in accordance with the most current version of the Ventura County Air Pollution Control District Air Quality Assessment Guidelines and, when significant impacts are identified, require implementation of air pollutant mitigation measures determined to be feasible at the time of project approval.	FD [IS]	Ongoing
7.22	In accordance with Ordinance 93-37, require payment of fees to fund regional transportation demand	CD [LD]	Ongoing

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	management (TDM) programs for all projects generating emissions in excess of Ventura County Air Pollution Control District adopted levels.		
7.23	 Require individual contractors to implement the construction mitigation measures included in the most recent version of the Ventura County Air Pollution Control District Air Quality Assessment Guidelines.	PW [E]	Ongoing
7.24	Only approve projects involving sensitive land uses (such as residences, schools, daycare centers, playgrounds, medical facilities) within or adjacent to industrially designated areas if an analysis provided by the proponent demonstrates that the health risk will not be significant.	CD [CP]	Ongoing
7.25	Adopt new development code provisions that ensure uses in mixed-use projects do not pose significant health effects.	CD [LRP]	Short-term
7.26	Seek funding for cleanup of sites within the Brownfield Assessment Demonstration Pilot Program and other contaminated areas in West Ventura.	CD [ED]	Mid-term
7.27	 Require proponents of projects on or immediately adjacent to lands in industrial, commercial, or agricultural use to perform soil and groundwater contamination assessments in accordance with American Society for Testing and Materials standards, and if contamination exceeds regulatory action levels, require the proponent to undertake remediation procedures prior to grading and development under the supervision of the County Environmental Health Division, County Department of Toxic Substances Control, or Regional Water Quality Control Board (depending	FD [IS]	Ongoing







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	upon the nature of any identified contamination).		
7.28	Educate residents and businesses about how to reduce or eliminate the use of hazardous materials, including by using safer non-toxic equivalents.	PW [MS]	Ongoing
7.29	Require non-agricultural development to provide buffers, as determined by the Agriculture Commissioner's Office, from agricultural operations to minimize the potential for pesticide drift.	CD [CP]	Short-term
7.30	Require all users, producers, and transporters of hazardous materials and wastes to clearly identify the materials that they store, use, or transport, and to notify the appropriate City, County, State and Federal agencies in the event of a violation.	FD [IS]	Ongoing
7.31	Work toward voluntary reduction or elimination of aerial and synthetic chemical application in cooperation with local agricultural interests and the Ventura County agricultural commissioner.	FD [IS]	Mid-term
7.32	Require acoustical analyses for new residential developments within the mapped 60 decibel (dBA) CNEL contour, or within any area designated for commercial or industrial use, and require mitigation necessary to ensure that: <ul style="list-style-type: none"> • Exterior noise in exterior spaces of new residences and other noise sensitive uses that are used for recreation (such as patios and gardens) does not exceed 65 dBA CNEL, and • Interior noise in habitable rooms of new residences does not exceed 45 dBA CNEL with all windows closed. 	FD [IS]	Ongoing

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7.33	 As funding becomes available, construct sound walls along U.S. 101, SR 126, and SR 33 in areas where existing residences are exposed to exterior noise exceeding 65 dBA CNEL.	PW [E]	Long-term
7.34	 Request that sound levels associated with concerts at the County Fairgrounds be limited to 70 dBA at the eastern edge of that property.	CS	Short-term
7.35	 Request the termination of auto racing at the County fairgrounds	CS	Short-term
7.36	 Amend the noise ordinance to restrict leaf blowing, amplified music, trash collection, and other activities that generate complaints.	FD [IS]	Short-term
7.37	 Use rubberized asphalt or other sound reducing material for paving and re-paving of City streets.	PW [E]	Ongoing
7.38	 Update the Noise Ordinance to provide standards for residential projects and residential components of mixed-use projects within commercial and industrial districts.	CD [LRP]	Short-term
8.1	Work closely with schools, colleges, and libraries to provide input into site and facility planning.	CS	Ongoing
8.2	Organize a regional education summit to generate interest in and ideas about learning opportunities.	CS	Mid-term
8.3	Adopt joint-use agreements with libraries, schools, and other institutions to maximize use of educational facilities.	CS	Mid-term
8.4	Distribute information about local educational programs.	CS	Mid-term

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8.5	Install infrastructure for wireless technology and computer networking in City facilities.	AS	Short-term
8.6	Establish educational centers at City parks.	PW [P] CS	Mid-term
8.7	Work with the State Parks Department to establish a marine learning center at the Harbor.	PW [P]	Long-term
8.8	Work with the Ventura Unified School District to ensure that school facilities can be provided to serve new development.	CD [LRP]	Ongoing
8.9	Complete a new analysis of community needs, rethinking the role of public libraries in light of the ongoing advances in information technology and the changing ways that individuals and families seek out information and life-long learning opportunities.	CS	Mid-term
8.10	Reassess the formal and informal relationships between our current three branch public libraries and school libraries – including the new Ventura College Learning Resource Center – as well as joint use of facilities for a broader range or compatible public, cultural, and educational uses.	CS	Mid-term
8.11	Develop a Master Plan for Facilities, Programs, and Partnerships to create an accessible, robust, and vibrant library for the 21 st Century system, taking into consideration that circulation of books is no longer the dominant function but will continue to be an important part of a linked network of learning centers.	CS	Mid-term
8.12	Develop formal partnerships, funding, capital strategies, and joint use agreements to implement the	CS	Ongoing

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	new libraries Master Plan.		
9. OUR CREATIVE COMMUNITY			
9.1	Require works of art in public spaces per the City's Public Art Program Ordinance.	CD [CP]	Mid-term
9.2	 Sponsor and organize local art exhibits, performances, festivals, cultural events, and forums for local arts organizations and artists.	CS	Ongoing
9.3	 Expand outreach and publicity by: <ul style="list-style-type: none"> ◆ promoting locally produced art and local cultural programs, ◆ publishing a monthly calendar of local art and cultural features, ◆ distributing the <i>State of the Arts</i> quarterly report, and ◆ offering free or subsidized tickets to events. 	CS	Ongoing
9.4	Support the creative sector through training and other professional development opportunities.	CS	Short-term
9.5	Work with the schools to integrate arts education into the core curriculum	CS	Short-term
9.6	Promote the cultural and artistic expressions of Ventura's underrepresented cultural groups.	CS	Mid-term
9.7	Offer ticket subsidy and distribution programs and facilitate transportation to cultural offerings.	CS	Ongoing
9.8	Increase the amount of live-work development, and allow its use for production, display, and sale of	CD [LRP]	Ongoing

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	art.		
9.9	Work with community groups to locate sites for venues for theater, dance, music, and children's programming.	CS [CR]	Mid-term
9.10	Provide incentives for preserving structures and sites that are representative of the various periods of the city's social and physical development.	CD [LRP]	Mid-term
9.11	Organize and promote multi-cultural programs and events that celebrate local history and diversity.	CS [CA]	Ongoing
9.12	Allow adaptive reuse of historic buildings.	CD [LRP]	Short-term
9.13	Work with community groups to identify locations for facilities that celebrate local cultural heritage, such as a living history Chumash village and an agricultural history museum.	CS [CA]	Long-term
9.14	Require archaeological assessments for projects proposed in the Coastal Zone and other areas where cultural resources are likely to be located.	CD [CP]	Ongoing
9.15	Suspend development activity when archaeological resources are discovered, and require the developer to retain a qualified archaeologist to oversee handling of the resources in coordination with the Ventura County Archaeological Society and local Native American organizations as appropriate.	CD [CP]	Ongoing
9.16	Pursue funding to preserve historic resources.	CS	Ongoing

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9.17	 Provide incentives to owners of eligible structures to seek historic landmark status and invest in restoration efforts.	CD [LRP]	Short-term
9.18	 Require that modifications to historically-designated buildings maintain their character.	CD [CP]	Ongoing
9.19	 For any project in a historic district or that would affect any potential historic resource or structure more than 40 years old, require an assessment of eligibility for State and federal register and landmark status and appropriate mitigation to protect the resource.	CD [CP]	Ongoing
9.20	 Seek input from the City's Historic Preservation Commission on any proposed development that may affect any designated or potential landmark.	CD [CP]	Ongoing
9.21	 Update the inventory of historic properties.	CD [LRP]	Ongoing
9.22	 Create a set of guidelines and/or policies directing staff, private property owners, developers, and the public regarding treatment of historic resources that will be readily available at the counter.	CD [LRP]	Short-term
9.23	 Complete and maintain historic resource surveys containing all the present and future components of the historic fabric within the built, natural, and cultural environments.	CD [LRP]	Ongoing
9.24	 Create a historic preservation element.	CD [LRP]	Long-term
10. OUR INVOLVED COMMUNITY			
10.1	Conduct focused outreach efforts to encourage all members of the community – including youth, seniors, special needs groups, and non-English speakers – to participate in City activities.	CM [CE]	Short-term



S U M M A R Y O F A C T I O N S

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10.2	Obtain public participation by seeking out citizens in their neighborhoods and gathering places such as schools, houses of worship and public spaces.	CM [CE]	Ongoing
10.3	Invite civic, neighborhood, and non-profit groups to assist with City project and program planning and implementation.	CD	Ongoing
10.4	Provide incentives for City staff to participate in community and volunteer activities.	HR	Short-term
10.5	Invite seniors to mentor youth and serve as guides at historical sites.	CS	Short-term
10.6	Offer internships in City governance, and include youth representatives on public bodies.	CS	Mid-term
10.7	Continue to offer the Ambassadors program to obtain citizens assistance with City projects.	PW	Ongoing
10.8	Utilize the City website as a key source of information and expand it to serve as a tool for civic engagement.	CM [CE]	Short-term
10.9	Publish an annual report that evaluates City performance in such areas as conservation, housing, and economic development.	CD	Mid-term
10.10	Continue to improve the user-friendliness of the media that communicate information about the City, including the website, cable channels, newsletters, kiosks, and water billing statements.	CM [CE]	Short-term
10.11	Establish a clear policy toward the scope, role, boundaries, and jurisdiction of neighborhood Community Councils citywide, with the objectives of strengthening their roles in decision-making.	CD [LRP]	Mid-term

APPENDIX A

<p>KEY TO ABBREVIATIONS AS = Administrative Services Department AS [P] = Purchasing CA = City Attorney CD = Community Development Department CD [A] = Administration CD [CP] = Current Planning CD [LRP] = Long Range Planning CD [ED] = Economic Development CD [LD] = Land Development CD [RDA] = Redevelopment Agency CC = City Council CM = City Manager's Department CM [CE] = Civic Engagement CS = Community Services Department CS [CR] = Community Recreation</p>	<p>CS [CA] = Cultural Affairs CS [GS/AS] = Golf Services/Adult Sports CS [SS] = Social Services FD = Fire Department FD [IS] = Inspection Services HR = Human Resources Department PD = Police Department PW = Public Works Department PW [E] = Engineering PW [P] = Parks PW [MS] = Maintenance Services PW [U] = Utilities</p>	<p>Short-term = 0-5 years Mid-term = 5-10 years Long-term = 10-20 years Ongoing = May require short-, mid-, and long-term action</p>
<p> = Action included in the Land Use Plan of the City's Local Coastal Program</p>		

Number	Action	Lead Entity	Timeframe
10.12	 Establish stronger partnerships with neighborhood Community Councils to set area priorities for capital investment, community policing, City services, commercial investment, physical planning, education, and other concerns, to guide both City policies and day-to-day cooperation and problem-solving.	CD [LRP]	Ongoing
10.13	 Recognizing that neighborhood empowerment must be balanced and sustained by overall City policies and citywide vision and resources – establish a citywide Neighborhood Community Congress where local neighborhood Community Councils can collaborate and learn from each other.	CM[CE]	Mid-term
10.14	Establish clear liaison relationships to foster communication, training, and involvement efforts between the City, neighborhood Community Councils and other community partners, including the Ventura Unified School District and business, civic, cultural and religious groups.	CM [CE]	Short-term

ORDINANCE NO. 95-33

AN ORDINANCE OF THE PEOPLE OF THE CITY OF SAN BUENAVENTURA ADOPTING AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN WITH RESPECT TO THE PRESERVATION OF AGRICULTURAL LANDS.

The people of the City of San Buenaventura do hereby ordain as follows:

Section 1. Findings and Purpose.

A. The protection of existing agricultural and watershed lands is of critical importance to present and future residents of the City of San Buenaventura (City of Ventura). Agriculture has been and remains the major contributor to the economy of the City and County of Ventura, creating employment for many people, directly and indirectly, and generating substantial tax revenues for the City.

B. In particular, the City of Ventura and surrounding area, with its unique combination of soils, micro-climate and hydrology, has become one of the finest growing regions in the world. Vegetable and fruit production from the County of Ventura and in particular production from the soils and silt from the Santa Clara and Ventura rivers have achieved international acclaim, enhancing the City's economy and reputation.

C. Uncontrolled urban encroachment into agricultural and watershed areas will impair agriculture and threaten the public health, safety and welfare by causing increased traffic congestion, associated air pollution, and potentially serious water problems, such as pollution, depletion, and sedimentation of available water resources. Such urban encroachment would eventually result in both the unnecessary, expensive extension of public services and facilities and inevitable conflicts between urban and agricultural uses.

D. The unique character of the City of Ventura and quality of life of City residents depend on the protection of a substantial amount of open space lands. The protection of such lands not only ensures the continued viability of agriculture, but also protects the available water supply and contributes to flood control and the protection of wildlife, environmentally sensitive areas, and irreplaceable natural resources.

E. The Resolution by which the City of Ventura adopted its Comprehensive Plan on August 28, 1989, Resolution No. 89-103, at page 4, contains in part the following “mitigation measures” in recognition of the importance of preserving agriculture resources:

“Any potential significant adverse impacts are mitigated by substantially limiting the amount of agricultural land converted from an agricultural land use designation limiting the amount of prime farmland converted, and by making the various agricultural land areas designated for potential development subject to conditions which narrowly limit the possible land use.”

F. The Comprehensive Plan sets out as Objective 4 (at II-9) the desire to:

“Continue to preserve agricultural and other open space lands within the City’s Planning Area.”

And, the Comprehensive Plan describes as the first Goal of its Resource Element (at II-3) the objective to:

“Preserve agricultural and open space lands as a desirable means of shaping the City’s internal and external form and size, and of serving the needs of residents.”

G. The purpose of this initiative is to ensure that the Goals and Objectives of the Comprehensive Plan are inviolable by transitory short-term political decisions and that agricultural, watershed and open space lands are not prematurely or unnecessarily converted to other non-agricultural or non-open space uses without public debate and a vote of the people. Accordingly, the initiative ensures that until December 31, 2030, the general plan provisions governing agricultural land use designation and intent may not be change except by vote of the people. In addition, the initiative provides that any lands designated as “Agriculture Use”, referring to both “Agricultural Use (not to be reconsidered until after the Year 2010” and Agricultural/Institutional” on the City of Ventura’s General Plan “Land Use Plan Map” adopted by the City Council by Resolution 89-103 on August 28, 1989, as amended through February 1, 1995, will remain designated as Agricultural Use until December 31, 2030, unless the land is redesignated to another land use category by vote of the people, or redesignated by the City Council for the City of San Buenaventura pursuant to the procedures set forth in this initiative.

H. This initiative allows the City Council to redesignate agriculture lands only if certain findings can be made, including (among other things) that the land is proven to be unsuitable for any form of agriculture and redesignation is necessary to avoid an unconstitutional taking of property without just compensation.

Section 2. General Plan Amendment.

The Agricultural Lands Preservation Initiative hereby reaffirms and readopts until December 31, 2030, The “Agricultural Use” designations as defined in the City of San Buenaventura Comprehensive Plan adopted August 28, 1989, as amended through February 1, 1995, at pages III-25 and III-26, with the modification that the “target date” is extended from 2010 until after December 31, 2030.

The following terminology shall replace the current “Agricultural Use” designation defined at page III-25 of The Plan:

Agricultural Use

The Agricultural Use (not to be reconsidered until after the Year 2030) category identifies those lands that are designated for agricultural use on the Land Use Plan Map.

The target date of 2030 associated with the Agricultural Use designation indicates a review date after which agriculturally designated lands may be reconsidered for urban uses. However, during the life of this plan as amended by initiative, it is intended that only agricultural uses are permitted on these lands, except as such lands may be appropriate to public open space and recreational usage. Furthermore, any updates to this Plan are not intended to imply that development would necessarily be appropriate at that time.

In addition, the initiative hereby reaffirms and readopts until December 31, 2030, the “Agricultural” designations set forth on the of the City of Ventura Comprehensive Plan “Land Use Plan Map” adopted by the City Council on August 28, 1989, as amended through February 1, 1995, which map is incorporated herein by reference, modified, as appropriate, to delete the reference year 2010 and replace it with the reference year 2030.

Finally, the text of the Amendment Procedures of the City of Ventura Comprehensive Plan adopted August 28, 1989, as amended through February 1, 1995, (at XI-I) shall be amended to add a new subsection which provides:

Limitation on General Plan Amendments Relating to “Agricultural Use”

- a) Until December 31, 2030, the provisions and designations governing the intent for lands designated “Agricultural Use” of the Land Use Element and Resource Element adopted on August 28, 1989, as amended through February 1, 1995, shall not be amended unless such amendment is approved by vote of the people.
- b) All those lands designated as “Agricultural Use” in the City of Ventura Comprehensive Plan “Land Use Plan Map” adopted by the City Council on August 28, 1989 as amended through February 1, 1995, shall remain so designated until December 31, 2030 unless redesignated to another general plan land use category by vote of the people, or redesignated by the City Council pursuant to the procedures set forth in subsections c) or d), below.
- c) Except as provided in subsection d), below, land designated as “Agricultural Use” may be redesignated by the City Council to a land use other than “Agricultural Use” as defined by the Comprehensive Plan adopted by the City Council on August 28, 1989, as amended through February 1, 1995, only if the City Council makes all of the following findings supported by the evidence:
 - i) The land is immediately adjacent to areas developed in a manner comparable to the proposed use;
 - ii) Adequate public services and facilities are available and have the capacity and capability to accommodate the proposed use;
 - iii) The proposed use is compatible with agricultural uses, does not interfere with accepted agricultural practices, and does not adversely affect the stability of land use patterns in the area;
 - iv) The land proposed for redesignation has not been used for agricultural purposes in the past 2 years and is unusable for agriculture due to its topography, drainage, flooding, adverse soil conditions or other physical reasons; and

- v) The land proposed for redesignation pursuant to this subsection (c) does not exceed 40 acres for any one landowner in any calendar year, and one landowner may not obtain redesignation in the Comprehensive Plan of “Agricultural Use” land pursuant to this subsection (c) more often than every other year. Landowners with any unity of interest are considered one landowner for purposes of this limitation.
- d) Land designated as “Agricultural Use” on the Land Use Plan Map may be redesignated to another land use category by the City Council if each of the following conditions are satisfied:
 - i) The City Council makes a finding that the application of the provisions of Section 2 (a) would constitute an unconstitutional taking of the landowners’ property; and
 - ii) In permitting the redesignation, the City Council allows additional land uses only to the extent necessary to avoid said unconstitutional taking of the landowner’s property.
- e) Approval by a vote of the people is accomplished when a Comprehensive Plan amendment is placed on the ballot through any procedure provided for in the Election Code, and a majority of the voters vote in favor of it. Whenever the City Council adopts an amendment requiring approval by a vote of the people pursuant to the provisions of this subsection, the City Council’s action shall have no effect until after such a vote is held and a majority of the voters vote in favor of it. The City Council shall follow the provisions of the Election Code in all matters pertaining to such an election.

Section 3. Implementation.

A. Upon the effective date of this initiative, the initiative shall be deemed inserted in the City of Ventura’s Comprehensive Plan as an amendment thereof; except, that if the four amendments of the mandatory elements of the general plan permitted by state law for any given calendar year have already been utilized in 1995, prior to the effective date of this initiative, this Comprehensive Plan amendment shall be deemed inserted in the City’s General Plan on January 1, 1996. At such time as this Comprehensive Plan amendment is deemed inserted in the City’s Comprehensive Plan (hereinafter, the “insertion date”) any provisions of the City’s Zoning Ordinance inconsistent with that amendment shall not be enforced to the extent of the inconsistency. Within 180 days of the insertion date, the City shall complete

such revisions of its Comprehensive Plan, including, but not limited to, the Comprehensive Plan Land Use Plan Map adopted by the City Council on August 28, 1989, (as amended through February 1, 1995) and accompanying test, as are necessary to achieve consistency with all provisions of this initiative. Also, within 180 days of the insertion date, the City Council shall complete such revisions of its Zoning Ordinance and other land use regulations as are necessary to conform to and be consistent with all provisions of this initiative.

B. The provisions of this initiative shall prevail over any revisions to the City of Ventura's Comprehensive Plan as amended through February 1, 1995, or to the City of Ventura's Land Use Plan Map as amended through February 1, 1995 which conflict with the initiative. Except as provided in Section 4 below, upon the specific plans, tentative or final subdivision maps, parcel maps, conditional use permits, building permits or other ministerial or discretionary entitlements for use not yet approved or issued shall not be approved or issued unless consistent with the policies and provisions of this initiative.

Section 4. Exemptions for Certain Projects.

This initiative shall not apply to or affect any property owner whose property has acquired any of the following prior to its effective date:

- A. A vested right pursuant to state law;
- B. A validly approved and fully executed development agreement with the City; or
- C. Approval of a vesting tentative map.

Section 5. Severability.

If any portion of this initiative is declared invalid by a court, the remaining portions are to be considered valid.

Section 6. Amendment or Repeal.

This initiative may be amended or repealed only by the voters at a general election.

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss
CITY OF SAN BUENAVENTURA)

I, BARBARA J. KAM, City Clerk of the City of San Buenaventura, California, do hereby certify that the foregoing Ordinance was adopted by the voters of the City of San Buenaventura at the General Municipal Election held on November 7, 1995 and subsequently declared adopted by the City Council of the City of San Buenaventura on November 27, 1995. The Ordinance shall take effect December 7, 1995. This ordinance shall not be repealed or amended except by a vote of the people, unless provision is otherwise made in the original ordinance.

Dated this 30th day of November, 1995.

Barbara J. Kam, CMC
City Clerk

Ventura Hillside Voter Participation Measure

The people of the City of San Buenaventura do ordain as follows:

Section 1. Title

This measure shall be known as the Ventura Hillside Voter Participation Measure.

Section 2. Purpose

The overall purpose of this measure is to allow City voters to participate in the review process relating to non-exempt development projects that may be proposed in a certain portion of the “Hillside Area” of the City as defined in the City’s Comprehensive Plan Update to the Year 2010 (hereafter the “Comprehensive Plan”). The portion of the Hillside Area under consideration lies generally north of the City, constitutes an area approximately 9108 acres in size, and is further depicted as the “Hillside Voter Participation Area” indicated in Exhibit “A” attached hereto and made a part hereof. The proposed Hillside Voter Participation Area (also referred to from time to time hereafter as “HVP Area” or “HVPA”) is outside the Ventura City limits, but it is within the “Planning Area” of the City of San Buenaventura as further indicated on Exhibit “A.” The Comprehensive Plan Land Use Map currently designates the properties within the proposed Hillside Voter Participation Area as “Hillside Planned Residential” or “HPR” rather than “Agricultural” and, therefore, these properties are not subject to the Save Our Agricultural Resources (“SOAR”) Initiative adopted by the voters in 1995.

In the recent past, some property owners within the proposed Hillside Voter Participation Area have publicly presented initial proposals to develop those properties with a combination of residential uses and open space and recreational areas proposed to include, among other things, hiking and equestrian trails for use by the public. In the course of public meetings and informational workshops discussing these proposals, it has become apparent that there is a high level of public concern over potential issues of scenic resource protection, open space and recreational opportunities, infrastructure needs, traffic circulation, and other development-related issues arising from any proposed changes in the use of this important part of the City’s Planning Area. This measure, in recognition of this heightened public concern, is intended to provide the electorate of the City of San Buenaventura with an opportunity to vote on the approval of any such development proposals or any similar proposals to extend urban services to the Hillside Voter Participation Area or develop property in the Hillside Voter Participation Area with urbanized land uses.

More particularly, this measure proposes to amend the Comprehensive Plan of the City of San Buenaventura by adding a requirement that approvals for extensions of “urban services” (defined in the City’s Hillside Management Program as the provision of domestic water and sewers) or any proposed “urbanized uses of land” (as defined herein) in the Hillside Voter Participation Area cannot be granted without prior approval by a majority vote of the electorate.

Section 3. Comprehensive Plan Amendment

The following text shall be inserted into the Land Use Element of the Comprehensive Plan at page 111-8 thereof:

Hillside Voter Participation Area

The electorate of the City of Ventura has adopted a Hillside Voter Participation Area (Ventura HVP Area). Its purpose, principles, implementation procedures, and methodologies for amendment are set forth in this Comprehensive Plan amendment.

A. PURPOSE

The City of Ventura Hillside Area, with its unique topography, viewsheds, watershed lands; its unique microclimate and hydrology, and its diversity of plant and wildlife resources, is one of the finest scenic resources in the Southern California region. The Comprehensive Plan recognizes the unique and important qualities and potential of the Hillside Area in, among other provisions, the declaration of specialized Objectives and Policies for the Hillside Area in the Resources Element of the Plan and the Plan’s requirements for continuing operation of, and compliance with, the City’s Hillside Management Program.

This Comprehensive Plan amendment is intended to provide for an increased level of public awareness and participation in the development review process applicable to that portion of the Hillside Area described and depicted in Exhibit “A” as the “Hillside Voter Participation Area.” It is further intended to provide assurance to the public that any proposed development in the Hillside Voter Participation Area appropriately takes into account the Area’s unique combination of viewshed, watershed, open space, scenic area, and environmentally sensitive habitat, and that agricultural, viewshed, watershed, and open space lands in the Hillside Voter Participation Area are not converted to urban or other non-open space uses without public discussion and a vote of the people. Increasing citizen participation in the development review process through the establishment of a Hillside Voter Participation Area enhances the City’s sense of community, allows for development unique to the City of Ventura, and promotes the efficient use of the City’s infrastructure.

More specifically, this Comprehensive Plan amendment is intended to provide an opportunity for the public to be involved in insuring that any development projects proposed in the Hillside Voter Participation Area, shall, at a minimum:

1. Maintain the scenic character of the hillsides in areas of future development, by preserving significant natural landmarks and scenic ridgelines and slopes.
2. Provide increased recreational opportunities for existing and future hillside and other City residents, by improving access to existing parks and establishing additional parks or open, non-developed areas in conjunction with future hillside development.
3. Maximize public access to hillside open space and recreation areas, by establishing a system of linear parks and hiking trails along scenic ridges and barrancas.
4. Minimize the impact of hillside development on sensitive natural habitats and historical or archaeological resources.

B. PRINCIPLES

Inappropriate urban encroachment into Hillside open space, viewshed, watershed, scenic areas, and biological resource areas would have the potential to impact sensitive environmental areas, unwarrantedly intrude on open space, diminish the quality of life and threaten the public health, safety and welfare by leading to increased traffic congestion, associated air pollution, erosion, alteration of sensitive lands in watershed areas and causing potentially serious water problems, such as pollution, depletion and sedimentation of available water resources not only for the City of Ventura, but for its jurisdictional neighbors. Inappropriate urban encroachment could further result in the unwarranted extension of public services and facilities into sensitive areas.

The unique character of the City of Ventura and quality of life of City residents depends on the appropriate protection of the Hillside Area's substantial amount of open space, viewshed, watershed, scenic resources, and biological resources. The increased public awareness and involvement in the fate of such lands through the implementation of this Comprehensive Plan amendment will provide the public a special opportunity to assure that future generations of Ventura citizens will not be deprived of the benefits of access to a viable water supply, flood and erosion control, protection of viewsheds, wildlife, environmentally sensitive areas, open space and recreational areas, and irreplaceable natural resources.

C. IMPLEMENTATION

(1) There is hereby established a Ventura Hillside Voter Participation Area (Ventura HVP Area). The Ventura HVP Area is that portion of the Hillside Area delineated and depicted in Exhibit “A” of this Comprehensive Plan amendment (hereafter, the “HVP Area Map”). As shown on the HVP Area Map, the southern boundary of the HVP Area generally follows the northern segment of the City’s incorporated limit as established by the Local Agency Formation Commission for the City of Ventura, except as the HVP boundary line runs northerly of some small residential lots on or near Foothill Road west of Arroyo Verde Park as further depicted on Exhibit “A.” East of Harmon Barranca, the HVP Area boundary generally follows the alignment of Foothill Road eastward to the boundary of the City’s Planning Area. The northerly boundary of the HVP Area continues, generally, as the northern boundary of the City’s Planning Area. The westerly boundary of the HVP Area alternately follows the City limit boundary or Sphere of Influence boundary easterly of the North Avenue area. The foregoing narrative description is intended to be general in nature and all of the foregoing is more particularly depicted and described in Exhibit “A’

Insofar as the HVP Area boundary described and depicted in this Comprehensive Plan amendment, including Exhibit “A” hereto, is said or shown to be coterminous with either the City’s incorporated limit or the City’s Sphere of Influence boundary, or with the boundary of the City’s Planning Area, such references are intended to be, and shall be construed to be, the location of the City limit boundary or Sphere of Influence boundary or boundary of the City’s Planning Area. as applicable, as each of those boundaries are established for the City of Ventura as of January 1, 2001. Although the HVP Area boundary is established, in part, in generally the same location as the City limit boundary, or in some instances, the Sphere of Influence boundary, the establishment of the HVP Area boundary is not intended to and shall in no way inhibit the Local Agency Formation Commission from changing or altering the City limit boundary or Sphere of Influence boundary in accordance with State law. The boundary of the HVP Area, although incidentally coterminous as of one point in time with the City limit boundary or Sphere of Influence boundary or boundary of the City’s Planning Area, is independent from these boundaries in legal significance and purpose. While the City limit boundary or Sphere of Influence boundary may be, from time to time, altered by the Local Agency Formation Commission, or the boundary of the City’s Planning Area may be changed, the HVP Area boundary shall not be changed except as provided herein.

(2) Until December 31, 2030, the City of Ventura shall not extend urban services into, and shall not authorize urbanized uses of land within, the Ventura Hillside Voter Participation Area unless otherwise authorized by a vote of the people, except for the purpose of construction of public potable water facilities, public parks or other city government facilities or as otherwise provided or excepted herein. Upon the effective date of this Hillside Voter Participation Area Comprehensive

Plan amendment, the City and its departments, boards, commissions, officers and employees shall not grant, or by inaction allow to be approved by operation of law, any Comprehensive Plan amendment, rezoning, specific plan, subdivision map, conditional use permit, building permit or any other ministerial or discretionary entitlement, which is inconsistent with the purposes of this Comprehensive Plan amendment, unless in accordance with the amendment procedures of Section 4 of this Comprehensive Plan amendment.

(3) “Urbanized uses of land” shall mean any development that would require the establishment of new community sewer systems or the significant expansion of existing community sewer systems; or, would result in the creation of residential densities greater than one primary residential unit per 40 acres in area; or, would result in the establishment of commercial or industrial uses that are neither agriculturally-related nor related to the production of mineral resources.

(4) The Land Use Map is amended to reflect the existence of the Ventura Hillside Voter Participation Area as generally described in paragraph (1) above and as depicted in Exhibit “A,” attached hereto.

(5) The Hillside Voter Participation Area, as defined herein, may not be amended, altered, revoked or otherwise changed prior to December 31, 2030, except by vote of the people or by the City Council pursuant to the procedures set forth in Section 4 of this Comprehensive Plan amendment. For purposes of this Ordinance, approval by a vote of the people is accomplished when a Comprehensive Plan amendment is placed on the ballot through any procedure provided for in the Election Code, and a majority of the voters vote in favor of it. Whenever the City Council adopts an amendment requiring approval by a vote of the people pursuant to the provisions of this subsection, the City Council’s action shall have no effect until after such a vote is held and a majority of the voters vote in favor of it. The City Council shall follow the provisions of the Election Code in all matters pertaining to such an election.

Section 4. Changes to Area: Procedures.

Until December 31, 2030, the foregoing Purposes, Principles and Implementation provisions of this Comprehensive Plan amendment, and the Hillside Voter Participation Area may be amended only by a vote of the people commenced pursuant to the initiative process by the public, or pursuant to the procedures set forth below:

A. The City Council may amend the boundary of the Hillside Voter Participation Area depicted on Exhibit “A” if it finds such amendment to be in the public interest, provided that the amended boundary enlarges said Hillside Voter Participation Area established by this Comprehensive Plan amendment.

B. The City Council, following at least one public hearing for presentation by an applicant and the public, and after compliance with the California Environmental Quality Act, may amend the Hillside Voter Participation Area described herein, based on substantial evidence in the record, if the City Council makes each of the following findings:

- (1) Application of the provisions of subsections (A) or (B) of the amendment procedures set forth in this Section 4 are unworkable and failure to amend the Hillside Voter Participation Area would constitute an unconstitutional taking of a landowner's property for which compensation would be required or would deprive the landowner of a vested right; and
- (2) The amendment and associated land use designations will allow additional land uses only to the minimum extent necessary to avoid said unconstitutional taking of the landowner's property or to give effect to the vested right.

C. The City Council, following at least one public hearing for presentations by an applicant and the public, and after compliance with the California Environmental Quality Act, may place any amendment to the Hillside Voter Participation Area or the provisions of this Comprehensive Plan amendment on the ballot pursuant to the mechanisms provided by state law.

D. The Comprehensive Plan may be reorganized and individual provisions, including the provisions of this ordinance, maybe renumbered or reordered in the course of ongoing updates of the Comprehensive Plan in accordance with the requirements of state law.

Section 5. No Changes to Save Our Agricultural Resources Initiative

Any restrictions imposed upon the City of San Buenaventura limiting the City's ability to redesignate, or allow development of, property designated "Agricultural" that are in effect as a result of the "SOAR" initiative approved by the voters in 1995 and adopted by the City Council as Ordinance No. 95-33 shall remain in full force and effect and shall not be amended, modified, altered, or abridged by the adoption of this ordinance.

Section 6. Exemptions:

The provisions of this ordinance do not apply to:

A. Construction or reconstruction of, or related to, public potable water facilities, public parks or other city government facilities; or

B. Construction or reconstruction of no more than one residential dwelling unit, and incidental uses or structures related thereto, on an individual parcel of land that is lawfully established of record as of the effective date of this Comprehensive Plan amendment and that is contiguous to the City's incorporation boundary but only to the extent that such a legally established parcel is developed with, or proposed to be developed with, no more than one residential dwelling unit; or

C. Any development that would result in the creation of residential densities equal to or less than one primary residential unit per 40 acres in area; or, would result in the establishment of commercial or industrial uses that are agriculturally-related or related to the production of mineral resources; or

D. Any development project that has obtained, as of the effective date of this Comprehensive Plan amendment, a vested right pursuant to state or local law; or

E. Uses that are "incidental" (as the City's Zoning Ordinance defines "incidental uses") to uses lawfully established as of the effective date of this Comprehensive Plan amendment.

Section 7. Interpretation

This ordinance shall be broadly construed in order to achieve the purposes stated in this ordinance. It is the intent of the voters that the provisions of this measure shall be interpreted by the City and others in a manner that promotes public participation in decision-making relating to future development proposals within in the Hillside Voter Participation Area.

Section 8. Insertion Date

A. Upon the effective date of this ordinance, Sections 3, 4, 5, 6, and 7 of this ordinance shall be deemed inserted in the Comprehensive Plan and the Land Use Map referred to in Part C of Section 3 shall be deemed amended even though the reprinting may not occur until it can be carried out by the staff of the City of San Buenaventura.

B. The Comprehensive Plan in effect at the time the City Council decided to place this measure on the ballot, and the Comprehensive Plan as amended by this ordinance, comprise an integrated, internally consistent and compatible statement of policies for the City of San Buenaventura. In order to ensure that the Comprehensive Plan remains an integrated, internally consistent and compatible statement of policies and to ensure that the actions of the voters in enacting this ordinance are given effect, any provision of the Comprehensive Plan that is adopted between July 23, 2001 and the effective date of this ordinance, to the extent that such provision is inconsistent with this ordinance, shall be amended as soon as possible and in the manner and time required by state law to ensure consistency between such provision and Section 3 of this ordinance. In the alternative, such interim-enacted inconsistent provisions shall be repealed.

Section 9. Amendment or Repeal

This ordinance may be amended or repealed only by the voters of the City of San Buenaventura at an election held in accordance with state law, except as expressly provided by Section 4 herein.

V E N T U R A C O M M U N I T Y P A R K S O A R A M E N D M E N T

The people of the City of San Buenaventura do ordain as follows:

Section 1. Title

This measure shall be known as the Ventura Community Park SOAR Amendment.

Section 2. Purpose

The purpose of this measure is to allow the City to develop a Community Park on a parcel of property located at the northwest corner of the intersection of Kimball Road and Telephone Road. The subject property, which is approximately 100 acres in size, is further described in Exhibit "A," attached hereto and made a part hereof, and is hereafter referred to as the "Property." Most of the Property is outside the Ventura City limits but within the "Planning Area" of the City of San Buenaventura and therefore covered by the City's Comprehensive Plan Update to the Year 2010 (hereafter the "Comprehensive Plan"). The Property is currently designated "Agricultural" under the Comprehensive Plan and, therefore, also subject to the 1995 Save Our Agricultural Resources ("SOAR") Initiative.

The City is proposing to develop the Property with community-oriented public park facilities that may include, among other things, athletic fields, an aquatic facility, a community center and other related buildings and structures for use by the public. If this measure is approved, the City may also construct and operate a fire station on a portion of the Property.

This initiative proposes to amend the Comprehensive Plan of the City of San Buenaventura, by changing the designation of the Property in the Comprehensive Plan Land Use Plan Map from "Agricultural" (or "A") to "Parks" (or "P"). This will allow the City of San Buenaventura to potentially develop the Property with a Community Park without being restricted by the SOAR Initiative.

Section 3. Comprehensive Plan Amendment

Part A.

The following paragraph titled “Parks Uses” is hereby added to the Land Use Element of the Comprehensive Plan, more particularly, to the provisions of the Serra Community Intent and Rationale Statement on page III-96, to read as follows:

“Parks Uses: The Parks Land Use Plan designation is applied to an approximately 100-acre site at the northwest corner of Kimball Road and Telephone Road for the purpose of developing a multi-purpose community-oriented public park on this site. It is further intended that this site should be zoned to the “P” (Parks) zone if and when it is annexed to the City. Design Review should be carried out by the City's Planning Commission prior to the development of any Recreation Services use types on the site to assure that the range of community park uses potentially permitted on the site by the "P" zone are well integrated on the site and compatible with adjacent land uses.”

Part B.

The Property is deleted from the discussion of “Agricultural Uses” in the Serra Community provisions of the Land Use Element of the Comprehensive Plan. To that end, the final paragraph with the heading “Agricultural Use” beginning at the bottom of page III-95 and ending at the top of page III-96 is hereby revised to read as follows:

“Agricultural Use: A 297-acre area between Telephone Road and the Southern Pacific Railroad and a 172-acre area between Bristol Road and the Santa Clara River are designated Agricultural Use, not to be reconsidered until after the Year 2010, to preserve their existing agricultural character.”

Part C.

The Land Use Plan Map incorporated in the Comprehensive Plan is hereby amended, and official copies thereof shall be revised by City staff, to reflect the foregoing amendments to the text of the Land Use Element.

Section 4. Zoning

Upon annexation to the City of San Buenaventura, the zoning classification for the Property shall be “P” (Parks) and the Official Zoning District Map incorporated in the Zoning Ordinance shall, by this Measure, be amended, and official copies thereof shall be revised by City staff, to reflect the foregoing zone change to the Property.

Section 5. Save Open-Space and Agricultural Resources

Any restrictions imposed upon the City of San Buenaventura limiting the City’s ability to redesignate, or allow development of, property designated “Agricultural” that are in effect on the day that this Initiative is approved by the voters shall remain in full force and effect except as to the Property. The City of San Buenaventura may allow development of a community park on the Property in accordance with this ordinance.

Section 6. Interpretation

This ordinance shall be broadly construed in order to achieve the purposes stated in this ordinance. It is the intent of the voters that the provisions of this ordinance shall be interpreted by the City of San Buenaventura and others in a manner that facilitates the development of a community park on the Property in accordance with the purposes of this ordinance.

Section 7. Insertion Date

Part A. Upon the effective date of this ordinance, Part A and Part B of Section 3 of this ordinance shall be deemed inserted in the Comprehensive Plan and the Land Use Map referred to in Part C of Section 3 shall be deemed amended even though the reprinting may not occur until it can be carried out by the staff of the City of San Buenaventura.

Part B. The Comprehensive Plan in effect at the time the City Council decided to place this measure on the ballot, and the Comprehensive Plan as amended by this ordinance, comprise an integrated, internally consistent and compatible statement of policies for the City of San Buenaventura.

V E N T U R A C O M M U N I T Y P A R K S O A R A M E N D M E N T

In order to ensure that the Comprehensive Plan remains an integrated, internally consistent and compatible statement of policies and to ensure that the actions of the voters in enacting this ordinance are given effect, any provision of the Comprehensive Plan that is adopted between [the date the City Council decided to place this measure on the ballot] and the effective date of this ordinance, to the extent that such provision is inconsistent with this ordinance, shall be amended as soon as possible and in the manner and time required by state law to ensure consistency between such provision and Section 3 of this ordinance. In the alternative, such interim-enacted inconsistent provisions shall be repealed.

Section 8. Amendment or Repeal

Section 3 and Section 4 of this ordinance may be amended or repealed only by the voters of the City of San Buenaventura at an election held in accordance with state law.

The people of the City of San Buenaventura do ordain as follows:

Section 1. Title

This ordinance shall be known as the First Assembly of God Land Initiative.

Section 2. Purpose

The purpose of this ordinance is to allow the First Assembly of God (hereafter “Church”) to develop a property located at the northwest corner of the intersection of Montgomery Avenue and Northbank Drive. Such property is 25.59 acres and is further described in Exhibit A, attached hereto and made a part hereof, and is hereafter referred to as “Property”. The Church wishes to develop the Property in accordance with City of San Buenaventura Ordinance No 95-33 (commonly known as “SOAR”) guidelines for a sanctuary, related Church buildings, and athletic fields for use by the community of San Buenaventura.

Since the Property is within the sphere of influence of the City of San Buenaventura, this ordinance (1) amends the Comprehensive Plan Update to the Year 2010 (hereafter the “General Plan”) of the City of San Buenaventura, and (2) rezones the Property to the R-1 Single Family zone with a subzone of R-1-1AC. This will allow the City of San Buenaventura to annex the Property with a restricted land use that is compatible with the Church’s development of the Property.

Section 3. General Plan Amendment

Part A.

The second paragraph under the heading “Residential Uses” appearing on page III-94 of the General Plan describes the areas that may be used for low-density, single family homes in the Serra Community area of the City of San Buenaventura. The single family use (designated as SF in the General Plan) is the most restrictive land use that will allow the Church to build a sanctuary, related church buildings, and athletic fields. Section 4 of this initiative will further restrict the Property by pre-zoning the Property and requiring a minimum of one acre for each parcel. This will make the Property unattractive for single family development but still acceptable for the Church sanctuary, related Church buildings, and athletic fields. This ordinance adds the Church’s 25.59 acre parcel to the SF land use.

The second paragraph under the heading “Residential Uses” appearing on page III-94 of the General Plan is hereby amended to read as follows:

“The SF category is applied to an approximately 3-acre site at the southeast corner of Henderson and Petit Avenue, a 1.7-acre site southerly of Darling Road extended, and a 25.59-acre site located at the northwest corner of Montgomery Avenue and Northbank Drive.”

Part B.

The final paragraph with the heading “Agricultural Use” beginning at the bottom of page III-95 and ending at the top of page III-96 of the General Plan describes that portion of the Serra Community area of the City of San Buenaventura which may only be used for agricultural uses. This ordinance deletes the Church’s 25.59 acre parcel from the agricultural use category.

The final paragraph with the heading “Agricultural Use” beginning at the bottom of page III-95 and ending at the top of page III-96 of the General Plan is hereby amended to read as follows:

“Agricultural Use: A 100-acre site at the northwest corner of Kimball Road and Telephone, a 297-acre area between Telephone Road and the Southern Pacific Railroad except for the 25.59-acre site located at the northwest corner of Montgomery Avenue and Northbank Drive, and a 172-acre area between Bristol Road and the Santa Clara River are designated Agricultural Use, not to be reconsidered until after the Year 2010, to preserve their existing agricultural character.”

Part C.

The map of the Land Use Plan contained in the General Plan shall be redrafted to reflect the foregoing amendments.

Section 4. Zoning

The most restrictive zoning in the City of San Buenaventura which will allow the Church to build a sanctuary, related Church buildings, and athletic fields on the Property is an R-1 Single Family zone with a subzone of R-1-1AC. The R-1-1AC subzone restricts the Property by requiring a minimum of one acre for each parcel. This will make the Property unattractive for single family development but still acceptable for the Church's sanctuary, related Church buildings, and athletic fields.

Therefore, upon annexation of the Property to the City of San Buenaventura the zoning designation for the Property shall be the R-1 Single Family zone with a subzone of R-1-1AC.

Section 5. Save Open-Space and Agricultural Resources

Any restrictions imposed upon the City of San Buenaventura limiting the City's ability to annex property and allow development of such property shall remain in full force and effect except as to the 25.59-acres of the Property.

Section 6. Construction

This ordinance shall be broadly construed in order to achieve the purposes stated in this ordinance. It is the intent of the voters that the provisions of this ordinance shall be interpreted by the City of San Buenaventura and others in a manner that facilitates the development of the Property in accordance with the purposes of this ordinance.

Section 7. Insertion Date

Part A. Upon the effective date of this ordinance, Part A and Part B of Section 3 of this ordinance shall be deemed inserted in the General Plan and the Land Use Map referred to in Part C of Section 3 shall be deemed amended even though the reprinting may not occur until deemed convenient by the City of San Buenaventura.

Part B. The General Plan in effect at the time the Notice of Intention to circulate this initiative was submitted to the City Clerk of the City of San Buenaventura, and the General Plan as amended by this ordinance, comprise an integrated, internally consistent and compatible statement of policies for the City of San Buenaventura. In order to ensure that the General Plan remains an integrated, internally consistent and compatible statement of policies and to ensure that the actions of the voters in enacting this ordinance are given effect, any provision of the General Plan that is adopted between the Notice of Intention and the effective date of this ordinance, to the extent that such provision is inconsistent with this ordinance, shall be amended as soon as possible and in the manner and time required by state law to ensure consistency between such provision and Section 3 of this ordinance. In the alternative, such interim-enacted inconsistent provisions shall be repealed.

Section 8. Amendment or Repeal

Section 3 and Section 4 of this ordinance may be amended or repealed only by the voters of the City of San Buenaventura at an election held in accordance with state law.

EXHIBIT "A"

PARCEL 1:

That portion of Subdivision 98 of Rancho Santa Paula y Saticoy, in the county of Ventura, state of California, as per map recorded in book "A" pag3 290 of Miscellaneous Records (Transcribed Records from Santa Barbara County), in the office of the county recorder of said county, described as follows:

Beginning at the point of intersection of the centerline of the right of way of the Southern Pacific Railroad and the boundary line between Subdivisions 98 and 99 of said Rancho Santa Paula y Saticoy; thence from said point of beginning,

1st: - North 10° 30' West 9.482 chains, more or less, to the southeast corner of that certain Parcel of land conveyed to Charles H. Fowler, by deed dated March 18, 1892, recorded in book 36 page 86 of Deeds; thence,

2nd: - South 79° 30' West 19.25 chains, along the south line of said lands of Charles H. Fowler, to the northeast corner of that certain Parcel of land as conveyed to Emma J. Tyler, by deed dated June 20, 1894, recorded in book 43 page 90 of Deeds; thence,

3rd: - South 10° 30' East 18.982 chains, more or less, along the east line of said lands of Emma J. Tyler, to a point in the centerline of the right of way of the Southern Pacific Railroad; thence along same,

4th: - North 53° 15' East 22.57 chains, more or less, to the point of beginning.

EXCEPT a strip of parcel of land 50 feet wide lying adjoining and immediately west of the east line of the above described land, conveyed to the County of Ventura, as a public highway, by deed recorded July 12, 1889, in book 28 page 338 of Deeds.

ALSO EXCEPT that portion thereof conveyed to the Southern Pacific Railroad Company by deed recorded January 27, 1887 in book 18 page 146 of Deeds.

RESERVING unto the grantor herein, all oil, gas and mineral rights in and to said land, without however, any right of surface entry in and to a depth of 500 feet.

PARCEL 3:

That certain parcel in Lot 99 of the Rancho Santa Paula y Saticoy, marked "not a part of this subdivision" on the map of Tract No. 1333-1, in the City of San Buenaventura, county of Ventura, state of California, as per map recorded in book 30 page 51 of Maps, in the office of the county recorder of said county, and lying northwesterly of the Southern Pacific Railroad right of way, easterly of Bristol Road and southwesterly of Montgomery Avenue, as shown on said map.

RESERVING unto the grantor herein, all oil, gas and mineral rights in and to said land, without however, any right of surface entry in and to a depth of 500 feet from the surface thereof.



"The desire for community is a constant of human nature."

— Steven Price
Urban Advantage
Berkeley, California

CITY OF
VENTURA

A T T A C H M E N T S

ventura's general plan

21ST CENTURY TOOL KIT

Prelude

The 2005 Ventura General Plan envisions a new direction to protect and preserve its citizens' quality of life. This direction is based on the recognition that zoning and land development, as practiced for the past several decades, has not served our citizens, our city, or our environment as well as it should.

Currently, the two most successful movements created to alleviate this situation are "Smart Growth" and "New Urbanism." Smart Growth is a government initiated approach against sprawl that addresses underlying policy from the top-down, and is primarily marketed by government and similar agencies. New Urbanism is a grass roots, market response to outdated zoning and land use policy as it impacts development and the physical properties of the public realm. Its chief advocates are architects and town designers.

Smart Growth grew out of early New Urbanist work, and both are concerned with the real outcomes of the built environment and how it affects communities environmentally, economically, culturally, and socially.

The Ahwahnee Principles and the Charter for the New Urbanism, listed below, were created early on as "constitutions" that governed these movements. Both are valuable tools that Ventura would be wise to include in its 21st Century Tool Kit to understand and solve long-standing problems associated with growth and change.

AHWAHNEE PRINCIPLES**Preamble:**

Existing patterns of urban and suburban development seriously impair our quality of life. The symptoms are: more congestion and air pollution resulting from our increased dependence on automobiles, the loss of precious open space, the need for costly improvements to roads and public services, the inequitable distribution of economic resources, and the loss of a sense of community. By drawing upon the best from the past and the present, we can plan communities that will more successfully serve the needs of those who live and work within them. Such planning should adhere to certain fundamental principles.

Community Principles

1. All planning should be in the form of complete and integrated communities containing housing, shops, work places, schools, parks and civic facilities essential to the daily life of the residents.

2. Community size should be designed so that housing, jobs, daily needs and other activities are within easy walking distance of each other.
3. As many activities as possible should be located within easy walking distance of transit stops.
4. A community should contain a diversity of housing types to enable citizens from a wide range of economic levels and age groups to live within its boundaries.
5. Businesses within the community should provide a range of job types for the community's residents.
6. The location and character of the community should be consistent with a larger transit network.
7. The community should have a center focus that combines commercial, civic, cultural and recreational uses.
8. The community should contain an ample supply of specialized open space in the form of squares, greens and parks whose frequent use is encouraged through placement and design.
9. Public spaces should be designed to encourage the attention and presence of people at all hours of the day and night.
10. Each community or cluster of communities should have a well-defined edge, such as agricultural greenbelts or wildlife corridors, permanently protected from development.
11. Streets, pedestrian paths and bike paths should contribute to a system of fully-connected and interesting routes to all destinations. Their design should encourage pedestrian and bicycle use by being small and spatially defined by buildings, trees and lighting; and by discouraging high speed traffic.
12. Wherever possible, the natural terrain, drainage and vegetation of the community should be preserved with superior examples contained within parks or greenbelts.
13. The community design should help conserve resources and minimize waste.
14. Communities should provide for the efficient use of water through the use of natural drainage, drought tolerant landscaping and recycling.
15. The street orientation, the placement of buildings and the use of shading should contribute to the energy efficiency of the community.

Regional Principles

1. The regional land-use planning structure should be integrated within a larger transportation network built around transit rather than freeways.
2. Regions should be bounded by and provide a continuous system of greenbelt/wildlife corridors to be determined by natural conditions.
3. Regional institutions and services (government, stadiums, museums, etc.) should be located in the urban core.
4. Materials and methods of construction should be specific to the region, exhibiting a continuity of history and culture and compatibility with the climate to encourage the development of local character and community identity.

Implementation Principles

1. The general plan should be updated to incorporate the above principles.
2. Rather than allowing developer-initiated, piecemeal development, local governments should take charge of the planning process. General plans should designate where new growth, infill or redevelopment will be allowed to occur.

3. Prior to any development, a specific plan should be prepared based on these planning principles.
4. Plans should be developed through an open process and participants in the process should be provided visual models of all planning proposals.

CONGRESS FOR THE NEW URBANISM

THE CONGRESS FOR THE NEW URBANISM views disinvestment in central cities, the spread of placeless sprawl, increasing separation by race and income, environmental deterioration, loss of agricultural lands and wilderness, and the erosion of society's built heritage as one interrelated community building challenge.

WE STAND for the restoration of existing urban centers and towns within coherent metropolitan regions, the reconfiguration of sprawling suburbs into communities of real neighborhoods and diverse districts, the conservation of natural environments, and the preservation of our built legacy.

WE RECOGNIZE that physical solutions by themselves will not solve social and economic problems, but neither can economic vitality, community stability, and environmental health be sustained without a coherent supportive physical framework.

WE ADVOCATE the restructuring of public policy and development practices to support the following principles: neighborhoods should be diverse in use and population; communities should be designed for the pedestrian and transit as well as the car; cities and towns should be shaped by physically defined and universally accessible public spaces and community institutions; urban places should be framed by architecture and landscape design that celebrate local history, climate, ecology, and building practice.

WE REPRESENT a broad-based citizenry, composed of public and private sector leaders, community activists, and multidisciplinary professionals. We are committed to reestablishing the relationship between the art of building and the making of community, through citizen-based participatory planning and design.

WE DEDICATE ourselves to reclaiming our homes, blocks, streets, parks, neighborhoods, districts, towns, cities, regions, and environment.

We assert the following principles to guide public policy, development practice, urban planning, and design:

The region: Metropolis, city, and town

1. Metropolitan regions are finite places with geographic boundaries derived from topography, watersheds, coastlines, farmlands, regional parks, and river basins. The metropolis is made of multiple centers that are cities, towns, and villages, each with its own identifiable center and edges.
2. The metropolitan region is a fundamental economic unit of the contemporary world. Governmental cooperation, public policy, physical planning, and economic strategies must reflect this new reality.
3. The metropolis has a necessary and fragile relationship to its agrarian hinterland and natural landscapes. The relationship is environmental, economic, and cultural. Farmland and nature are as important to the metropolis as the garden is to the house.
4. Development patterns should not blur or eradicate the edges of the metropolis. Infill development within existing urban areas conserves environmental resources, economic investment, and social fabric, while reclaiming marginal and abandoned areas. Metropolitan regions should develop strategies to encourage such infill development over peripheral expansion.
5. Where appropriate, new development contiguous to urban boundaries should be organized as neighborhoods and districts, and be integrated with the existing urban pattern. Noncontiguous development should be organized as towns and villages with their own urban edges, and planned for a jobs/housing balance, not as bedroom suburbs.
6. The development and redevelopment of towns and cities should respect historical patterns, precedents, and boundaries.
7. Cities and towns should bring into proximity a broad spectrum of public and private uses to support a regional economy that benefits people of all incomes. Affordable housing should be distributed throughout the region to match job opportunities and to avoid concentrations of poverty.
8. The physical organization of the region should be supported by a framework of transportation alternatives. Transit, pedestrian, and bicycle systems should maximize access and mobility throughout the region while reducing dependence upon the automobile.
9. Revenues and resources can be shared more cooperatively among the municipalities and centers within regions to avoid destructive competition for tax base and to promote rational coordination of transportation, recreation, public services, housing, and community institutions.

The neighborhood, the district, and the corridor

1. The neighborhood, the district, and the corridor are the essential elements of development and redevelopment in the metropolis. They form identifiable areas that encourage citizens to take responsibility for their maintenance and evolution.
2. Neighborhoods should be compact, pedestrian-friendly, and mixed-use. Districts generally emphasize a special single use, and should follow the principles of neighborhood design when possible. Corridors are regional connectors of neighborhoods and districts; they range from boulevards and rail lines to rivers and parkways.
3. Many activities of daily living should occur within walking distance, allowing independence to those who do not drive, especially the elderly and the young. Interconnected networks of streets should be designed to encourage walking, reduce the number and length of automobile trips, and conserve energy.
4. Within neighborhoods, a broad range of housing types and price levels can bring people of diverse ages, races, and incomes into daily interaction, strengthening the personal and civic bonds essential to an authentic community.
5. Transit corridors, when properly planned and coordinated, can help organize metropolitan structure and revitalize urban centers. In contrast, highway corridors should not displace investment from existing centers.
6. Appropriate building densities and land uses should be within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile.
7. Concentrations of civic, institutional, and commercial activity should be embedded in neighborhoods, and districts, not isolated in remote, single-use complexes. Schools should be sized and located to enable children to walk or bicycle to them.
8. The economic health and harmonious evolution of neighborhoods, districts, and corridors can be improved through graphic urban design codes that serve as predictable guides for change.
9. A range of parks, from tot-lots and village greens to ball fields and community gardens, should be distributed within neighborhoods. Conservation areas and open lands should be used to define and connect different neighborhoods and districts.

The block, the street, and the building

1. A primary task of all urban architecture and landscape design is the physical definition of streets and public spaces as places of shared use.
2. Individual architectural projects should be seamlessly linked to their surroundings. This issue transcends style.
3. The revitalization of urban places depends on safety and security. The design of streets and buildings should reinforce safe environments, but not at the expense of accessibility and openness.
4. In the contemporary metropolis, development must adequately accommodate automobiles. It should do so in ways that respect the pedestrian and the form of public space.
5. Streets and squares should be safe, comfortable, and interesting to the pedestrian. Properly configured, they encourage walking and enable neighbors to know each other and protect their communities.
6. Architecture and landscape design should grow from local climate, topography, history, and building practice.
7. Civic buildings and public gathering places require important sites to reinforce community identity and the culture of democracy. They deserve distinctive form, because their role is different from that of other buildings and places that constitute the fabric of the city.
8. All buildings should provide their inhabitants with a clear sense of location, weather and time. Natural methods of heating and cooling can be more resource-efficient than mechanical systems.
9. Preservation and renewal of historic buildings, districts, and landscapes affirm the continuity and evolution of urban society.

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For information, visit www.cnu.org

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GLOSSARY OF TERMS IN THE 2005 VENTURA GENERAL PLAN

Abbreviations

ADT: Average number of vehicle trips per day
 CEQA: California Environmental Quality Act
 CIP: Capital Improvements Program
 CNEL: Community Noise Equivalent Level
 dB: Decibel
 DOF: California Department of Finance
 EIR: Environmental Impact Report
 FAR: Floor Area Ratio
 FEMA: Federal Emergency Management Agency
 LAFCo: Local Agency Formation Commission
 Ldn: Day and Night Average Sound Level
 Leq: Sound Energy Equivalent Level
 LOS: Traffic Intersection Level of Service
 RDA: City of Ventura Redevelopment Agency
 SCAG: Southern California Association of Governments
 SOI: Sphere of Influence
 TDM: Transportation Demand Management
 TOD: Transit-Oriented Development
 VCOG: Ventura County Council of Governments

Definitions

Acre: Approximately 43,560 square feet.

Acres, Gross: The entire acreage of a site calculated to the centerline of proposed bounding streets and to the edge of the right-of-way of existing or dedicated streets.

Acres, Net: The portion of a site that can actually be built upon. The following generally are not included in the net acreage of a site: public or private road rights-of-way, public open space, and flood ways.

Action: A strategy carried out in response to adopted policy to achieve a specific goal or objective. Policies and action statements establish the “who,” “how” and “when” for carrying out the “what” and “where” of goals and objectives.

Adaptive Reuse: The conversion of obsolescent or historic buildings from their original or most recent use to a new use; for example, the conversion of former hospital or school buildings to residential use, or the conversion of a historic single-family home to office use.

Affordable Housing: Housing capable of being purchased or rented by a household with very low, low, or moderate income, based on a household’s ability to make monthly payments necessary to obtain housing. Housing is considered affordable when a household pays less than 30 percent of its gross monthly income (GMI) for housing including utilities.

Alley: A narrow service way, either public or private, which provides a permanently reserved but secondary means of public access not intended for general traffic circulation. Alleys typically are located along rear property lines.

Ambient: Surrounding on all sides; used to describe measurements of existing conditions with respect to traffic, noise, air and other environments.

Annex, v: To incorporate a land area into an existing district or municipality, with a resulting change in the boundaries of the annexing jurisdiction.

Aquifer: An underground, water-bearing layer of earth, porous rock, sand, or gravel, through which water can seep or be held in natural storage. Aquifers generally hold sufficient water to be used as a water supply.

Arterial: Medium-speed (30-40 mph), medium-capacity (10,000-35,000 average daily trips) roadway that provides intra-community travel and access to the county-wide highway system. Access to community arterials should be provided at collector roads and local streets, but direct access from parcels to existing arterials is common.

Bicycle Lane (Class II): A corridor expressly reserved for bicycles, existing on a street or roadway in addition to any lanes for use by motorized vehicles.

Bicycle Path (Class I): A paved route not on a street or roadway and expressly reserved for bicycles traversing an otherwise unpaved area. Bicycle paths may parallel roads but typically are separated from them by landscaping.

Bicycle Route (Class III): A facility shared with motorists and identified only by signs, a bicycle route has no pavement markings or lane stripes.

Buffer: An area of land separating two distinct land uses that acts to soften or mitigate the effects of one land use on the other.

Building: Any structure used or intended for supporting or sheltering any use or occupancy.

Building Type: a structure category determined by function, disposition on the lot, and configuration, including frontage and height. For example, a rowhouse is a type, not a style.

Buildout: Development of land to its full potential or theoretical capacity as permitted under current or proposed planning or zoning designations.

California Environmental Quality Act (CEQA): Law requiring State and local agencies to regulate activities with consideration for environmental protection. If a proposed activity has the potential for a significant adverse environmental impact, an Environmental Impact Report (EIR) must be prepared and certified before taking action on the proposed project.

Capital Improvements Program (CIP): A program that schedules permanent City improvements at least five years ahead to fit projected fiscal capability. The CIP is reviewed annually.

Channelization: The straightening and/or deepening of a watercourse for purposes of runoff control or ease of navigation; often includes lining banks with retaining material such as concrete.

Character: Special physical characteristics of a structure or area that set it apart from its surroundings and contribute to its individuality.

Charrette: An interactive, multi-day public process in which the community works together with planning and design professionals and City staff and officials to create and support a feasible plan for a specific area of the City that will produce positive and transformative community change.

City: When capitalized, refers to the governmental entity; “city” refers to the geographic area.

Civic: the term defining not-for-profit organizations dedicated to the arts, culture, education, recreation, government, transit, and municipal parking.

Clustered Development: Buildings placed close together with the purpose of retaining open space area.

Co-housing: A residential development with dwelling units for grouped around a common kitchen, gathering room, and child-care facilities. Co-housing developments normally are organized as condominiums.

Collector: Relatively-low-speed (25-30 mph), relatively low-volume (5,000-10,000 average daily trips) street that provides circulation within and between neighborhoods. Collectors usually serve short trips and are intended for collecting trips from local streets and distributing them to the arterial network.

Commerce; Commercial: The buying and selling of commodities and services.

Community Noise Equivalent Level (CNEL): A 24-hour energy equivalent level derived from a variety of single-noise events, with weighting factors of 5 and 10 dBA applied to the evening (7 PM to 10 PM) and nighttime (10 PM to 7 AM) periods, respectively, to allow for the greater sensitivity to noise during these hours.

Community Park: Land with full public access intended to provide recreation opportunities beyond those supplied by neighborhood parks. Community parks are larger in scale than neighborhood parks but smaller than regional parks.

Corridor: Linear features that may form boundaries, as well as connections, between neighborhoods. Corridors frequently encompass major access routes, especially ones with commercial destinations. Corridors also can incorporate parks or natural features such as streams or canyons.

dB: Decibel; a unit used to express the relative intensity of a sound as it is heard by the human ear.

dBA: The "A-weighted" scale for measuring sound in decibels; weighs or reduces the effects of low and high frequencies in order to simulate human hearing. Every increase of 10 dBA doubles the perceived loudness though the noise is actually ten times more intense.

Dedication: The turning over by an owner or developer of private land for public use, and the acceptance of land for such use by the governmental agency having jurisdiction over the public function for which it will be used. Dedications for roads, parks, school sites, or other public uses often are made conditions for approval of a development by a city or county.

Density, Residential: The number of permanent residential dwelling units per gross acres of land.

Density Bonus: The allocation of development rights that allow a parcel to accommodate additional square footage or additional residential units beyond the maximum for which the parcel is zoned, usually in exchange for the provision or preservation of an amenity at the same site or at another location. Under California law, a housing development that provides 20 percent of its units for lower income households, or 10 percent of its units for very low-income households, or 50 percent of its units for seniors, is entitled to a density bonus.

Design Review: The comprehensive evaluation of a development and its impact on neighboring properties and the community as a whole, from the standpoint of site and landscape design, architecture, materials, colors, lighting, and signs, in accordance with a set of adopted criteria and standards.

Detention Basin: A structure constructed to retard flood runoff and minimize the effect of sudden floods. Water is temporarily stored and released through an outlet structure at a rate that will not exceed the carrying capacity of the channel downstream. Basins often are planted with grass and used for open space or recreation in periods of dry weather.

Developer: An individual or business that prepares raw land for the construction of buildings or causes to be built physical space for use primarily by others, and in which the preparation of the land or the creation of the building space is in itself a business and is not incidental to another business or activity.

Development: The physical extension and/or construction of urban land uses, including: subdivision of land; construction or alteration of structures, roads, utilities, and other facilities; installation of septic systems; grading; deposit of refuse, debris, or fill materials; and clearing of natural vegetative cover (with the exception of agricultural activities). Routine repair and maintenance activities are exempted.

Development Fee: (See "Impact Fee.")

District: An area of the city that has a unique character identifiable as different from surrounding areas because of distinctive architecture, streets, geographic features, culture, landmarks, activities, and/or land uses. A neighborhood or parts of neighborhoods can form a district. Districts consist of streets or areas emphasizing specific types of activities. A corridor may also be a district, as when a major shopping avenue runs between adjoining neighborhoods.

Dwelling Unit: A room or group of rooms (including sleeping, eating, cooking, and sanitation facilities, but not more than one kitchen), which constitutes an independent housekeeping unit, occupied or intended for occupancy by one household on a long-term basis.

Encourage, v: To stimulate or foster a particular condition through direct or indirect action by the private sector or government agencies.

Enhance, v: To improve existing conditions by increasing the quantity or quality of beneficial uses or features.

Environment: The existing physical conditions in an area that will be affected by a proposed project, including land, air, water, mineral, flora, fauna, noise, and objects of historic or aesthetic significance.

Environmental Impact Report (EIR): A report required by CEQA that assesses all the environmental characteristics of an area and determines what effects or impacts will result if the area is altered or disturbed by a proposed action.

Fault: A fracture in the earth's crust forming a boundary between rock masses that have shifted.

Flood, 100-Year: The magnitude of a flood expected to occur on the average every 100 years, based on historical data. The 100-year flood has a one percent chance of occurring in any given year.

Floodplain: The relatively level land area on either side of the banks of a stream regularly subject to flooding. That part of the flood plain subject to a one percent chance of flooding in any given year is designated as an "area of special flood hazard" by the Federal Insurance Administration.

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the "base flood" without cumulatively increasing the water surface elevation more than one foot. No development is allowed in floodways.

General Plan: A compendium of city or county policies regarding its long-term development, in the form of maps and accompanying text. The General Plan is a legal document required by the State of California Government Code Section 65301 and adopted by the City Council.

Gateway: A point along the edge of a city at which a person gains a sense of having left the environs and entered the city.

Goal: A general, overall, and ultimate purpose, aim, or end toward which the City will direct effort.

Green: A whole-building and systems approach to siting, design, construction, and operation that employs techniques that minimize environmental impacts and reduce the energy consumption of buildings while contributing to the health and productivity of occupants.

Hazardous Material: Any substance that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. The term includes, but is not limited to, hazardous substances and hazardous wastes.

Hillside Area: All that area north of Foothill and Poli Street, and east of Cedar Street and within City limits. This area is subject to the Hillside Management Program.

Hillside Open Space: One of the 19 distinct communities within the City’s Planning Area; coterminous with the Hillside Voter Participation Area; generally referred to as “hillsides”.

Hillside Voter Participation Area or HVPA: The area subject to the “Hillside Voter Participation Act” (also known as Measure “P”) as set forth in Appendix X and coterminous with the “Hillside Open Space” area depicted on the Land Use Diagram.

Hillsides: Synonymous and coterminous with HVPA and “Hillside Open Space”.

Historic: Noteworthy for significance in local, state, or national history or culture, architecture or design, or housing works of art, memorabilia, or artifacts.

Household: Persons who occupy a housing unit.

Housing Element: A separately published State-mandated general plan element that assesses existing and projected housing needs of all economic segments of the community, identifies potential sites adequate to provide the amount and kind of housing needed, and contains adopted goals, policies, and implementation programs for the preservation, improvement, and development of housing. The Housing Elements is updated every five years.

Housing Unit: A rooms or a rooms intended for occupancy, separate from any other living space, with direct access from outside or through a common area.

Impact: The direct or indirect effect of human action on existing physical, social, or economic conditions.

Impact or Development Fee: A fee levied on the developer of a project as compensation for otherwise-unmitigated impacts the project will produce, not to exceed the estimated reasonable cost of providing the service for which the fee is charged.

Industry/Industrial: The manufacture, production, and processing of consumer goods. Industrial is often divided into "heavy industrial" uses, such as construction yards, quarrying, and factories; and "light industrial" uses, such as research and development and less intensive warehousing and manufacturing.

Infill: Development of vacant and/or underutilized land within areas already largely developed with urban uses.

Infrastructure: Public services and facilities, such as sewage-disposal systems, water-supply systems, and other utilities.

In-lieu Fee: Payment that substitutes for required dedication of land or provision of structures or amenities.

Institutional: Uses such as hospitals, museums, schools, places of worship, and nonprofit activities of a welfare, educational, or philanthropic nature that cannot be considered residential, commercial, or industrial activities.

Landmark: (1) A building, site, object, structure, or significant tree, having historical, architectural, social, or cultural significance and marked for preservation by the local, state, or federal government. (2) A visually prominent or outstanding structure or natural feature that functions as a point of orientation or identification.

Ldn: Day-Night Average Sound Level. The A-weighted average sound level for a given area (measured in decibels) during a 24-hour period with a 10 dB weighting applied to night-time sound levels. The Ldn is approximately numerically equal to the CNEL for most environmental settings.

Leq: The energy equivalent level, defined as the average sound level on the basis of sound energy (or sound pressure squared). The Leq is a "dosage" type measure and is the basis for the descriptors used in current standards, such as the 24-hour CNEL used by the State of California.

Lease: A contractual agreement by which an owner of real property (the lessor) gives the right of possession to another (a lessee) for a specified period of time (term) and for a specified consideration (rent).

Level of Service, Intersection (LOS): A scale that measures the amount of traffic an intersection is capable of handling. Levels range from A, representing free-flow, to F corresponding to significant stoppage.

Liquefaction: The transformation of loose water-saturated granular materials (such as sand or silt) from a solid into a liquid state, which can lead to ground failure during an earthquake.

Live-Work: A dwelling unit that contains, to a limited extent, a commercial component. A live-work unit is a fee-simple unit on its own lot with the commercial component limited to the ground level. (see Work-Live)

Local Agency Formation Commission (LAFCo): A commission in each county that reviews and evaluates proposals for formation of special districts, incorporation of cities, annexation to special districts or cities, consolidation of districts, and merger of districts with cities. LAFCo members include two county supervisors, two city council members, and one member representing the general public.

Local Coastal Program (LCP): A combination of City land use plans, zoning regulations, and zoning district maps that control land use in the Coastal Zone established under the California Coastal Act of 1976.

Local Street: Relatively low-volume, low-speed streets (not shown on the Roadway Classifications map), whose primary purpose is to provide access to fronting properties.

Lot: A legally-recognized parcel with frontage on a public or City-approved private street.

Low Income: Households with annual income 80 percent of the County median or less.

Maintain: Keep in an existing state. (See "Preserve.")

Median: The dividing area between opposing lanes of traffic.

Mitigate: Alleviate or avoid to the extent feasible.

Mixed Use: Properties on which various uses, such as office, commercial, and institutional, are combined with residences in a single building or site in an integrated development project with significant functional interrelationships and a coherent physical design. A single site may include contiguous properties.

Neighborhood: The basic building blocks of a community that together comprise the city. Each neighborhood is limited in physical area, with a defined edge and a center. The size of a neighborhood is usually based on the distance that a person can walk in five minutes from the center to the edge – a quarter-mile. Neighborhoods have a fine-grained mix of land uses, providing places to live, work, shop, and be entertained.

Neighborhood Center: The focal point of a neighborhood, commonly featuring places for work, shopping, services, entertainment, leisure, recreation, and social and civic interaction.

Neighborhood Park: A facility intended to serve the recreation needs of people living or working within a one-half mile radius of the park.

Noise: Sound that is undesirable because it interferes with speech and hearing, is intense enough to damage hearing, or is otherwise annoying.

Noise Contour: A line connecting points of equal noise level as measured on the same scale. Noise levels greater than the 60 Ldn contour (measured in dBA) require mitigation in residential development.

Office: Professional or consulting services in fields such as accounting, architecture, design, engineering, finance, law, insurance, medicine, real estate, and similar types of work.

Open Space: An area of land or water that is essentially unimproved and devoted to outdoor recreation and/or the preservation of natural resources.

Outdoor Recreation: Recreation in an urbanized outdoor setting (active recreation) or open-space outdoor setting (passive recreation).

- (a) *Active outdoor recreation* includes participant sports or other activities conducted in open or partially enclosed or screened recreational activities facilities. Typical uses include driving ranges, miniature golf courses, golf courses, amusement parks, swimming pools, and tennis courts and usually rely on permanent above-ground improvements, including, but not limited to, playing fields or courts, restrooms, and tables.
- (b) *Passive outdoor recreation* includes recreational activities, usually of an individual or small group nature, such as sunbathing, walking, hiking, bird watching, or nature study, conducted in an open-space setting and which, generally, do not rely on the use of permanent aboveground improvements or involve motorized vehicle use.

Parcel: A lot, or contiguous group of lots, in single ownership or under single control, usually considered a unit for purposes of development.

Parks: Open space lands whose primary purpose is recreation.

Parkway: The area between curb and sidewalk, usually planted with ground cover and/or trees.

Pedestrian Shed: an area defined by the average distance that may be traversed at an easy walking pace from its edge to its center. This distance is applied to determine the size of a neighborhood or extent of a community. A standard Pedestrian Shed is one quarter of a mile radius or 1,320 feet. With transit available or proposed, a long Pedestrian Shed has an average walking distance of ½-mile or 2,640 feet. Pedestrian Sheds should be conceived as oriented toward a central destination containing one or more important intersections, meeting places, civic spaces, civic buildings, and the capacity to accommodate a T5 Transect Zone in the future. Sometimes called a Walkshed.

Planning Area: The land area addressed by the General Plan, which includes the City Limits, potentially annexable land in the Sphere of Influence, and neighboring open space and agricultural areas of Ventura County that the City desires to remain in rural condition.

Policy: A statement of principle that anticipates specific actions to be undertaken to meet City goals.

Pollution: The presence of matter or energy whose nature, location, or quantity produces undesired environmental effects.

Preserve: Keep intact and safe from destruction or decay.

Protect: Maintain and preserve beneficial uses in their present condition.

Public and Quasi-public Facilities: Institutional, academic, governmental and community service uses, either publicly owned or operated by non-profit organizations.

Public Art: Signs, other monuments, sculptures, murals, statues, fountains, and other artistic installations in spaces accessible to the general public that accentuate or draw attention to a particular place or feature of the city, provide a focal point for public gathering, and/or serve a specific function, such as to provide seating.

Recreation, Active: A type of recreation that requires organized play areas, such as softball, baseball, football and soccer fields, tennis and basketball courts and various forms of children's play equipment.

Recreation, Passive: Recreation that does not require organized play areas.

Recycling: The process of extracting and reusing materials from waste products.

Redevelop: To demolish existing buildings, or increase the overall floor area existing on a property, or both, irrespective of whether a change occurs in land use.

Redevelopment Agency: The City division created under California Redevelopment Law for the purpose of planning, developing, re-planning, redesigning, clearing, reconstructing, and/or rehabilitating all or part of a specified area with residential, commercial, industrial, and/or public (including recreational) structures and facilities.

Regional: Pertaining to activities or economies at a scale greater than that of a single jurisdiction and affecting a broad geographic area.

Regional Park: A park typically 150-500 acres in size focusing on activities and natural features not included in most other types of parks and often based on a specific scenic or recreational opportunity.

Restore: Renew, rebuild, or reconstruct to a former state.

Ridesharing: Vehicle travel other than driving alone.

Ridgeline: A line connecting the highest points along a ridge and separating drainage basins or small-scale drainage systems from one another.

Right-of-way: Land intended to be occupied by transportation and public use facilities such as roadways, railroads, and utility lines.

Riparian: Areas adjacent to perennial and intermittent streams delineated by the existence of plant species normally found near fresh water.

Runoff: The portion of precipitation that does not percolate into the ground.

Seismic: Caused by or subject to earthquakes or earth vibrations.

Sidewalk: the paved layer of the public frontage dedicated exclusively to pedestrian activity.

Specific Plan: A legal tool allowed by State Government Code Section 65450 et seq. that prescribes detailed regulations, conditions, programs, and/or proposed legislation for a defined area of the city.

Sphere of Influence: The probable ultimate physical boundaries and service area of the city, as determined by LAFCo.

Streetscape: the urban element that establishes the major part of the public realm. The streetscape is composed of thoroughfares (travel lanes for vehicles and bicycles, parking lanes for cars, and sidewalks or paths for pedestrians) as well as the visible private frontages (building facades and elevations, porches, yards, fences, awnings, etc.), and the amenities of the public frontages (street trees and plantings, benches, and streetlights, etc.).

Structure: Anything constructed or erected that requires location on the ground (excluding swimming pools, fences, and walls used as fences).

Subdivision: The division of a land into defined lots or condominiums that can be separately conveyed by sale or lease.

Sustainable: Meeting the needs of the present without compromising the ability of future generations to meet their needs, and successfully balancing economic, environmental, and social equity concerns.

Tourism: The business of providing services for persons traveling for pleasure.

Transect: a system of ordering human habitats in a range from the most natural to the most urban. Based upon six Transect Zones that describe the physical character of place at any scale, according to the density and intensity of land use and urbanism.

Transit-Oriented Development (TOD): Relatively high-density development located within an easy walk of a major transit stop, generally with a mix of residential, employment, and shopping designed primarily for pedestrians.

Transit, Public: A system of regularly-scheduled buses and/or trains available to the public on a fee-per-ride basis.

Transportation Demand Management (TDM): Strategies for reducing the number of vehicle trips by increasing ridesharing, transit use, walking, and biking.

Trip: A one-way journey that proceeds from an origin to a destination via a single mode of transportation.

Truck Route: A route required for all vehicles exceeding set weight or axle limits, which follows major arterials through commercial or industrial areas and avoids sensitive areas.

Underutilized: Non-vacant properties that have not been fully developed with improvements that reach the allowed density and/or floor area.

Urban Design: The attempt to give form, in terms of both beauty and function, to selected urban areas or to whole cities. Urban design is concerned with the location, mass, and design of various urban components and combines elements of urban planning, architecture, and landscape architecture.

Use Permit: The discretionary and conditional review of an activity or function or operation on a site or in a building or facility.

Very Low Income: Households with annual income 50 percent of the County median or less.

View Corridor: The line of sight of an observer looking toward an object of significance (e.g., ridgeline, river, historic building, etc.).

Viewshed: The area within view from a defined point.

Watercourse: Presently or once naturally perennially or intermittently flowing water, including rivers, streams, barrancas, and creeks. Includes waterways that have been channelized, but not ditches or underground drainage and sewage systems.

Watershed: The total area above a given point on a watercourse that contributes water to its flow; also, the entire region drained by a watercourse.

Wetlands: Transitional areas between terrestrial and aquatic systems where the water table is usually at or near the surface, or the land is covered by shallow water. Federal agencies establish hydrology, vegetation, and soil criteria to define wetlands.

Work-Live: A dwelling unit that contains a commercial component. A Work-Live unit is a fee-simple unit on a lot with the commercial component anywhere within the unit. (see Live-Work)

Yield Street: A street whereby by two vehicles, going in opposite directions, one car will often have to pull over slightly and yield to the other vehicle, depending on how many cars are parked on the street. A standard residential street.

Zoning: The regulation of building forms and land uses throughout the city.

EMERGENCY OPERATIONS PLAN



2021

CITY OF
VENTURA
EMERGENCY SERVICES

Emergency Operations Center (EOC)

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INTRODUCTION

Acknowledgements

The City of Ventura's Emergency Response plan is the result of departments within the City pulling together a comprehensive plan to address emergencies. The following documents were used as reference information in putting this plan together:

- Federal Emergency Management Agency
- Federal Emergency Management Agency: Guide for All-Hazard Emergency Operations Planning
- OES: "Local Government Emergency Planning Guidance"
- California Governor's Office of Emergency Services: Standardized Emergency Management System
- City of San Buenaventura Emergency Operations Plan, 2013
- City of Ventura General Plan, August 2005 (under revision)

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response, and recovery, and standardize the emergency management system requirements presented in Title 19 of the California Code of Regulations and the National Incident Management System. This Emergency Operations Plan does not guarantee the safety of any individual, structure, or organization in a disaster. The City of Ventura assumes no liability for deaths, injuries, or property damage resulting from a disaster.

Foreword

This Emergency Operations Plan (EOP) addresses the City of San Buenaventura's planned response to significant emergencies. The plan does not address routine day-to-day emergencies. Instead, the operational concepts reflected in this plan focus on large-scale disasters that exceed the City of Ventura's resources and require an emergency response.

This plan is designed to be read, understood, and exercised before an emergency. It is designed to include the City of San Buenaventura as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs) resource lists and checklists that detail how assigned responsibilities are performed to support implementation of the EOP and to ensure an effective response during a disaster. Such SOPs should include the specific emergency authorities that designated officials and their successors can assume during emergencies.

Assumptions

- The City of San Buenaventura is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, minimize property damage, and protect the environment.

- The City of San Buenaventura utilizes the precepts of the Incident Command System (ICS), SEMS, and NIMS in emergency response operations.
- The Director of Disaster Services, City Manager, will coordinate the City's disaster response in conformance with its Emergency Services Ordinance (Municipal Code Section 2.370.050).
- The City of San Buenaventura will support and be supported by the Ventura County Operational Area.
- The City of San Buenaventura's resources will be made available to local agencies and citizens to cope with disasters affecting the area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.

Emergency Management Goals

- Provide effective life safety measures
- Provide a structure for the response
- Protect the environment.
- Provide for the rapid recovery of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

Organization of the Plan

- **Part One** - Basic Plan. Overall organizational and operational concepts relative to response and recovery, and an overview of identified/potential hazards.
- **Part Two** - Emergency Response Organization Functions. Description of the emergency response organization and emergency action checklists and reference material.
- **Annexes** – Specific Plans that augment the EOP, i.e., Evacuation Plan, Tsunami Response Plan, and Public Information Officer's Plan.
- **Appendix** – A restricted-use document - contains the emergency/disaster organization's notification numbers, other essential numbers, and secure and sensitive information. To maintain up-to-date information, the appendices shall be updated independently of the body of the plan and are considered confidential documents.

Activation of the Plan

- On the order of the City Manager as designated by the City of San Buenaventura Municipal Code, Chapter 2.370, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance.
- When the Governor has proclaimed a State of Emergency, which includes this jurisdiction.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- When there has been a Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

Approval and Promulgation

This plan will be reviewed by all departments/agencies assigned a primary function in the Emergency Operations Center Organizational Matrix (Part Two, Chart 1). Upon completion of the review and written concurrence by these departments/agencies, the EOP will be submitted to the California Office of Emergency Services (Cal OES) for review and then to the City Council for review and approval. Upon concurrence by the City Council, the plan will be officially adopted and promulgated.

Maintenance of the EOP

The Emergency Services Manager is responsible for coordination and scheduling of training and exercising of this plan. The City of Ventura will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations.

The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible department or agency will review and upgrade its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises, or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The Emergency Services Manager is responsible for making revisions to the EOP that will enhance response and recovery operations. Emergency Services Manager will prepare, coordinate, publish and distribute any necessary changes to the plan to all City departments and other agencies as shown on the distribution list on page 8 of this EOP.

Legal Counsel to the City of Ventura will also review documents that provide the legal basis for emergency planning to ensure conformance to SEMS and NIMS requirements and modify as necessary.

Letter of Promulgation

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF CITY OF SAN BUENAVENTURA

The preservation of life and property is an inherent responsibility of local, state, and federal governments. The City of San Buenaventura has prepared this Emergency Operations Plan (EOP) to ensure the most effective allocation of resources for the maximum benefit and protection of the population during the emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, general procedures, and provides for coordination of planning efforts of the various emergency staff utilizing the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS). This plan supersedes all previous City of San Buenaventura Emergency Operations Plans.

This plan aims to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding to an emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in emergencies or disasters within the City of San Buenaventura.

This EOP will become effective on approval by the City Council.

Adopted on May 10, 2021.

Record of Revisions

Change #	Date	Summary of Change	Page Numbers	Entered By
001	1-13-21	Comprehensive content edits	1-404	Daniel Wall
002	1-25-21	Executive team review/approval		Daniel Wall
003	2-10-21	Graphics/Templates applied		Peter Graves

Distribution List

Departments/Agencies Receiving Copies of the EOP:	# Copies
California Office of Emergency Services, Southern Region (Digital copy)	1
Ventura County Operational Area - Ventura County Sheriff's OES	1
Mayor and City Council	7
City Manager (Director of Disaster Services)	1
Emergency Services Manager	1
City Attorney	1
Police Department	1
EOC	6
Public Works Department	1
Ventura Water	1
Community Development Department	1
County Health Officer	1
Finance & Technology Department	1
Human Resources Department	1
Department of Parks, Recreation & Community Partnerships	1
Fire Department	2
Ventura Unified School District	1
Cal OES	1
Ventura County OES	1
EOC POTENTIAL STAFF MEMBERS (Electronic Copy)	32

Department/Agency Concurrence

DEPARTMENT	TITLE	CONTACT NAME
City Manager	City Manager	Alex McIntyre
City Attorney	City Attorney	Gregory Diaz
Fire Department	Fire Chief	David Endaya
Police Department	Police Chief	Darin Schindler
Public Works	Director	Phillip Nelson
Ventura Water	General Manager	Susan Rungren
Parks & Recreation	Director	Nancy O'Conner
Community Development	Director	Peter Gilli
Human Resources	Director	Danielle Keys
Risk Management	Risk Manager	Lisa Oland
Finance & Technology	Interim Director	Michael Coon
Ventura County Sheriff's Office of Emergency Services	Assistant Director	Patrick Maynard
American Red Cross Ventura County	Disaster Services	Scott O'Connell
California Office of Emergency Services	Emergency Services Coordinator	Jenny Novak

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SECTION ONE - OVERVIEW

Purpose

The Plan addresses the City's response to emergencies associated with natural disasters and technological incidents. It provides an overview of operational concepts, identifies components of the City's emergency management organization within the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and describes the overall responsibilities of the federal, state, local entities for protecting life and property and assuring the overall wellbeing of the population.

Scope

This Emergency Operations Plan (EOP):

- Defines the scope of preparedness and incident management activities
- Describes the organizational structures, roles, and responsibilities, policies, and protocols for providing emergency support
- Facilitates response and short-term recovery activities
- Is flexible enough for use in all emergencies/disasters
- Describes the purpose, situation, and assumptions, the concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references
- Pre-designates City representatives to functional positions within the City's emergency management organization
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols

Concept of Operations

During emergencies or disasters, operations involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are several similarities in operational concepts for emergencies. Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no warning, requiring immediate activation of the emergency operations plan and commitment of resources. All departments must be prepared to respond promptly and effectively to any foreseeable emergency, including providing and utilizing mutual aid (see Part One - Section Six- Mutual Aid).

Emergency management activities are often associated with the four emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

Preparedness Phase

The preparedness phase involves activities engaged in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and public education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation procedures.

Increased Readiness

Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update emergency plans, SOPs, and resources listings
- Dissemination of accurate and timely emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Services Workers
- Mobilization of resources
- Testing warning and communications systems

Response Phase

Pre-Emergency

When a disaster is inevitable, actions are precautionary and emphasize the protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Notify the Ventura County Operational Area of the emergency
- Identifying the need for mutual aid and requesting through the Ventura County Operational Area
- Proclamation of a Local Emergency by local authorities.

Emergency Response

During this phase, the emphasis is placed on saving lives and property, controlling the situation, and minimizing the effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats
- Mutual aid from outside the City is required
- The City is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are completely committed and additional resources are required, mutual aid requests will be initiated through the Ventura County Operational Area. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the appropriate local official.

Depending on the severity of the emergency, a Local Emergency may be proclaimed, the local Emergency Operating Center (EOC) may be activated, and Ventura County Operational Area will be advised. The Director of the California Office of Emergency Services (Cal OES) may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the Cal OES Director.

Cal OES may also activate the State Operations Center (SOC) in Sacramento to support Cal OES Regions, state agencies, and other entities in the affected areas and to ensure the effectiveness of the state's SEMS. The State Regional EOC (REOC) in Los Alamitos, or an alternate location, will support the Ventura County Operational Area.

If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. The REOC will coordinate all emergency response efforts and initial recovery support.

Sustained Emergency

In addition to continuing life, property, and environment protection operations, the following activities will be initiated: mass care, relocation, registration of displaced persons, and damage assessment operations.

Recovery Phase

As soon as possible, the Director of OES, operating through the VCSO representatives of the American Red Cross, to coordinate the implementation of assistance programs and establish support priorities. Local Assistance Centers (LACs) or telephonic centers may also be established, providing a "one-stop" service to initiate the process of receiving federal, state, and local recovery assistance.

The recovery period has primary objectives that may overlap, including:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

Mitigation Phase¹

Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.² Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levy or abatements
- Public information and community relations
- Land use planning
- Professional training

Public Awareness and Education

The public's response to any emergency/disaster is based on an understanding of the nature of the emergency/disaster, the potential hazards, the likely response of emergency services, and what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state, and federal officials to ensure their contribution to emergency preparedness and response operations. The City of San Buenaventura has a public awareness and education program that includes public preparedness training and presentations to the community and building the City's Community Emergency Response Team (CERT). Emergency Public Information procedures are addressed in Part Two, Management Section Support Documentation.

ADA Requirements

Emergency preparedness and response programs must be made accessible to people with disabilities or access and functional needs and is required by the Americans with Disabilities Act or 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power
- Accessibility to mobility devices or service animals while in transit or at shelter
- Accessibility to information

Refer to Part Two, Operations Supporting Documentation, Access and Functional Needs Considerations for additional issues.

Disaster Animal Care Considerations

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans to address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. The needs of animals during a disaster have been incorporated into this plan, especially in the areas of transportation and care and shelter activities.

Training and Exercises

The City's emergency management staff will conduct regular training and exercising of city staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The Emergency Services Manager is responsible for coordinating, scheduling and documenting the training and exercises

The objective is to train and educate public officials, emergency/disaster response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster response operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers, or at the field level must receive appropriate SEMS/NIMS/ICS training.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems that will be used in a disaster. Annual exercises are required by both SEMS and NIMS. There are several forms of exercises:

- **Tabletop exercises** designed to evaluate policy, plans and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as evacuation, communications, public information or overall city response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

The City uses the Homeland Security Exercise Evaluation Program (HSEEP) building block concept in the development of its exercise program. Exercises are planned in a cycle that increases in complexity to train and strengthen EOC personnel to specific target capabilities.

Alerting and Warning

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The City will utilize various modes to alert and warn the community.

Special attention will be paid to those population groups that may need additional alerting and warning assistance, i.e. hard of hearing, hearing and visually impaired. The various systems are described and the "Emergency Conditions and Warning Actions" through which these systems may be accessed is in Part Two, Management Section Support Documentation.

SECTION TWO - STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)**GENERAL**

The Standardized Emergency Management System (SEMS) has been adopted by the City of San Buenaventura to manage a response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. SEMS (Government Code Section 8607(a)) incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

The National Incident Management System (NIMS) was adopted by the State of California and is integrated into the existing SEMS. NIMS is further discussed in **Part One, Section Three**.

SEMS consists of five levels: field response, local government, operational areas (countywide), Cal OES Mutual Aid Regions, and state government.

Field Response

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions are command, operations, planning/intelligence, logistics, and finance/administration.

Local Government Response

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for the overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in **Part Two, Management Section**.

Cities are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for the restoration of services that they usually provide. They may also be responsible for the safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level, and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

Operational Area

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the operational area,
- Coordinating information, resources and priorities between the regional level and the local government level, and
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. On November 21, 1995, the Ventura County Board of Supervisors adopted a formal resolution establishing the Ventura County Operational Area. The Ventura County Sheriff's Office of Emergency Services is the lead agency for the Ventura County Operational Area which includes the City of Ventura.

When the Ventura County Operational Area EOC is activated, the Sheriff of Ventura County, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting emergency/disaster operations within the County. The Operational Area is the focal point for information sharing and support requests by cities within the County. The Operational Area Coordinator and supporting staff constitutes the Operational Area Emergency Management Staff. The Operational Area Staff submits all requests for support that cannot be obtained within the County, and other relevant information, to Cal OES Southern Region, Mutual Aid Region I.

The Ventura County Sheriff's EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

1. A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
2. Two or more cities within the operational area have proclaimed a local emergency.
3. The county and one or more cities have proclaimed a local emergency.
4. A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
5. A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.

6. The operational area requests resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.
7. The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

Regional

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency-related activities.

Cal OES has also established three Administrative Regions (Coastal, Inland, and Southern). These Administrative Regions are how Cal OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

The City of San Buenaventura is within Cal OES's Southern Administrative Region and Region 1 mutual aid region (Region 1A for law enforcement mutual aid).

State

The state-level of SEMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state-level also serves as the coordination and communication link between the state and the federal disaster response system.

Federal

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA)

DHS/FEMA serves as the primary federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with DHS/FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with DHS/FEMA and other federal agencies.

SEMS REQUIREMENTS

The City of San Buenaventura will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

1. Use SEMS when
 - A local emergency is proclaimed, or
 - The City EOC is activated.
2. Establish coordination and communications with Incident Commanders either
 - Through departmental operating centers (DOCs) to the EOC, when activated, or
 - Directly to the EOC, when activated.
3. Use existing mutual aid systems for coordinating fire and law enforcement resources.
4. Establish coordination and communications between the City of San Buenaventura's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of San Buenaventura with an emergency response role. The City's Emergency Services Manager has the lead staff responsibility for emergency management compliance with responsibilities for:

- Communicating information within the City of San Buenaventura on emergency management requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Incorporating SEMS into the City of San Buenaventura's EOP and procedures.
- Incorporating SEMS into the City of San Buenaventura's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of San Buenaventura. The emergency role of these special districts should be determined, and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of San Buenaventura will participate in the Ventura County Operational Area organization and system for coordination and communication within the operational area.

All city staff who may participate in emergencies in the EOC, department operations centers (DOCs), or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.

In addition to the training, the City ensures that EOC staff regularly participates in emergency management exercises to improve preparedness, response, and recovery activities.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management:** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations:** Responsible for coordinating all city operations in support of the emergency response through implementation of the City's EOC Action Plan
- **Planning/Intelligence:** Responsible for collecting, evaluating and disseminating information; developing the EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials.
- **Finance/Administration:** Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

MAJOR SEMS COMPONENTS

Organization Flexibility - Modular Organization

The SEMS organization is modular and can be expanded or contracted as the situation develops. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

Management of Personnel - Hierarchy of Command and Span-of-Control

Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to ever five persons or units.

Incident Action Plans

At local, operational area, regional and state levels, the use of Incident action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts,
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should include all EOC functions and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable timeframe is then established for accomplishing those actions. The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in **Part Two - Planning/Intelligence Support Documentation --Action Planning**.

SEMS COORDINATION

Multi-Agency or Inter-Agency Coordination at the Local Government Level

Emergency response is coordinated at the EOC through representatives from city departments and agencies, outside agencies, volunteer agencies and private organizations.

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

The City may participate with other local governments and agencies in a multi-agency coordination group organized by another local government.

Coordination with the Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City of San Buenaventura's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. If a DOC is not activated, the Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section.

Coordination with Ventura County Operational Area Level

Coordination and communications should be established between the City's EOC and the operational area. The communications links are telephone, satellite phone, radio, data and amateur radio, the Ventura County Auxiliary Communication Services (ACS) radio system, runner, etc.

Ventura County uses an Operational Area Inter Agency Coordinating Group concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

Coordination with Special Districts

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

The City of San Buenaventura has various special districts but only a few that may have a shared role in an effective response and recovery to a disaster affecting the City:

- Casitas Municipal Water District – provides wholesale and retail water to most of the Ojai Valley, Ventura River Valley, and the western part of the City
- Gold Coast Transit - Owns, operates, manages, and maintains a public transit system and associated facilities, within all unincorporated areas of Ventura County, and the cities of Ojai, Oxnard, Port Hueneme, and Ventura
- Ventura Port District - Owns and operates the Ventura Harbor
- Ventura Unified School District – Serves the City of San Buenaventura by providing K through 12 public education through 15 elementary schools, 2 K-8 schools, 4 middle schools, 3 comprehensive high schools, 1 independent study high school and 1 continuation high school³

Coordination with Volunteer and Private Agencies

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of San Buenaventura's EOC will establish and practice communications with private and volunteer agencies providing services within the city. In Collaboration with the following groups: such as the American Red Cross, Community Emergency Response Team (CERT), and Auxiliary Communication Services (ACS).

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Cities served by many private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

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SECTION THREE - NATIONAL INCIDENT MANAGEMENT SYSTEM

In addition to SEMS, the City of San Buenaventura recognizes and has incorporated the National Incident Management System (NIMS) into the EOP, training, and exercises.

NIMS COMPONENTS

Fundamental and Concepts

- **Flexibility** - NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- **Standardization** - Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.
- **Unity of Effort** - Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their authorities.

Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction's resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

This component includes three sections:

- **Resource Management Preparedness** - involves: identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.
- **Resource Management During an Incident** - The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources.
- **Mutual Aid** - Mutual aid involves sharing resources and services between jurisdictions or organizations. Mutual aid occurs routinely to meet the resource needs identified by the requesting organization.

Command and Coordination

NIMS standard incident command structures are based on the following key organizational systems:

- **The ICS** - ICS is a standardized, on-scene, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Emergency Operations Centers (EOC)** - EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.
- **Multi-Agency Coordination Group (MAC)** - Groups, sometimes called policy groups, are part of the off-site incident management structure of NIMS. MAC Groups consist of representatives from stakeholder agencies or organizations. They are established and organized to make cooperative multiagency decisions. MAC Groups act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision making among elected and appointed officials and those responsible for managing the incident (e.g., the Incident Commander). In some instances, EOC staff also carry out this activity.
- **Joint Information System (JIS)** - JISs consist of the processes, procedures, and tools to enable communication to the public, incident personnel, the media, and other stakeholders.

Communications and Information Management

The Communications and Information Management component describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions. The four key principles are: 1) Interoperability; 2) Reliability, Scalability, and Portability; 3) Resilience and Redundancy; and 4) Security.

- **Communications Management** – Includes communications management practices and considerations such as Standardized Communication Types, Policy and Planning, Agreements, Equipment Standards and Training to assist incident personnel from different disciplines, jurisdictions, organizations and agencies communicate with each other effectively during incidents.
- **Incident Information** - During an incident, personnel need timely and accurate information to make decisions. Incident Reports (Situation Reports and Status Reports) enhance situational awareness and help ensure that personnel have easier access to essential information. Incident Action Plans (IAPs) contain the incident objectives that the Incident Commander or Unified Command establishes and address tactics for the planned operational period, generally 12 to 24 hours. Personnel should collect data in a manner that observes standard data collection techniques and definitions, analyze the data, and share it through the appropriate channels.
- **Communications Standards and Formats** – NIMS requires the use of Common Terminology, Plain Language, Data Interoperability and the incorporation of technology (radio, telephone system, public warning and notification systems, hardware and software, Geographic Information Systems and Social Media) as a mechanism to offer increased situational awareness to jurisdictions involved in the incident and/or the public.

SECTION FOUR - EMERGENCY MANAGEMENT ORGANIZATION

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This section also provides information on the City of San Buenaventura's emergency management structure and how the emergency management team is activated.

CONCEPT OF OPERATIONS

City emergency/disaster response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency/disaster as outlined in the State of California Emergency Plan⁵.

Activation Level		Description	Staffing
4	Normal Operations	<ul style="list-style-type: none"> Routine monitoring of situation No event or incident anticipated 	<ul style="list-style-type: none"> Duty Officer only
3	Enhanced Operations	<ul style="list-style-type: none"> A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions or agencies 	<ul style="list-style-type: none"> Duty Officer plus a few essential personnel focused on situational awareness
2	Partial Activation	<ul style="list-style-type: none"> A situation or threat has developed that requires coordination extending beyond the normal workday 	<ul style="list-style-type: none"> EOC is partially staffed; limited or partial liaison support (based upon the needs of the incident)
1	Full Activation	<ul style="list-style-type: none"> Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources A situation or threat has developed that requires 24/7 coordination, monitoring and support 	<ul style="list-style-type: none"> All General Staff positions activated; including applicable liaison positions Operations being conducted on a 24-hour basis

ORGANIZATION AND RESPONSIBILITIES

The City of San Buenaventura's emergency management organization (including emergency response and recovery) will be directed by the City Manager, who serves as the Director of Disaster Services. The Director of Disaster Services is responsible to the City Council and Disaster Council per Chapter No. 2.370.050 of the City of San Buenaventura's Municipal Code. The Disaster Services Director is responsible for implementing the Emergency Operations Plan (EOP). While serving as the Director of Disaster Services during an actual emergency, this position will be referred to as the EOC Director.

The Director of Disaster Services/EOC Director is supported by the emergency management organization and has overall responsibility for:

- Organizing, staffing, and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of San Buenaventura and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating, and disseminating damage assessment and additional essential information.
- Providing status and other reports to the Ventura County Operational Area (Ventura County Sheriff's Department, Office of Emergency Services).

The City of San Buenaventura's Emergency Operations Center (EOC) Organizational Matrix is contained in **Chart 1**.

Ventura County Operational Area (See Chart 2)

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to Cal OES Mutual Aid Region I.

The City of Ventura requests all mutual aid (except fire and law) through the Ventura County Operational Area EOC. The Ventura County Operational Area then requests non-fire and law mutual aid through its regular channels (See Chart 3). Fire mutual aid and Law Enforcement mutual aid are coordinated through the designated Regional Fire and Law Enforcement Coordinators.

Reporting to the Ventura County Operational Area

City reports and notifications are to be made to the Ventura County Operational Area via the Ventura County Sheriff's Office of Emergency Services. These reports and notifications include:

- Activation of the City EOC
- Proclamation of a Local Emergency (**See Local and State Proclamations in the Management Support Documentation**)
- Reconnaissance Reports
- City Status Reports
- Initial Damage Estimates
- Incident Reports
- Resource Requests

Mutual Aid Region Emergency Management

The City of San Buenaventura is within Cal OES Mutual Aid Region I (Mutual Aid for law enforcement is Region 1A) and the CAL OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

State Emergency Management

The Governor, through Cal OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal OES Director or, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

The State of California Emergency Organization Chart is contained in **Chart 4**.

CHART 1 - EOC ORGANIZATIONAL MATRIX

P = Primary S = Support

	City Clerk	City Council	City Managers Office	City Attorney	City Treasurer	Community Dev.	Finance & Technology	Fire Dept.	Human Resources	Police Dept.	Public Works	Parks, Rec & Comm	Ventura Water	Vent. Co. Agencies	Utilities	Special Districts	Volunteer Agencies	Hospitals/Clinics	
MANAGEMENT	Multi Agency Coord Group	S	S	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
	EOC. Director			P				S		S	S								
	Public Information Officer			P				S		S	S		S						
	Liaison Officer							P											
	Emergency Manager			P				S		S									
	Legal Advisor				P														
	Safety Officer								P										
	Security Officer									P									
	City Rep to County EOC				P														
OPERATIONS	Ops. Coordinator			S				P		P	P								
	Fire/Medical/Health Branch							P					S						
	Law Enforcement Branch									P				S					
	Care and Shelter Branch					P						S					S		
	Infrastructure Branch										P		S	S	S				
	Building and Safety Branch					P								S					
PLANNING	Plans/Intel. Coord.			S		P													
	Resources Unit					P													
	Situation Status Unit					P													
	Documentation Unit	P		S		S													
	Advance Planning Unit					P													
	Recovery Planning Unit					P	S												
	Demobilization Unit			P		S													
LOGISTICS	Logistics Coord.			S			S		P										
	Info. Systems Branch						P												
	Transportation Unit									S	P								
	Personnel Unit								P										
	Facilities Unit						P												
	Procurement/Purchasing Unit						P												
FINANCE	Finance Coord.			S			P												
	Cost Recovery Unit				S	S	P												
	Time Keeping Unit						P												
	Compensation/Claims Unit				S	P													
	Cost Analysis Unit						P												

CHART 2 - OPERATIONAL AREA ORGANIZATION MATRIX

P = Principal Agency S = Support Agency

Ventura County EOC Organization Matrix		Animal Services	Auditor	Assessor	BOS	CEO	Clerk/Recorder	Coroner	County Counsel	Fire	General Services	Harbor	Health Care Agency	Human Resources	Human Services. Agency	Info. Systems	Public Works	Purchasing	Resource Mgmt. Agency
MANAGEMENT	Policy				S	P			S										
	EOC. Dir.								S										
	Liaison Officer					P							S						
	P.I.O.					S				S									
	Legal Advisor								P										
	EOC Coordinator																		
	Safety Officer																		S
OPERATIONS	Security Officer										S								
	Ops. Coordinator									S			S					S	
	Fire/Haz Mat/Rescue									P									
	Law Enforcement							S											
	Infrastructure												S			S	P		
	Care & Shelter	P											S		P				
	Med./Pub. Hlth./Coroner Branch							P					P		S				
PLANNING	Bldg & Safety																		P
	Plans/Intel. Coord.						S			S	S		S		S				S
	Resources									S									
	Situation Status									S									
	Damage Assess									S									
	Documentation									S									
	Advance Planning									S									
	Recovery Planning									S									
	GIS Unit									S						P			
LOGISTICS	Demobilization									S									
	Logistics Coord.										P	S			S				
	Procurement																	S	P
	Personnel													P					
	Facilities										S								
	Transportation										P								
FINANCE	Info Systems															P			
	Finance Coord.		P								S			S					
	Purchasing																	P	S
	Comp./Claims																		
	Cost Recovery	S						S		S	S	S	S	S	S	S	S		S
RECOVERY	Time																		
	Cost Analysis																		
					S	P			S		S		S	S	S	S	S		S

CHART 3⁶ - OPERATIONAL AREA COORDINATION

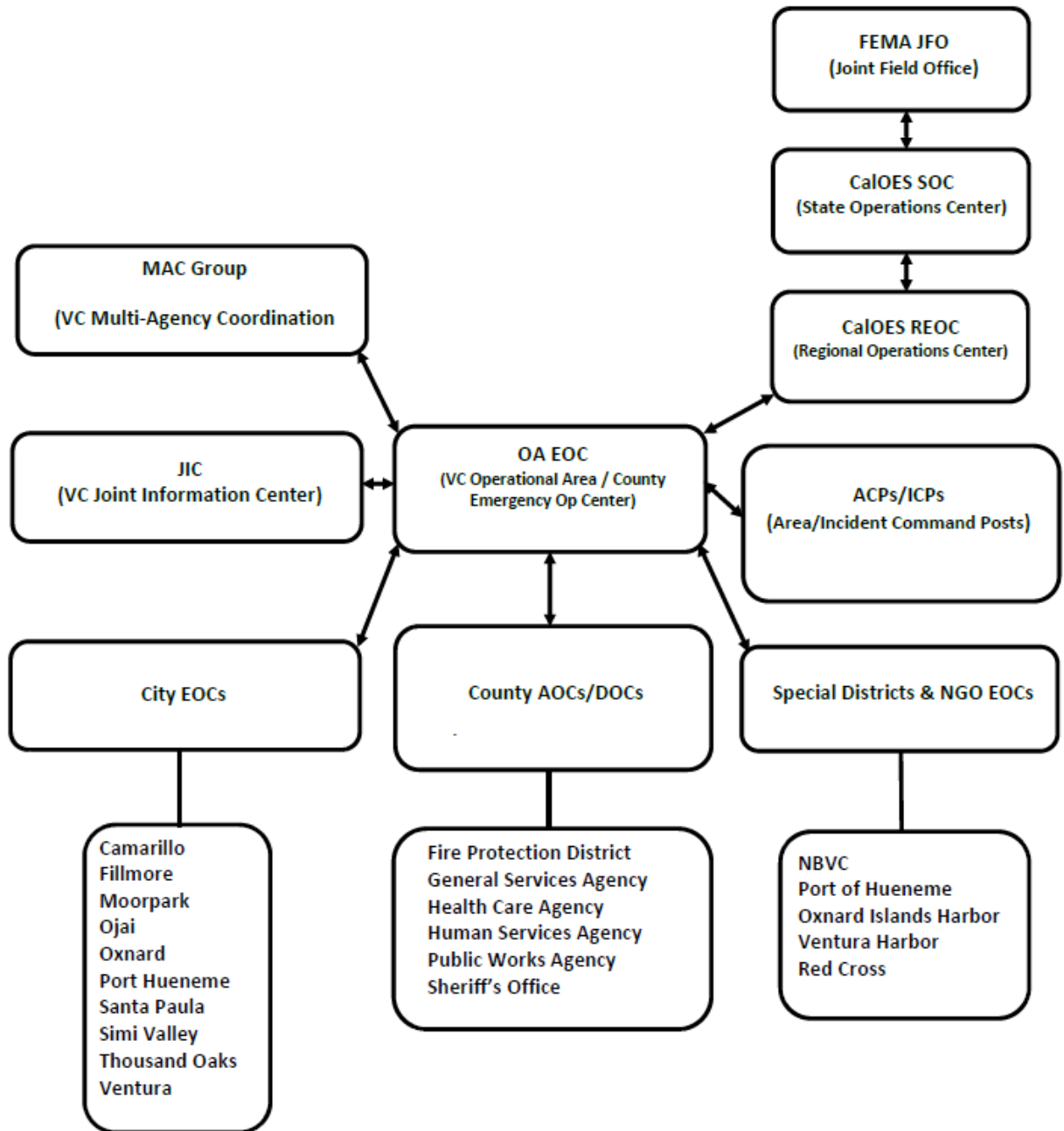
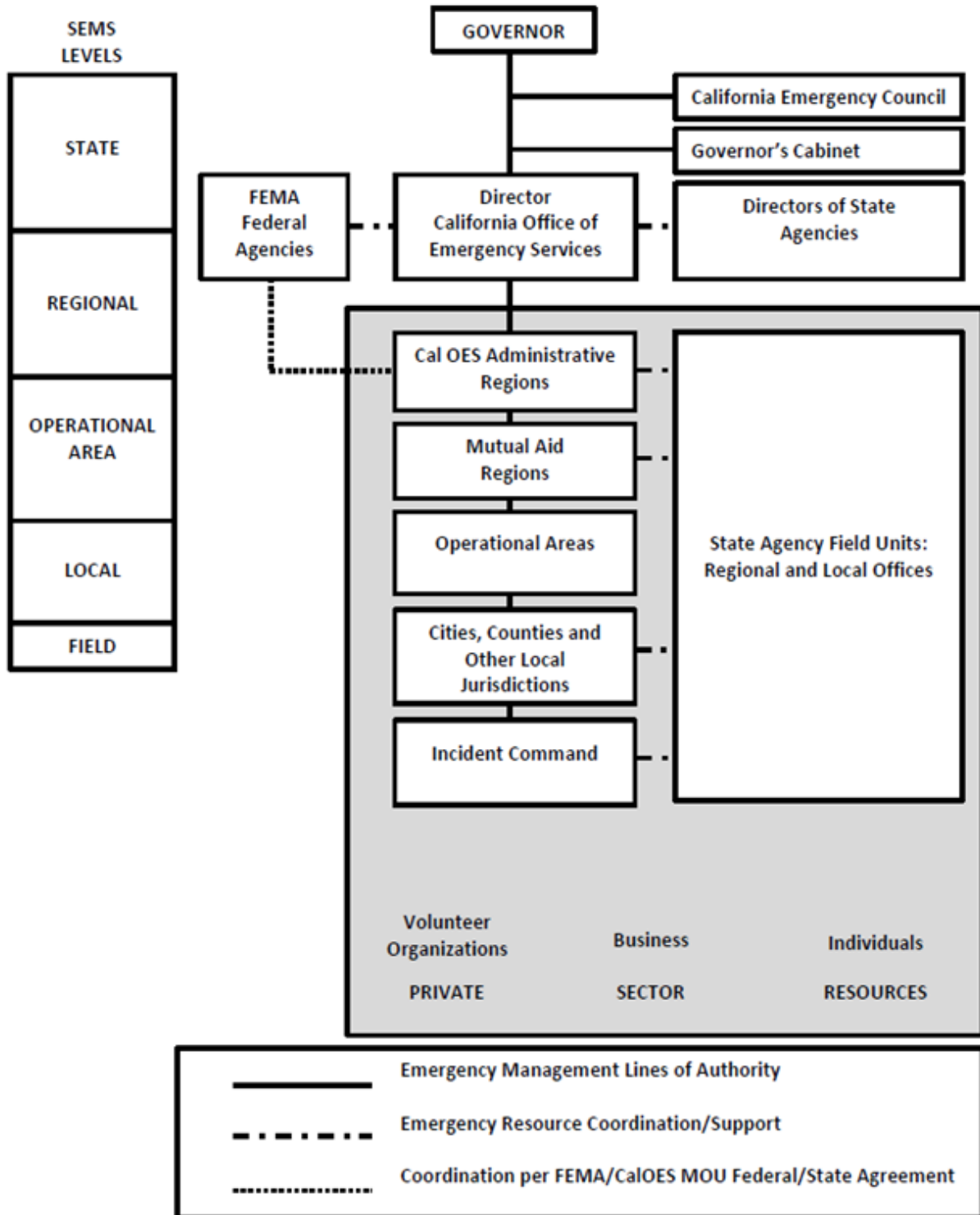


CHART 4 - STATE EMERGENCY ORGANIZATION



CITY - EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This centralized location facilitates a coordinated response by the Disaster Services Director, emergency management staff, and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency.

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of San Buenaventura's EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Ventura County Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.

Location and Description

Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the Appendix of this plan, a confidential/security document.

Description

The EOC totals approximately 2,200 square feet. While not a dedicated EOC, this facility provides a working environment for the City's emergency response management team, and a centralized location for communications and information management critical to decision-making resource allocation. A diesel generator provides emergency power. The emergency fuel reserve is sufficient for 48 hours. Resupply of emergency fuel will be obtained through local distributors. Power will provide for lighting panels, selected wall circuits, telephones, and radios. On-site services include kitchens and bathrooms. Arrangement for food and sleeping accommodations will be made as needed.

The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes essential, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for the relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC are like those of the primary EOC.

Emergency power is provided by a diesel generator. Emergency fuel is enough for 48 hours. Resupply of fuel is obtained through local distributors. Power will provide for EOC room electrical operations, including wall circuits, lighting panels, telephones, radios, etc. On-site services include restrooms, locker rooms with showers, and kitchen areas.

All EOC supplies, including phones, laptops, reference manuals, and hard copies of display charts, boards, and materials, are kept in the EOC storage closet adjacent to the main EOC room. If necessary, all EOC equipment can be relocated to the alternate EOC.

Displays

Because the EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information. All display charts, boards, and materials are stored in the storage room of the EOC.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning/Intelligence Section.

Communications

Communications are provided in the Public Safety Building and include Police Dispatch, telephones, cell phones, satellite phones, radios, VC Alert (reverse 9-1-1) and amateur radio communications provided by Auxiliary Communications Services (ACS). While Fire related incidents are initially received from the public in the Police Command Center (911 PSAP), Fire dispatch is provided through the Ventura County Fire Protection Dispatch Center in Camarillo. Communication facilities will be continuously staffed during emergencies, either by volunteers or city staff. The Logistics Section is responsible for communications.

EOC ACTIVATION POLICY

The City EOC is activated when field response agencies need support, a citywide perspective is needed, or multi-departments need to coordinate. The EOC may be partially or fully staffed to meet the demands of the situation.

EOC set up procedures are contained in the **Appendix – EOC Set-Up Procedures (Restricted Use)**.

The Ventura County Operational Area should be notified when the City of Ventura's EOC is activated.

When to Activate

- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time.
- On the order of the City Manager or designee, provided that the existence or threatened existence of a Local Emergency has been proclaimed
- When the Governor has proclaimed a State of Emergency in an area which includes the City of San Buenaventura;
- Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act (**See Local and State Proclamations in the Management Support Documentation**);
- By a Presidential Declaration of a National Emergency;
- Automatically upon receipt of an attack warning or the observation of a nuclear detonation.
- Upon notification of an uncontrolled release or failure of Matilija, Casitas, Santa Felicia, Castaic, Pyramid or Bouquet Canyon Dam(s).

Who can Activate

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Part Two – Management - Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- City Manager
- Fire Command Staff
- Police Command Staff

How to Activate

- EOC Director or designee will direct the level of EOC Activation. (see Local Government EOC Staffing Guide)
- EOC Director or designee will designate personnel to set up the EOC.
- All available forms of communication will be utilized to notify affected EOC staff of the activation including but not limited to phone (VC Alert) and personal notification.
- During the notification the emergency/disaster situation will be described.

Deactivation

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function.

EMPLOYEE RESPONSE

Ultimately, all employees must be prepared to report to the EOC if requested, provided they are physically able to do so (per Rule VII, Section 11 of the City of Ventura Personnel Rules and Regulations or as otherwise outlined in the Labor Memorandum of Understanding). If the telephone system has failed and no other means of communication is available, employees are encouraged to listen to the radio, as the City may utilize the designated Emergency Alert System (EAS) radio station for Ventura County (KVTA 1590 AM, KHAY 100.7 FM and KMLA 103.7 FM to broadcast information relative to City employees.

The City will utilize a telephonic system to quickly recall EOC personnel. The system dials home, work, cell, and texts until it reaches the person.

All city personnel need to realize as disaster service workers they may need to use good judgment and “self-activate” to your job site if the situation warrants and all means of communication is down.

EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> Unusual occurrences or advance notice of possible events that may impact the health and safety of the public and/or environment. Heightened awareness is desired. 	Alert	Designated staff members. The EOC will not be activated.
<ul style="list-style-type: none"> Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment Severe Weather Issuances (see Operations Support Documentation -NWS) Significant incidents involving 2 or more departments Earthquake Advisory/Prediction Level One Power outages and Stage 1 and 2 power emergencies. 	Three	EOC Director Other Designees Note: May be limited to Department Operations Center activation.
<ul style="list-style-type: none"> Earthquake with damage reported Earthquake Advisory/Prediction Level Two or Three Major wind or rain storm Two or more large incidents involving 2 or more departments Wildfire affecting developed area Major scheduled event Severe hazardous materials incident involving large-scale or possible large-scale evacuations Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment Large scale power outages and Stage 3 power emergencies 	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate. Public Information Officer
<ul style="list-style-type: none"> Major city or regional emergency-multiple departments with heavy resource involvement Earthquake with damage in City or adjacent cities. Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment 	One	All EOC positions

SECTION FIVE - CONTINUITY OF GOVERNMENT (COG)**Purpose**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government and public and private records essential to continued operations of government and industry. The government is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Responsibilities

The government is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster a community might face.

Preservation of Local Government

The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Article 15 of the California Emergency Services Act (CESA, Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, and the procedures to be employed, to ensure the continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions if the governing body, including standby officers, is unavailable to serve.

The CESA provides for the preservation of city government in peacetime or national security emergency.

Lines of Succession

The first step in assuring government continuity is to have personnel who are authorized and prepared to carry out emergency actions for the government in the event of a natural, technological, or national security disaster.

Governing Body

Article 15, Section 8638 of the CESA authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3.

The City Council appoints a successor for the position of Disaster Services Director. The succession occurs:

- Should the Director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Disaster Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director and will serve until the Director is again able to serve or until a successor has been appointed by the City Council.

First Alternate: Fire Chief

Second Alternate: Police Chief

Third Alternate: Public Works Director

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the CESA authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for city departments at the end of this Section.)**

Article 15, Section 8644 of the CESA establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 CESA authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 CESA describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

Temporary Council / Alternate City Government Location

Section 8642 of the CESA authorizes the City Council to meet at a place not necessarily within the City in the event of State of War Emergency, State of Emergency, or Local Emergency.

Section 54954 of the Brown Act provides that if a fire, flood, earthquake, or other emergency makes it unsafe to meet in the place designated for holding regular City Council meetings, the presiding officer of the City Council, or his or her designee, can designate the place that regular meetings will be held for the duration of the emergency. The presiding officer's designation of a meeting place, under those circumstances must be:

- Made in a notice to the local media that have requested notice according to Section 54956 of the Government Code, and
- By the most rapid means of communication available at the time. (Section 54954(e))

If City Hall is not usable because of emergency conditions, the temporary office of the city government will be as follows:

1st Alternate: Police/Fire Administration, 1425 Dowell Drive

2nd Alternate: Maintenance Yard, 336 San Jon Road

Preservation of Vital Records

In the City of San Buenaventura, the City Clerk is responsible for the preservation of vital records. If the City Clerk is unavailable, the Assistant City Clerk will be responsible for preserving vital records.

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Examples include statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of the government. Constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be included here.

Please refer to the Appendix Section of this Plan (a confidential/security document) to see where vital records of the City of San Buenaventura are routinely stored.

Each department within the city should identify, maintain and protect its essential records.

Lines of Succession for Department Heads

SERVICE/DEPARTMENT	TITLE/POSITION	
City Manager (Director of Disaster Services)	1	City Manager
	2	Assistant City Manager
	3	Deputy City Manager
City Attorney	1	City Attorney
	2	Sr. Asst. City Attorney
	3	Assistant City Attorney
Community Development	1	Director
	2	Planning Manager
	3	Chief Building Official
Finance & Technology	1	Chief Financial Officer
	2	Asst. Chief Financial Officer
	3	Financial Service Manager
Fire	1	Fire Chief
	2	Assistant Chief/Operations
	3	Training Battalion Chief
Human Resources	1	Director
	2	Assistant Human Resource Director
	3	Human Resources Principal Analyst
Parks & Recreation	1	Director
	2	Community Partnership Manager
	3	Community Recreation Manager
Police	1	Police Chief
	2	Assistant Chief/Operations
	3	Commander/Special Operations
Public Works	1	Director
	2	Deputy Director
	3	Deputy City Engineer
Ventura Water	1	General Manager
	2	Assistant General Manager, Operations
	3	Assistant General Manager, Water Resources

SECTION SIX - MUTUAL AID

Introduction

Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their resources prove inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties, and most incorporated cities in California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel, and resources but may also receive or assist other jurisdictions within the state. The state government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works, and emergency managers (EMMA). In addition to the Mutual Aid agreements in place within the state of California, more recently, the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) that allows the state of California to participate with 50 other states in a nationwide mutual aid system.

Mutual Aid System

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and states with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in Chart 1.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional, and state levels consistent with SEMS.

Mutual aid may also be obtained from other states via the Emergency Management Assistance Compact.

Mutual Aid Regions

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The City of San Buenaventura is within Region 1 (Region 1A for Law Enforcement). Each mutual aid region consists of designated counties. Region 1 and 1A is in the Cal OES Southern Administrative Region (**See Chart 3**).

Mutual Aid Coordinators

Discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. A mutual aid coordinator's primary role is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional, and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Chart 2**.

Mutual aid coordinators may function from an EOC, their normal departmental location, or other locations depending on the circumstances.

Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services, Community Emergency Response Teams, faith-based organizations, and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

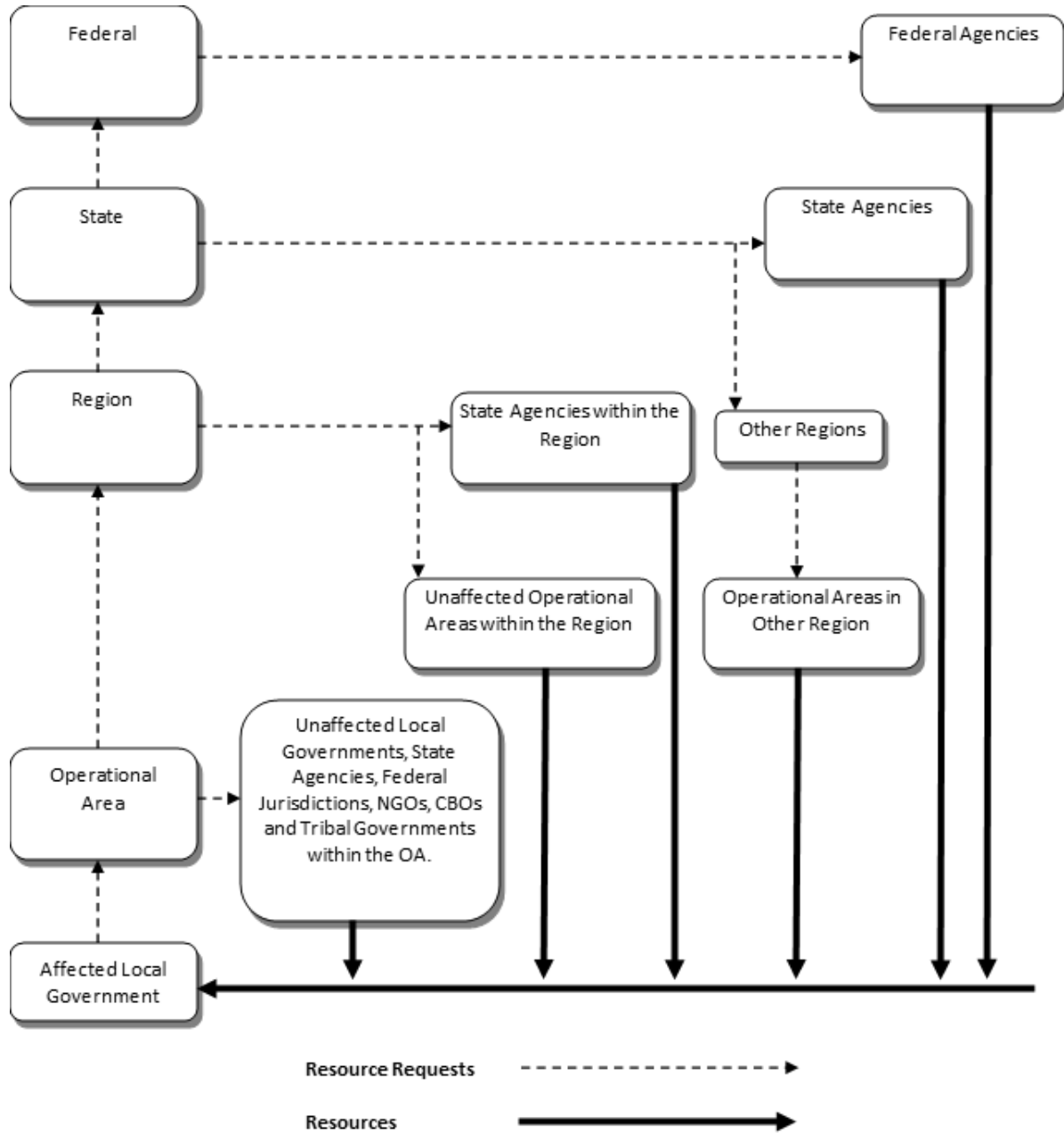
Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

Policies and Procedures

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area, or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- The City of San Buenaventura will make non-law and non-fire mutual aid requests via the Ventura County Operational Area via the Ventura County Sheriff's Office of Emergency Services. Requests should specify, at a minimum:

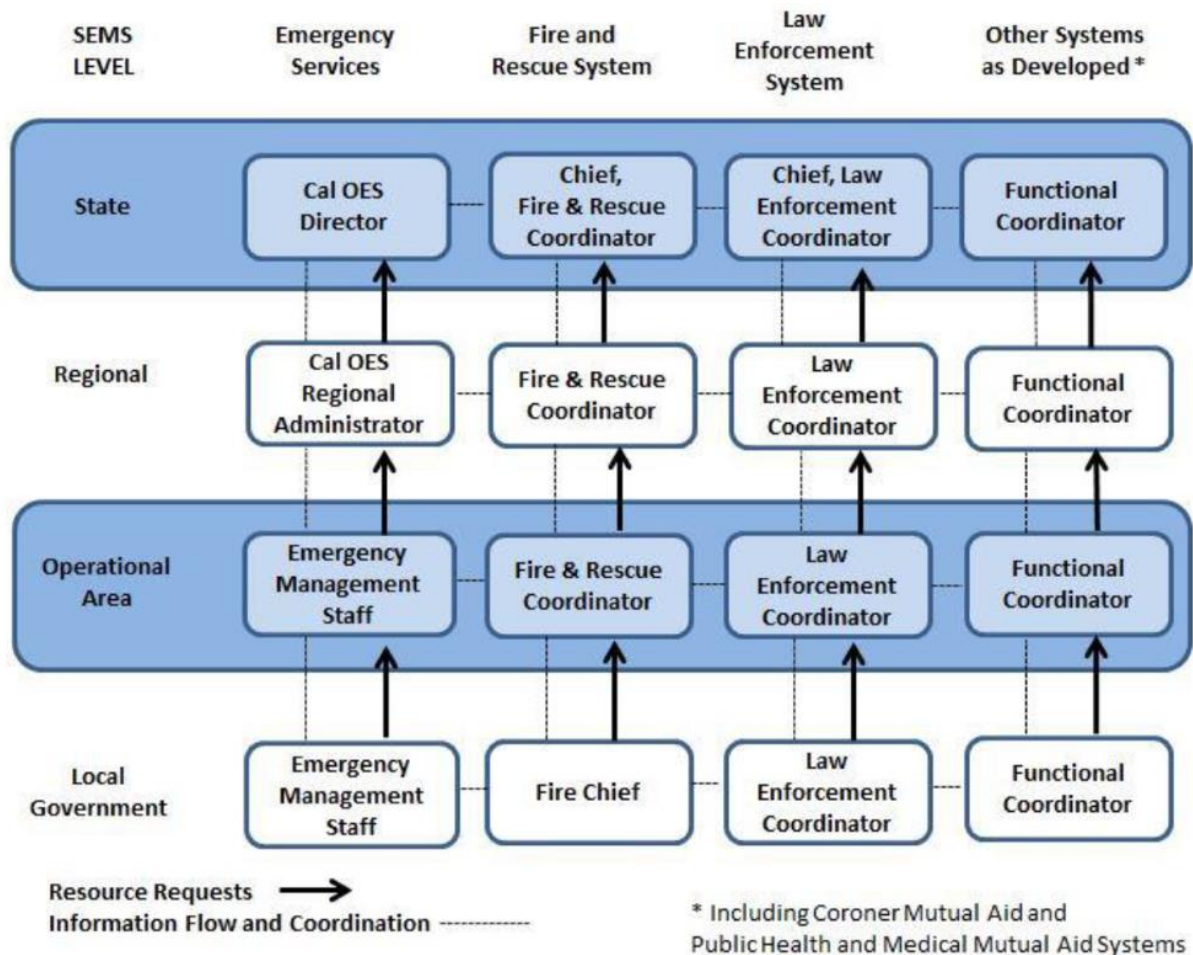
- Number and type of personnel needed
- Type and amount of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards

Chart 1 - MUTUAL AID SYSTEM FLOW CHART⁷



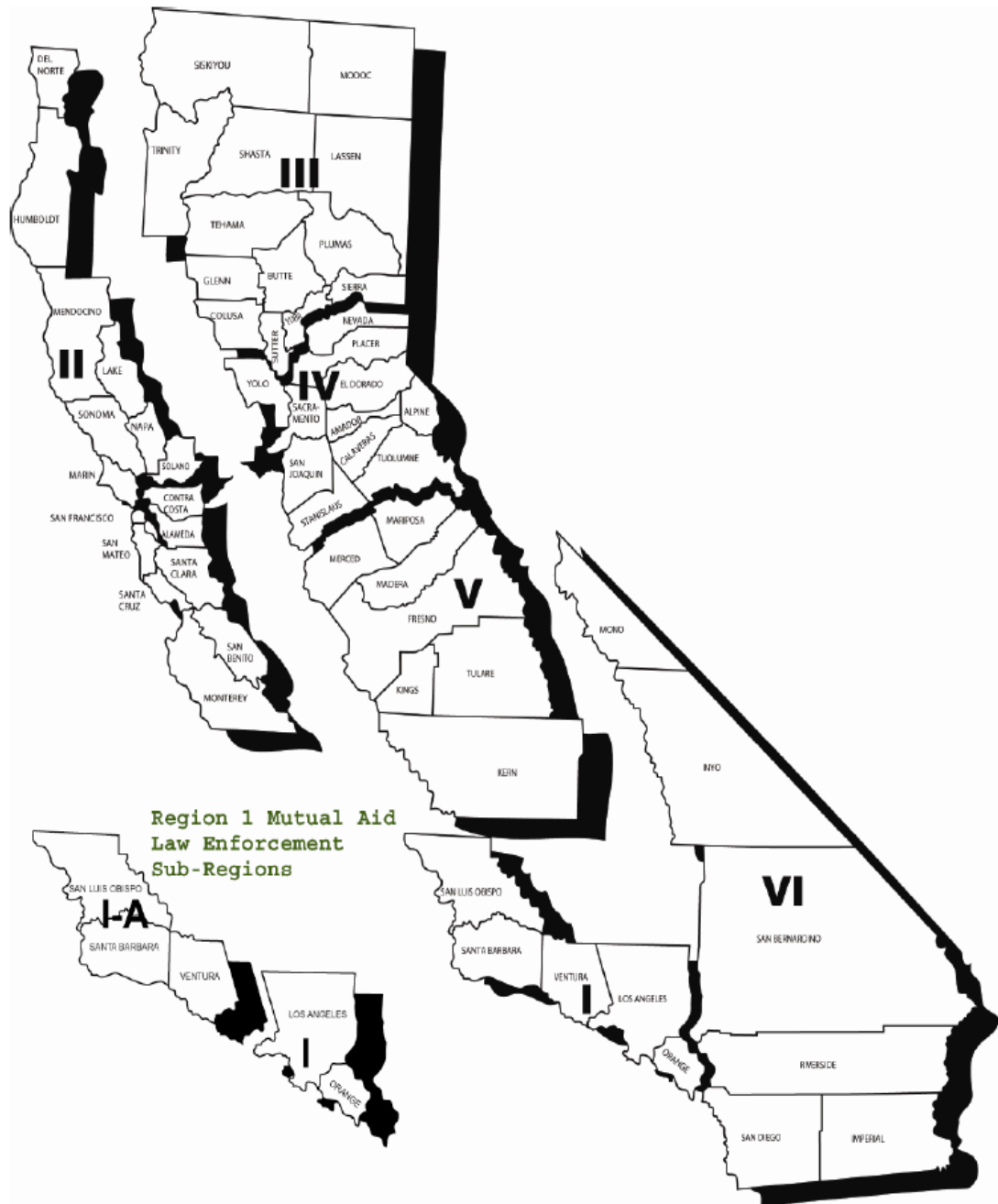
⁷ California Governor's Office of Emergency Services, *State of California Emergency Plan*, October 2017, page 65

Chart 2 - DISCIPLINE - SPECIFIC MUTUAL AID SYSTEMS⁸



⁸ California Governor's Office of Emergency Services, *State of California Emergency Plan*, October 2017, page 64

CHART 3 - STATE MUTUAL AID REGION MAP⁹



⁹ California Governor's Office of Emergency Services, *State of California Emergency Plan*, October 2017, page 60

SECTION SEVEN - AUTHORITIES AND REFERENCES

General

California Emergency Services Act (CESA) (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS, which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

California Emergency Plan (CEP), which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

National Incident Management System (NIMS) was mandated by Homeland Security Presidential Directive (HSPD) - 5 and is based on the Incident Command System and the multi-agency coordination system.

National Response Framework (NRF) is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the country, linking all levels of government and private sector businesses and non-governmental organizations.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational and jurisdictional level.

Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Americans with Disabilities Act of 1990 (A.D.A)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)

- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Emergency Management Assistance Compact (EMAC), 2005
- Post-Katrina Emergency Management Reform Act of 2006
- Sandy Recovery Improvement Act of 2013

State

- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Disaster Assistance Act (CDAA), Title 19, Chapter 6 of the California Code of Regulations
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Code of Regulations, Title 19 (Public Safety), Division 2 (CAL OES) Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California Master Mutual Aid Agreement
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- “Good Samaritan” Liability
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency

Local

County

- County of Ventura Resolution No. 236 adopting the Master Mutual Aid Agreement, dated March 11, 1958 (Located in Sheriff’s OES)(New Version dated 2021 circulating for comment)
- County of Ventura Resolution No. 239 establishing policy for emergency actions by Public Works forces, dated January 21, 1969 (Located in Public Works)
- County of Ventura Sandbag Policy, adopted by the Board of Supervisors on February 10, 1981 (Located in Public Works)
- Ventura County Law Enforcement Agencies Mutual Consent Agreement, May 16, 1972

- Ventura County Operational Area Organization Agreement adopted November 21, 1995. (Located in Sheriff's OES)
- Resolution Adopting the National Incident Management System, R-06, October 4, 2005.
- Ventura County Ordinance No. 4410 pertaining to public emergency adopted February 9, 2009 (Located in Sheriff's OES and Clerk of the Board)

City

- City of Ventura's Emergency Services Ordinance No. 1694, dated December 13, 1971
- City of Ventura's City Emergency Organization and Functions, Ordinance No 2004-003, dated February 2, 2004 (conforming to the Standardized Emergency Management System)
- The City of Ventura adopted the Master Mutual Aid Agreement
- Ventura adopted Worker's Compensation Benefits for Disaster Service Workers
- The City of Buena Ventura Resolution No. 2006-060 adopting the National Incident Management System adopted September 18, 2006
- Ventura County/Cities Mutual Aid Agreement for Emergency Building and Safety Services adopted July 11, 1995
- City of Ventura Fire Department Mutual Aid Agreement with City of Santa Paula, June 6, 1977
- City of Ventura Fire Department Mutual Aid Agreement with City of Oxnard, May 9, 1977
- City of Ventura Fire Department Mutual Aid Agreement with Ventura County Fire Protection District, June 29, 1970
- City of Ventura Fire Department Mutual Aid Agreement with Port Hueneme Naval Construction Battalion Center, January 6, 1986
- City of Ventura Fire Department Mutual Aid Agreement with Point Mugu NMTC, January 6, 1986
- City of Ventura Resolution No. 95-65, adopting the Emergency Operations Plan, 2013

References

Federal

- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security, 2016
- National Disaster Recovery Framework: U.S. Department of Homeland Security, 2016
- Pre-Disaster Recovery Planning Guide for Local Governments: U.S. Department of Homeland Security, 2017
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

State

- Disaster Assistance Procedure Manual (Cal OES).
- California Emergency Plan, 2017
- California (CAL OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Emergency Resources Management Plan
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- Standardized Emergency Management System (SEMS) Guidelines
- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

Local

- Ventura County Dam Failure Response Plan
- Ventura County Energy Shortage Emergency Response Plan, 2020
- Ventura County Oil Spill Response Plan, revised November 2011
- Ventura County Hazard Materials Area Plan, 2010
- Ventura County Operational Area Tsunami Evacuation Plan, June 2011
- Ventura County Animal Regulation Department Emergency Operations Plan, 2009
- Ventura Nuclear Response Plan, 2012
- Ventura County Hazard Mitigation Plan, 2015 (includes the City of Ventura)
- Ventura County Emergency Operations Plan, 2021

SECTION EIGHT – OVERVIEW AND THREAT SUMMARIES**Overview**

This section of the Basic Plan (Part One) provides a summary of threats based on the Ventura County Multi-Hazard Mitigation Plan (2015), which includes hazard information for the City of Ventura and the City of Ventura's General Plan (especially Chapter 7, "Our Healthy and Safe Community"). The General Plan was last updated in August of 2005 (next 2021). The purpose is to describe the area at risk, and the anticipated nature of the situation, which could result should the event threaten or occur.

The City of Ventura is located within Ventura County, Region I, Southern Administrative Region of California Office of Emergency Services. The City lies on the coast of the Pacific Ocean. It has a residential population of 106,433¹⁰ and consists of 21.66 square miles¹¹. Major arterials serving the City include U.S. Highway 101, State Routes 33 and 126.

- An earthquake could impact major segments of or the total population.
- The City has some industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users and transportation accidents, pipeline ruptures, and illegal dumping.
- There are six dams that could have a direct impact on the City.
- A portion of the City may be subject to flooding due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc.)
- A transportation incident such as a major air crash, train derailment, or trucking or shipping incidents could impact areas within the City.
- A civil unrest incident could impact areas within the City or the entire City.
- The entire Ventura County basin is considered as a risk area for an act of terrorism; therefore, both sheltering and evacuation should be considered. Neither the City nor the County of Ventura County has the capability to plan for the organized evacuation of the basin; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate, and information will be provided to the public.

The City has its own police department and fire department and utilizes local volunteer organizations such as the Auxiliary Communication Services (ACS), Community Emergency Response Team (CERT), and Police and Fire volunteers for assistance in emergency communications and other necessary emergency services.

The City is served by two major medical facilities within the city boundaries: Ventura County Medical Center (a 223-bed general acute care hospital and Level II Trauma Center) and Community Memorial Hospital (a 242-bed general acute care hospital).

City staff has been designated to coordinate all SEMS/NIMS functions.

During the response phase, the City's EOC is the coordination and communication point and the access to the Ventura Operational Area.

The City of San Buenaventura maintains a Disaster Hotline (805-477-3711) and participates in the County's emergency notification system (VC Alert).

Threat Summaries

The City of San Buenaventura is vulnerable to the following hazards:

Earthquake

The City of Ventura is in the vicinity of several known active and potentially active earthquake faults, including the San Andreas Fault, Malibu-Santa Monica-Raymond Fault System, Red Mountain-San Cayetano-Santa Susana-San Fernando Fault, Oakridge Fault, Ventura Fault, McGrath Fault, and the Country Club Fault. New faults within the region are continuously being discovered. Scientists have identified almost 100 faults in the Ventura County area known to be capable of a magnitude 6.0 or greater earthquake.

A major earthquake occurring in or near this jurisdiction may cause many deaths and casualties, extensive property damage, fires, hazardous material spills, and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire and hazardous material/chemical accidents. The time of day and season of the year would have a profound effect on the number of dead and injured and the amount of property damage sustained. Such an earthquake would be catastrophic in its affect upon the population and could exceed the response capabilities of the City, Ventura County Operational Area and the State of California Office Emergency Services. Damage control and disaster relief support may be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter could be required by injured or displaced persons. Identification and burial of many dead persons could pose difficult problems; public health would be a significant concern. Mass evacuation may be essential to save lives downwind from hazardous material releases. Many families would be separated, particularly if the earthquake should occur during working hours. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within and to and from the disaster area and by the disruption of public utilities and services.

As a result of an earthquake, the City may be vulnerable to liquefaction and landslides. Liquefaction is a phenomenon involving the loss of shear strength of the soil. The shear strength loss results from the increase of pore water pressure caused by the rearrangement of soil particles induced by shaking or vibration. Few areas of significant liquefaction susceptibility exist in the City of San Buenaventura. These few areas are located along the beaches and rivers (Ventura River and Santa Clara River).

Landslides may also occur during aftershocks in areas already weakened by the first shock. Large boulders and/or soft soil could be jarred loose.

Wildfire

In general, wildfire hazard exists in the hillside and canyon areas north of the City that are covered with natural vegetation. This high wildfire hazard area encompasses much of the area within one mile of the Wildland/Urban Interface (WUI). Numerous residential areas are in and adjacent to the hazardous wildfire area and could be exposed to wildfires and related damage. These include the residential developments located on and adjacent to hillsides in the Poinsettia, Arroyo Verde, Catalina, Downtown, and Avenue communities.¹²

Windstorm

Severe windstorms pose a significant risk to life and property by creating conditions that disrupt essential systems such as public utilities, telecommunications, and transportation routes. High winds have the potential to cause damage to homes and businesses from falling trees and debris. Also, windstorms increase the risk of wildfire as the moisture content decreases in brush and vegetation on hillsides, especially in urban interface areas.

Landslide

A landslide is the perceptible downslope movement of earth mass. It is part of the continuous, natural, gravity-induced movement of soil, rock, and debris. Land sliding can range from the downslope creep of soil and rock material to sudden failure of entire hillsides. Landslides include rockfalls, slumps, block glides, mudslides, debris flows, and mudflows. Land sliding or slope instability may be caused by natural factors such as fractured or weak bedrock, heavy rainfall, erosion, earthquake activity, and fire, as well as by human alteration of topography and water content in the soil. The hillsides north of Poli Street/Foothill Road and east of Ventura Avenue and Cedar Street contain several existing landslides and are likely to experience future landslide activity. Although landslides generally occur on slopes 30% or steeper, they may also occur on slopes that are less steep. Slope stability conditions vary locally in the hillside area based on soil and rock type and groundwater depth.¹³

Terrorism

Terrorism is a continuing threat throughout the world and within the United States. There is no history of terrorist acts or terrorist groups operating in the City. Consequently, the probability of a terrorist attack is considered low. Nevertheless, it is still essential to consider the potential for terrorist activities, especially since there are various political, social, religious, cultural, and economic factors that underlie the broad term “terrorist.”

In response to a growing concern about terrorism at the federal, state, and local level, the City of Ventura regularly participates and is an active member of the County’s Terrorism Early Warning Group, Terrorism Working Group and, the Joint Regional Information Center.

Following is a general overview of potential terrorist targets in Ventura County and specifically the City:

- Facilities that store, manufacture, or transport hazardous materials
- Highways and freeways

- Telecommunications facilities
- Federal, state, county, and city offices
- Shopping malls
- Schools, churches & religious centers
- Research facilities
- Electrical facilities
- Water and wastewater facilities, dams
- Bridges and overpasses

Dam Inundation

Dam failures can result from several natural or manmade causes such as earthquakes, erosion of the face or foundation, improper sitting, rapidly rising floodwaters, and structural/design flaws. There are three general types of dams: earth and rockfill, concrete arch or hydraulic fill, and concrete gravity. All the dams, except for one, that may impact the City are earth and rockfill design. The exception is Matilija Dam which is a concrete arch design. The earth-rockfill dam will fail gradually due to erosion of the breach; a flood wave will build gradually to a peak and then decline until the reservoir is empty.

The City of Ventura could be affected by dam failure from six dams: Bouquet Canyon Reservoir, Casitas Dam, Castaic Reservoir, Matilija Dam, Pyramid Reservoir and, Santa Felicia Dam.

Flooding

The magnitude of a flood is measured in terms of its peak discharge, the maximum volume of water passing a point along a channel. Floods are usually referred to in terms of their frequency of occurrence, 50 or 100 years.

The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed.

Floods may also create health hazards due to the discharge of raw sewage from damaged septic tank leach fields, sewer lines, and sewage treatment plants and due to flammable, explosive, or toxic materials carried off by floodwaters. In addition, vital public services may be disrupted.

The Federal Emergency Management Agency has identified a localized area subject to flooding during a 100-year flood. The 100-year flood hazard area for the Ventura River is relatively small due to a levee constructed along the east bank of the river by the Army Corps of Engineers. Therefore, the 100-year flood hazard from the Ventura River is confined to an area west of the levee and near the River mouth. A 100-year flood along the Santa Clara River would affect a limited area of the City located just north of the river, in the vicinity of the Olivas Park and Buenaventura golf courses. Other areas of the City that could potentially experience flooding impacts as a result of a 100-year flood include areas adjacent to the Arundel Barranca south of Main Street; the Harmon Barranca generally south of Telegraph Road, and in the beach area along the Pierpont Lanes.¹⁴

Tsunami

Tsunamis are large ocean surges that are generated by submarine landslides, volcanic eruptions, or earthquakes. Tsunamis originate in deep water and have a long wavelength (distance from the crest of one wave to the crest of the succeeding wave), normally over 100 miles, and a very low amplitude (height from crest to trough). As these waves approach shallow water, the speed decreases from over 600 mph to less than 30 mph as they move across the beach. The wave energy is transferred from wave speed (velocity) to wave height (amplitude), and waves as high as 100 feet can be formed.

Although the arrival time of a wave generated far out at sea can be predicted quite accurately, the intensity of the wave when it reaches the shore is difficult to predict. The duration of a tsunami threat can sometimes last up to ten to twelve hours.

The tsunami threat is mainly confined to immediate beach areas and river channels. Beach areas have historically been affected up to a mile or more inland in very flat areas. Tsunamis can also travel considerable distances inland on waterways, particularly those with shallow gradients. The effects of the tsunami are most noticeable on manmade features, but the waves can also change river channels and modify coastal landforms.¹⁵

Hazardous Materials

The City could be affected by hazardous materials incidents. The spills/releases of material can result from both stationary and mobile sources. The level of exposure from stationary sources is considered very low due to the types of businesses and industries conducted within the area. The Ventura City Fire Department responds to all hazardous materials calls within the City of Ventura. The City Fire Department maintains a hazardous materials (HAZMAT) response team specially trained and equipped to respond to emergencies involving potentially hazardous materials. As partners to a region-wide Hazardous Materials Response Plan, additional fire protection equipment and staffing specifically designed for hazardous materials incidents is available from the City of Oxnard, the Ventura County Fire Department, and the U.S. Naval Base Ventura County.

The threat of a major hazardous material incident in Ventura exists from commercial vehicles and rail, fixed facilities, petroleum pipelines, and clandestine dumping.

Major Air Crash

The airports nearest to the City that handle the greatest amount of air traffic that could cause a risk to the City include Los Angeles International Airport and Burbank Bob Hope Airport. In addition, there are smaller airports: Oxnard Airport, Camarillo Airport, and the Naval Air Weapons Station Point Mugu Airport. If an aircraft were to crash, the impact would be limited to a localized area.

Civil Unrest

Civil Unrest is the spontaneous disruption of routine, orderly conduct, and activities in urban areas or outbreak of rioting or violence. Civil Unrest can be the result of long-term disfavor with authority. Civil Unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired, or it may require deeper long-term solutions to prevent the problem from happening again in the future.

Public Health Emergency

A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in a very short time. The City will take public health direction and guidance from the Ventura County Health Care Agency.

Cyber-Related Incidents

A cyber-related incident may take many forms: an organized cyber-attack, an uncontrolled exploit such as a virus or worm, a natural disaster with significant cyber consequences, or other incidents capable of causing extensive damage to critical infrastructure or key assets.

The City's EOP stakeholder group has prioritized the top four hazards that may impact the City using the Calculated Priority Risk Index Rating as:

1. Earthquake
2. Fire
3. Hazardous Materials
4. Flooding

For additional hazard-specific information and details for each of these hazards, please refer to the City of Ventura's General Plan and the Ventura County Multi-Hazard Mitigation Plan (the City of Ventura is part of this plan).

SECTION NINE - LIST OF ACRONYMS AND ABBREVIATIONS

AC	Area Command	DMAT	Disaster Medical Assistance Team
ACS	Auxiliary Communications Services	DMORT	Disaster Mortuary Operational Response Team
ADA	Americans with Disabilities Act	DOC	Department Operations Center
AFN	Access and Functional Needs	EAS	Emergency Alert System
ARC	American Red Cross	EDIS	Emergency Digital Information System
CalTrans	California Department of Transportation	EMAC	Emergency Management Assistance Compact
CAL FIRE	California Department of Forestry and Fire Protection	EMMA	Emergency Managers Mutual Aid
Cal OES	California Office of Emergency Services	EOC	Emergency Operations Center
CALWAS	California Warning System	EOP	Emergency Operations Plan
CCP	Casualty Collection Points	EPI	Emergency Public Information
CDAAC	California Disaster Assistance Act	ESF	Emergency Support Functions
CDC	Centers for Disease Control, U.S. Public Health Service	FBI	Federal Bureau of Investigation
CERT	Community Emergency Response Team	FCC	Federal Communications Commission
CESFRS	California Emergency Service Fire Radio System	FCO	Federal Coordinating Officer
CESRS	California Emergency Services Radio System	FEMA	Federal Emergency Management Agency
CHP	California Highway Patrol	FHWA	Federal Highway Administration
CIKR	Critical Infrastructure, Key Resources	FTS	Field Treatment Sites
CLEMARS	California Law Enforcement Mutual Aid Radio System	GAR	Governor's Authorized Representative
CLERS	California Law Enforcement Radio System	GIS	Geographic Information System
CLETS	California Law Enforcement Telecommunications System	HAZMAT	Hazardous Materials
CMAS	Commercial Mobile Alert System	HSC	Homeland Security Council
COE	Corps of Engineers (US Army)	HSOC	Homeland Security Operations Center
DFO	Disaster Field Office	HSPD	Homeland Security Presidential Directive
DHS	Department of Homeland Security	IAP	Incident Action Plan
		IC	Incident Commander
		ICP	Incident Command Post
		ICS	Incident Command System

IDE	Initial Damage Estimate	NSC	National Security Council
IMT	Incident Management Team	NSSE	National Special Security Event
IPAWS	Integrated Public Alert and Warning System	NTAS	National Terrorism Advisory System
JFO	Joint Field Office	NVOAD	National Voluntary Organizations Active in Disaster
JPA	Joint Powers Agreement	NWS	National Weather Service
JIC	Joint Information Center	OA	Operational Area
JIS	Joint Information System	OASIS	Operational Area Satellite Information System
JOC	Joint Operations Center	OEM	Office of Emergency Management
JTTF	Joint Terrorism Task Force	OSC	On-Scene Coordinator
LAC	Local Assistance Center	PA	Public Affairs
MACS	Multi-Agency Coordination System	PAO	Public Affairs Officer
MARAC	Mutual Aid Regional Advisory Committee	PA	Public Assistance
MARS	U.S. Army Military Affiliate Radio System	PA/O	Public Assistance Officer
MMRS	Metropolitan Medical Response Team	PA#	Project Application Number
MOA	Memorandum of Agreement	PDA	Preliminary Damage Assessment
MOU	Memorandum of Understanding	PDD	Presidential Decision Directive
NAWAS	National Warning System	PFO	Principal Federal Officer
NDMS	National Disaster Medical System	PIO	Public Information Officer
NFIP	National Flood Insurance Program	PNP	Private Nonprofit Organization
NICC	National Interagency Coordinating Center National Infrastructure Coordination Center	PW	Project Worksheet
NIFCC	National Interagency Fire Coordination Center	REOC	Regional Emergency Operations Center
NIMS	National Incident Management System	ROC	Regional Operations Center
NMRT	National Medical Response Team	RRCC	Regional Response Coordinating Center
NOAA	National Oceanic and Atmospheric Administration	SAR	Search and Rescue
NOC	National Operations Center	SARA	Superfund Amendment Reauthorization Act (Title III)
NRF	National Response Framework	SBA	Small Business Administration
NRT	National Response Team	SCO	State Coordinating Officer
		SEMS	Standardized Emergency Management System
		SFLEO	Senior Federal Law Enforcement Officer
		SFO	Senior Federal Officer

SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SNAP	Special Needs Awareness Program
SOC	State Operations Center
SOP	Standard Operating Procedure
TEWG	Terrorism Early Warning Group
TWG	Terrorism Working Group
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction

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SECTION TEN - GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS)

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS and NIMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period, based

upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment.

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations. The Base Flood is a flood which has a one-percent chance of being equaled or exceeded in any given year. The Base Flood is also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE): The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Heli spots, and Division Supervisors (for direct line assignments).

Civil Air Patrol: A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

CLERS: California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run of the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

CLETS: California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander and may have an assistant or assistants, as needed. These functions may also be found at the EOC levels and would be referred to as Management Staff.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Continuity of Government (COG): All measures that may be taken to ensure the

continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or

guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A facility used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to

command the aid of citizens in the execution of his duties. It does not include anyone registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

EDIS: Emergency Digital Information Service. The “government wireless service” provided by the State and carried locally on 39.32 MHz. that is used for longer form text emergency information, along with a website at www.edis.ca.gov. Plans are underway for EDIS to be linked with EAS to help TV stations put text on screen faster to better serve the needs of the hearing impaired.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System: A system that enables the President and federal, state, and

local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis"

by individuals, single families, or small groups of families.

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Coordinating Officer (FCO): (1) The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for

Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance.

Federal On-Scene Commander (OSC) : The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

Field Coordination Center: A temporary facility established by Cal OES within or adjacent to areas affected by a disaster. It functions under the operational control of the Cal OES mutual aid regional manager and is supported by mobile communications and personnel provided by Cal OES and other state agencies.

Field Treatment Site: Temporary sites utilized for emergencies when permanent medical facilities are not available or adequate to meet emergency medical care needs. The FTS is designed to provide triage and medical care for up to 48 hours or until new patients are no longer arriving at the site. The Medical/Health Branch has the authority to activate an FTS and determine the number and location of FTSs.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Flood Hazard Boundary Map (FHBM): the official map of a community that shows the boundaries of the flood plain and special flood hazard areas that have been designated. It is prepared by FEMA, using the best flood data available at the time a community enters the emergency phase of the NFIP. It is superseded by the FIRM after a more detailed study has been completed.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief and the Finance/Administration Section Chief

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard: Any source of danger or element of risk to people or property.

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") the Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are

executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions.

The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., law enforcement, health department, etc.) (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Assistance Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, CDAA, 2900(y).

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster.

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or Unified Command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Management.

Multi-purpose Staging Area (MSA): A pre-designated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which

provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the California Emergency Services Agency (CalOES) within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System

(NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Infrastructure Coordination Center

(NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center

(NICC): The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

National Response Framework (NRF):

A guide to how the Nation conducts all-hazards response.

National Warning System:

The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area:

An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Period: The time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an

effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually

begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response

level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Service Branch: A Branch within the Logistics Section in the field that is responsible for service activities at the incident and includes the Communications, Medical and Food Units.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Short-Term Prediction: A prediction of an earthquake that is expected within a few hours to a few weeks. The short-term-prediction can be further described as follows:

- **Alert**--Three days to a few weeks
- **Imminent Alert**--Now to three days

Situation Status Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, State.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in

cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by CalEMA at the state level in SEMS.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Subgrantee: An eligible applicant in Federally declared disasters.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section in the field responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Management.)

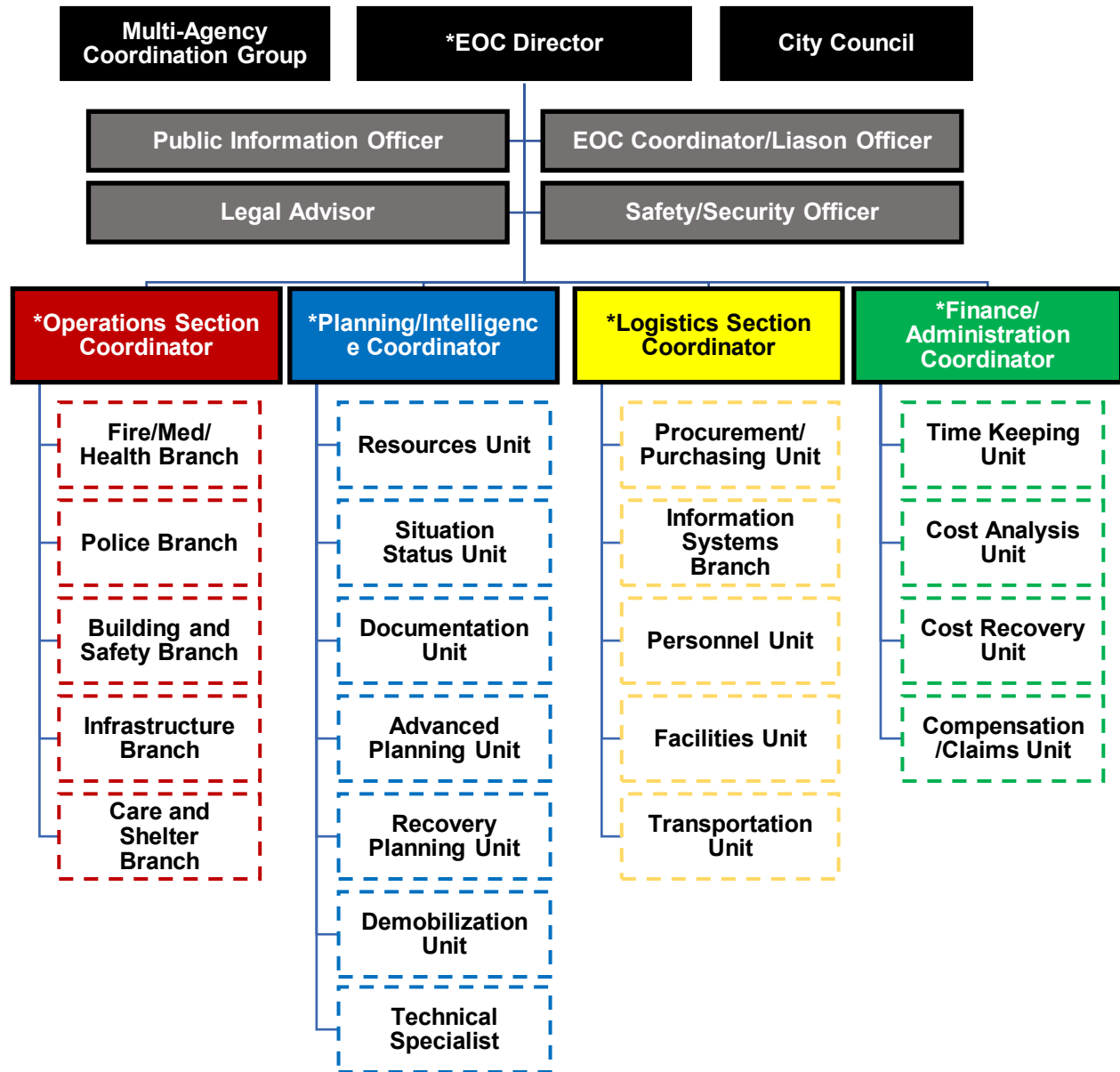
Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

EOC POSITIONS OVERVIEW

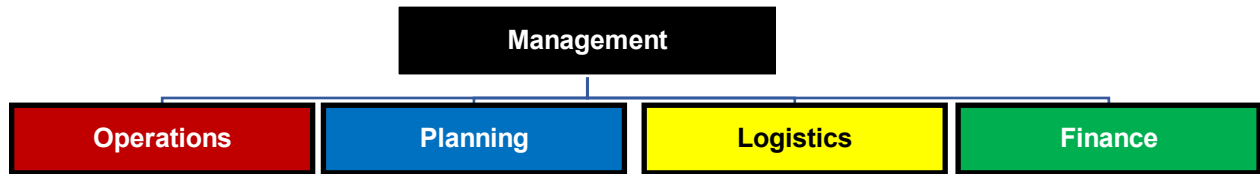
VENTURA EOC ORGANIZATION CHART



Dashed lines indicate that these functions are activated only as needed.

* If all elements are activated, a deputy may be appointed to provide a manageable span of control.
 ** Position is normally coordinated by the County, but a local coordinator may be designated, if needed. The Incident Command System will be used in the field. Field units will coordinate and communicate with each of the Branches under the Operations Section.

RESPONSIBILITIES CHART



Responsibilities:

Management (Management Function)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental organizations, and private organizations. Management will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the disaster response by implementing the city's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating, and disseminating information; coordinating the development of the city's EOC Action Plan in coordination with other sections; tracking resources assigned to the event; initiating and preparation of the city's After-Action/Corrective Action Report, Improvement Plan and maintaining documentation.

Logistics Section

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

COMMON EOC RESPONSIBILITIES

(The following is a checklist applicable to all EOC positions).

Activation

- Check-in upon arrival at the EOC. (The Finance Section, Time Unit is responsible for Check-In of personnel resources to the EOC).
- Report to your EOC organizational supervisor.
- Identify yourself by putting your EOC vest on. Print your name on the EOC organization chart next to your assignment.
- Obtain a briefing on the situation from your EOC organizational supervisor.
- Determine your operating location and set it up as necessary.
- Review your position responsibilities.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives.
- Log into DLAN if authorized. (Procedures can be found in the Appendices).
- Based on the situation as known or forecast, determine likely future Section needs.

General Operational Duties

- Establish operating procedure with the Information Systems Branch of the Logistics Section to use the telephone, radio, and data systems. Make any priorities or special requests known.
- Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate support requirements and forward them to your EOC organizational supervisor.
- Monitor your position activities and adjust staffing and organization to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Documentation and Reports

- Open and maintain a position activity log. Make sure you note your check-in time on the Activity Log. (Activity Log can found in the Forms Section of the Support Documentation.) Maintain all

required records and documentation to support the After-Action/Corrective Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty, and assignments

Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.

- Review situation reports as they are received. Verify information where questions exist.
- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period.
- Do **NOT** throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA reimbursement.
- Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.
- Brief your relief at the shift-change time. Ensure that in-progress activities are identified, and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. **(See Forms in the Support Documentation for the EOC Change of Shift Briefing Worksheet).**

Resources

- Determine 24-hour staffing requirements and request additional support as required.
- Keep up to date on the situation and resources associated with your position.
- Request additional resources through the appropriate Logistics Section Unit.

Shift Change

- Brief incoming personnel and identify in-progress activities that need follow-up. Use the EOC Change of Shift Briefing Worksheet. **(See Forms in the Support Documentation for the EOC Change of Shift Briefing Worksheet.)**
- Provide incoming personnel the next EOC Action Plan.
- Submit completed logs, time cards, etc., to your EOC organizational supervisor before you leave.
- Determine when you should return for your next work shift.
- Leave contact information where you can be reached.

Deactivation

- Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor before your release and departure.
- Be prepared to provide input to the EOC After-Action/Corrective Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate your position and closeout logs when authorized by your EOC organizational supervisor.
- Leave contact information where you can be reached.
- Maintain current status reports and displays.
- Sign out with your supervisor and on a large EOC organization/sign-in sheet.

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MANAGEMENT SECTION – GENERAL INFORMATION**Purpose**

To direct and manage the City of San Buenaventura's response and recovery from an emergency in a uniformed, collective, collaborative and coordinated effort.

Overview

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Functions in the Management Section include:

- EOC Director
- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Safety Officer
- Security Officer
- Legal Officer
- City Representative to the County Operational Area EOC
- Multiagency Coordination Group

Objectives

The overall objective of emergency management is to ensure effective response and recovery activities and resource allocation associated with all hazards. To carry out its responsibilities, Management Section will accomplish the following objectives during a disaster:

- Overall management and coordination of emergency response and recovery operations, including prioritization of critical resources.
- Provide for the protection of life, property, and the environment.
- Coordinate and liaison with appropriate federal, state, and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

Concept of operations

The Management Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the Multi-Agency Coordination Group or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event unless changed by the EOC Director. Operational periods should be event-driven.
- City emergency response and recovery operations will be managed in one of three modes, depending on the magnitude of the emergency: Level 1, Level 2, or Level 3. (See Part One, Section Four for a description of the emergency management levels).

Section activation procedures

The EOC Director is authorized to activate the Management Section.

When to activate

The Management Section may be activated when the City's EOC is activated or upon the order of the EOC Director or designee. The Director of Disaster Services (EOC Director) will determine call-back instructions for staff to report to work. If communication systems are damaged due to a disaster, personnel shall assume they are needed and report to work immediately.

Where to report

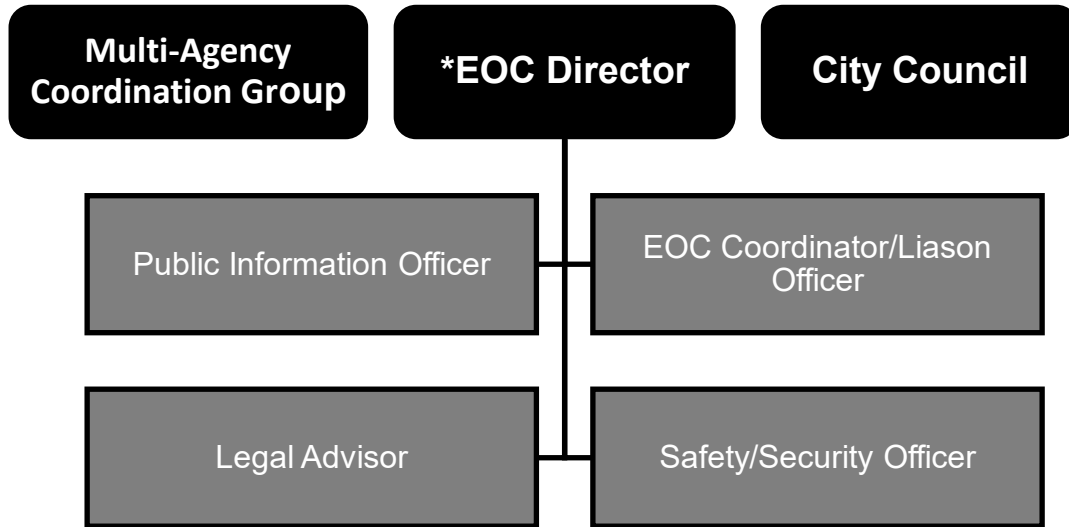
Due to the sensitive nature of the location of the EOC, this information regarding the primary and the alternate EOC is found in the restricted use section of this plan, the Appendix (a confidential/security document).

Reporting procedures

The following procedures are set forth to ensure a rapid, effective response by the City of San Buenaventura following an earthquake or other major disaster or emergency.

All full and part-time City staff are considered essential emergency personnel. Under Chapter 1 (section 3211.92) of Part I of Division 4 of the State of California Labor Code are defined as "Disaster Services Workers." As such, all staff members are expected to make every reasonable effort to return to work following any disaster situation that may require the EOC's activation or their individual department or unit. If at work, staff members are expected to stay at their workstations or emergency locations unless they are injured, relieved, or dismissed by the Director of Disaster Services or their designee or their immediate supervisor.

MANAGEMENT FUNCTION ORGANIZATION CHART



MANAGEMENT SECTION STAFF

The Management Section is led by the EOC Director and is established for every EOC activation to coordinate EOC operations. The City Manager by city ordinance will fill this position while serving as the Disaster Services Director during a disaster/emergency. The EOC Director, the Management Staff, the General Staff (Section Coordinators), and others as designated make up the EOC Management Team. The Management team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in developing an overall strategy to mitigate the incident and rules, regulations, proclamations, and orders. Management Section also includes certain staff functions required to support the Management function.

EOC Director

The EOC Director is responsible for the overall management of the City’s emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period.

Public information officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate, and timely, and appropriate information is provided to all required agencies and the media. The PIO will oversee media staff that ensures the video recording of public announcements, important meetings, and special interviews within the Emergency Operations Center, and the subsequent broadcast of these when instructed by the EOC Director.

EOC Coordinator/Liaison Officer

The EOC Coordinator/Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The EOC Coordinator/Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should contact the EOC Coordinator/Liaison Officer to ensure continuity of operations.

Safety/Security Officer

The Safety/Security Officer is responsible for identifying and mitigating safety hazards and situations of potential city liability during EOC operations and ensuring a safe and secure working environment. This position will be needed most at the beginning of activating the EOC. Once the safety of the EOC has been assessed, this position may be filled as needed.

Legal Officer

The Legal Officer is the City Attorney and provides legal advice to the EOC Director in all legal matters relative to the emergency and assists in the proclamation of an emergency.

Multiagency Coordination Group

The Multiagency Coordination Group is made up of department directors and others as needed to give support to the EOC Director.

CITY COUNCIL**SUPERVISOR: Electorate**

Primary Responsibilities

- *Proclaim and/or **ratify a local emergency.
- Approve policies, recommendations, and emergency proclamations as submitted by the City Manager.
- Communicate with other elected officials.
- Disseminate disaster-related information provided by the EOC to their constituents.
- Support the EOC Director and provide policy guidance when needed.
- Obtain briefings from EOC Director and provide information to the public and media in coordination with the Public Information Officer.
- Host and accompany VIP's and government officials on tours of the emergency.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Do not respond to the EOC, unless requested to do so by the EOC Director.

Notifications (None Applicable to This Checklist)

Meetings/Briefings

- Receive incident briefing from EOC Director (City Manager) or designee by phone or arranged meeting location.
- Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.
 - Four members of the City Council are needed for an official quorum.
 - Emergency proclamations must be ratified within seven (7) days.
 - Approve extraordinary expenditure requirements as necessary.

Action Planning (None Applicable to This Checklist)

Documentation (None Applicable to This Checklist)

Policies

- Review, at least every 14 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.
- In consultation with the EOC Director, Multi-Agency Coordination Group and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.

Resources (none applicable to this checklist)

Ongoing Activities

- Upon request of PIO, Liaison Officer or EOC Coordinator host and accompany VIP's and governmental officials on tours of the emergency area. Coordinate all tours with PIO, Liaison Officer, and EOC Coordinator.
- Provide interviews to the media as arranged by the PIO.
- Refer all requests for emergency information to the EOC Director or PIO.
- Develop or utilize existing citizen's advisory group to address concerns, as appropriate.
- Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Encourage post-event discussions in the community to identify perceived areas of improvement.

*Proclaim a local emergency – The City Council, if in session, and the Director of Disaster Services, when City Council is not in session, can proclaim a local emergency.

**Ratify a local emergency – Whenever a local emergency is proclaimed by the Director of Disaster Services, the City Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect. If the City Council does not ratify the local emergency, such inaction shall not affect the validity of the local emergency during the period of time it was in effect.

MULTI-AGENCY COORDINATION GROUP**SUPERVISOR: EOC Director**

Primary Responsibilities

- **Note: Activated only if needed, and may be activated at various time periods but more than likely will not be activated continuously to avoid creating two EOCs.**
- Participate as a member of the Multi-Agency Coordinating Group providing support to the EOC Director.
- Ensure that the EOC Director has clear policy direction.
- Assist in making executive decisions based on policies of the City Council.
- Assist the EOC Director in the development of rules, regulations, proclamations and orders.
- Ensure Continuity of Government and Continuity of Operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Upon arrival, identify yourself as a member of the Multiagency Coordination Group and report to the EOC Director or City Manager.
- Assign Department staff to the EOC as needed.
- Clarify issues regarding your authority and assignment.

Notifications

- Determine if all **your** key Department personnel or alternates have been notified or are en-route to the EOC as necessary.

Meetings/Briefings

- Obtain a briefing or preliminary survey of the emergency/disaster from **your** staff and impact on **your** Department's operational capability.
- As appropriate, report to the EOC Director or City Manager for a briefing and provide a status report of **your** Department.

Action Planning

- Assist the EOC Director in the preparation of the Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

Policies

- In consultation with the Director of Emergency Services, develop temporary emergency policies for managing the strategic aspects of the emergency.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Request additional personnel to maintain a 24-hour operation as required.

Ongoing Activities

- Review your position responsibilities.
- Advise department staff to activate **your** Department emergency voicemail or answering machine with an appropriate message.
- Determine information needs and advise the EOC Director of those needs.
- Advise and assist the EOC Director in the release of information to the public and the media, requests for additional resources, requests for release of resources and plans for recovery, reconstruction and demobilization.
- Ensure Continuity of Government and Continuity of Operations and prepare the EOC for transition to a recovery organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

EOC DIRECTOR**SUPERVISOR: City Council**

Primary Responsibilities

- Serve as the Director of Disaster Services for the City of San Buenaventura.
- Make executive decisions based on the policies of the City Council.
- Develop and issue rules, regulations, proclamations, and orders.
- Activate the EOC and establish an appropriate staffing level.
- Exercise overall management responsibility for the coordination of the response and recovery efforts within the affected area. In conjunction with the General Staff, set priorities for response and recovery efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Activation

- Determine the operational status and appropriate level of activation based on the situation as known.
- Confirm the level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Ensure The EOC Is Properly Set Up And Ready For Operations.

Start-up

- Direct the implementation of the City's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

Assignments/Staffing

- Ensure that the Management Section is staffed as soon as possible at the level needed.
 - Public Information Officer

- EOC Coordinator
 - Liaison Officer
 - Safety Officer
 - Security Officer
 - Legal Officer
 - Multi-Agency Coordination Group
 - City Council
- Assign Section Coordinators (General Staff) as needed for:
- Operations
 - Planning/Intelligence
 - Logistics
 - Finance/Administration
- Assign person to record EOC Director's actions.
- Assign staff to initiate check-in procedures. **(See Finance/Administration Support Documentation-Check-In Form.)**
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name.

Notifications

- Ensure the Liaison Officer notifies the Ventura County Operational Area that City EOC personnel is notified and directed to report to the EOC.

Meetings/Briefings

- Obtain briefing from current Incident Commander, or with persons responsible for public works, fire and police operations to obtain incident status and information or from whatever sources are available.
- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
- Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts

- Prepare work objectives for Section staff.
- Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe.
- Establish the frequency of briefing sessions.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Conduct periodic briefing sessions with the City Council to update the overall situation.

Action Planning

- Schedule the first planning meeting.
- Establish overall EOC priorities and develop objectives for the Management function.
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.

Policies

- Confirm the delegation of authority. Obtain any guidance or direction as necessary.
- Determine appropriate delegation of purchasing authority to the Supplies/Procurement Unit of the Logistics Section.

Ongoing Activities

- Direct the implementation of the City's Emergency Operations Plan.
- Ensure that telephone, radio and data communications with other facilities are established and tested.
- Ensure that all departments account for personnel and work assignments.
- Carry out responsibilities of all other EOC Sections not currently staffed.
- Develop and issue appropriate rules, regulations, proclamations and orders.
- Initiate Emergency Proclamations as needed (**See Management Support Documentation – Legal Documents.**)

- Consider activating the Multi-Agency Coordination Group to address citywide issues (i.e. reduced hours of operations for regular city business), continuity of government and continuity of operations issues.
- Set priorities for restoration of city services.
- In conjunction with the PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.
- Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) via the Ventura County Operational Area EOC if necessary.
- Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.
- Keep the Mayor, City Council and the Operational Area informed of all problems and decisions.
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing or Psychological First Aid as appropriate in coordination with Personnel Unit of the Logistics Section.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Request additional personnel to maintain a 24-hour operation as required.
- Determine if support is required from other jurisdictions; request mutual aid from the Ventura County Operational Area. Logistics Section will implement all Mutual Aid requests.

Deactivation

- Authorize deactivation of sections, branches or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning).
- Ensure that the Liaison Officer notifies the Ventura County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.
- Ensure that any open actions not yet completed will be taken care of after deactivation.
- Ensure that all required forms or reports are completed prior to deactivation.
- Ensure that the Planning Section Coordinator schedules a debriefing and critique of the disaster operations to incorporate into the After-Action/Corrective Action Report.
- Deactivate the EOC and close out logs when the emergency no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

PUBLIC INFORMATION OFFICER**SUPERVISOR: EOC Director**

Primary Responsibilities

- Serve as the dissemination point for all media releases related to city impacts and activities. Other agencies wishing to release information regarding the City of Ventura to the public should coordinate through the Public Information function.
- Coordinate use of the City's public notification system, VC Alert, 211, and the City's website.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status, relief programs and services and other information. Information released should be posted in hard copy in the EOC and to D-Lan.
- Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident.
- If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. The JIC could also expand to include county, state and federal agencies. If a JIC is established the PIO shall coordinate with and may send a representative to the JIC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. (Note: In a large-scale event, providing public information will exceed the capabilities of a single individual. The public information function may grow to a team effort.
- Provide sufficient staffing and telephones to handle incoming media and public calls and to gather status information.
- Consider establishing and staffing a hotline to answer inquiries from the public as needed.
- Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information.

Notifications

- Notify EOC sections and PIO's in the field that the PIO function as been established in the EOC. Distribute PIO phone numbers and contact information.
- Notify local media of PIO contact numbers.
- Notify the Op Area JIC that the PIO function has been established and provide PIO contact numbers.
- Contact cable channels to disseminate emergency information/updates on cable channels either through message board or live taping of Mayor or EOC Director.

Meetings/Briefings

- Attend all Section meetings and briefings.
- Arrange for meetings between media and city officials or incident level PIOs for information on specific incidents.
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.
- Periodically prepare briefings for the elected officials or executives, as needed and directed by the EOC Director.

Action Planning

- Assist the Management Section in developing Section objectives for the EOC Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and DLAN and other appropriate areas.
- Maintain file copies of all information releases.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, Local Assistance Center locations, etc.
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.
- Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation guidance, evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters.

- Develop a fact sheet for field personnel to distribute to residences and local businesses, as appropriate (include information about water and electrical outages/shortages, water supply stations, health services, etc.).
- Ensure file copies are maintained of all information released and posted in the EOC.
- Provide copies of all releases to the EOC Director.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

Policies

- Implement City PIO/media procedures. **(Management Section Supporting Documents.)**
- Obtain approval from the EOC Director for the release of all information.
- Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS) and the cable system, if needed. **(See Management Support Documentation, Emergency Alert System Procedures.)**
- Be sure that all elected officials, departments, agencies and response organizations in the city are aware that they must coordinate release of emergency information through the PIO and that **all press releases** must be cleared with the EOC Director before releasing information to the media.
- Coordinate PIO activities with County of Ventura PIO if an Op Area JIC is established.

Ongoing Activities

- Coordinate all media events with the EOC Director.
- Respond to information requests from the EOC Director and EOC management team.
- Keep the EOC Director advised of all unusual requests for information and of all major, critical or unfavorable media comments.
- Determine requirements for support to the PIO function at other EOC levels.
- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Assist in making arrangements with adjacent jurisdictions for media visits, as appropriate.
- Coordinate with an activated Op Area JIC to:
 - Ensure coordination of local, state and federal and the private sector public information activities.
 - Obtain technical information (health risks, weather, etc.).
 - Consider sending a city PIO representative to the Op Area JIC if established.
- Establish a Media Information Center in the lobby of the Police/Fire Administration Building, if needed. Provide necessary work space, materials, telephones and staffing. If there are multiple

local, state and federal agencies involved consider establishing a Joint Information Center (JIC) or if a JIC is established, designate staff to participate at the JIC.

- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.
- Develop an information release program and schedule.
- Obtain, process, and summarize information in a form usable in presentations.
- Develop and/or obtain secure maps, fact sheets, pictures, status sheets and related visual aids for media.
- Determine which radio and TV stations are operational. **(See Management Support Documentation.)**
- Broadcast emergency information/updates on cable television, either through message board or live taping of Mayor or EOC Director.
- Ensure you make a digital recording of all interviews that you give.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, and EOC Director and City Council.
- Monitor broadcast media to:
 - Get general information
 - Identify and correct inaccurate information
 - Identify and address any rumors
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).
- Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing 9-1-1 translation services and video services to contact the deaf.
- Issue timely and consistent advisories and instructions for life safety, health and assistance:

- What to do and why.
 - What not to do and why.
 - Hazardous areas and structures to stay away from.
 - Evacuation routes, instructions and arrangements for persons without transportation or access and functional needs (non-ambulatory, sight-impaired, etc.).
 - Location of mass care shelters, first aid stations, food/water distribution points, etc.
 - Location where volunteers can register and be given assignments.
 - Street, road, bridges and freeway overpass conditions, congested areas to avoid and alternate routes to take.
 - Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
 - Curfew information.
 - School information (The School District should issue specific information. The City PIO can issue general information authorized by the School District).
 - Weather hazards when appropriate.
 - Public information hotline numbers.
 - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
 - Local, state and federal assistance available; locations and times to apply.
 - Local Assistance Center (LAC) locations, opening dates and times.
 - How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with the Ventura County Human Services Agency and the American Red Cross on the release of this information).
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Determine requirements for support to the emergency public information function at other EOC levels.

Deactivation

- See Deactivation in Common EOC Responsibilities on page 73.

EOC COORDINATOR/LIAISON OFFICER**SUPERVISOR: EOC Director****Primary Responsibilities**

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary and provide an orientation briefing, as appropriate.
- Assist the EOC Director in providing orientations for VIPs and other visitors to the EOC.
- Interact with other sections and branches/groups/units within the EOC to obtain information assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, action plans and appropriate situation information is disseminated to Agency Representatives.
- Provide outside agency information and guidance to the EOC Director.
- Maintain contact with the Ventura County Operational Area EOC Liaison Officer.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC.
 - They understand their assigned function.
 - They know their work location.
 - They understand EOC organization and floor plan (provide both).
 - They have a copy of the EOC Action Plan once available.
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies/school districts
 - Volunteer organizations (Auxiliary Communications Services, Community Emergency Response Teams, Volunteer Organizations Active in Disasters)
 - Non-governmental agencies (American Red Cross, United Way, etc.)
 - Private sector organizations
 - Utilities not already represented
 - Special Districts not already represented
- If the County has activated an Inter-Agency Coordinating Group, ensure a city representative attends and represents city issues.

- Know the working location for any Agency Representative assigned directly to a branch/group/unit.

Notifications

- Notify pre-identified outside agency reps that the EOC has been activated. Request an Agency Representative, as appropriate.
- Determine if there are communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

Meetings/Briefings

- Attend and participate in Management Section meetings and briefings.
- Brief Agency Representatives on current situation, priorities and EOC Action Plan.
- Provide periodic update briefings to Agency Representatives as necessary.

Action Planning

- Assist the EOC Director in developing Management objectives for the EOC Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.
- Provide personnel and equipment time records to the EOC Director at the end of work shift.

Resources

- See Resources in Common EOC responsibilities on page 72.
- Determine status and resource needs and availability of other agencies.
- Facilitate requests for support or information that they City can provide.
- Keep up-to-date on the general status of resources and activity associated with the City.

Ongoing Activities

- Provide EOC organization chart, floor plan and contact information to all Agency Representatives.
- Maintain ongoing contact with all agency Liaisons involved with the incident response and provide information to the Planning/Intelligence Section. If agency liaisons are not assigned to be on-site at the EOC, establish plan of communication with each appropriate liaison.

- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.
- Arrange and coordinate any VIP tours with PIO, EOC Director and EOC Coordinator.
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.
- Act as liaison with county, state or federal emergency response officials and appropriate city personnel.
- Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- With the approval of the EOC Director, provide agency representatives from the City EOC to other EOCs as requested, if available.

LEGAL OFFICER**SUPERVISOR: EOC Director**

Primary Responsibilities

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency. (See Management Support Documentation – Legal Documents.)
- Commence legal proceedings as needed.
- Participate as a member of the EOC management team when requested by EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Determine 24-hour staffing requirements and request additional support as required.

Notifications (none applicable to this checklist)

Meetings/Briefings

- Attend Management Section meetings and briefings as requested.

Action Planning

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.
- Prepare documents relative to the demolition of hazardous structures or conditions.

- Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.

Policies (none applicable to this checklist)

- Provides interpretation of city, county, state and federal ordinances, statutes and regulations.

Resources

- See Resources in Common EOC Responsibilities on page 72.

Ongoing Activities

- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities.
- Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.
- Keep the EOC Director advised of your status and activity.

SAFETY/SECURITY OFFICER**SUPERVISOR: EOC Director**

Primary Responsibilities

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- Provide twenty-four hour a day security for EOC facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Report to the EOC Director.
- Clarify issues regarding your authority and assignment.
- Determine current security requirements and establish staffing as needed.

Notifications

- Complete a radio or communications check with all on-duty security personnel as appropriate.

Meetings/Briefings

- Attend all Management Section meetings and briefings.

Action Planning

- Assist the Section in developing Section objectives for the EOC Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Provide personnel and equipment time records to the EOC Director at the end of each work shift.
- Consider need for vehicle traffic control plan. Develop if required.

Policies (none applicable to this checklist)

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Determine needs for special communications. Make needs known to the Information Systems Branch of the EOC Logistics Section.

Ongoing Activities:

- Support Safety and Security Officers in the field to ensure safety and security of field operations for employees and volunteers.
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.
- Provide executive security as appropriate or required.
- As requested, provide security for any EOC critical facilities, supplies or materials.
- Establish or relocate security positions as dictated by the situation.
- Determine needs for special access facilities.
- Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- Be familiar with particularly hazardous conditions in the facility.
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water quality, etc.)
- If the event that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Assist in any EOC evacuation.
- Assist in sealing off any dangerous areas. Provide access control as required.
- Keep the EOC Director advised of safety and security conditions.
- Coordinate with Compensation/Claim Unit of the Finance Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

MANAGEMENT SUPPORT DOCUMENTATION**PROCLAMATIONS - LOCAL AND STATE EMERGENCY**

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the City Council, or a person authorized by ordinance, may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other conditions. The type of disaster, date of occurrence, and the area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2, 3, and 4.**) A copy of the resolution must be provided to the Ventura County Operational Area for transmission to Cal OES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 60 days. No review should exceed 60 days** and the failure to do so terminates the Local Emergency Proclamation by operation of law.

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.

Local Resolution Requesting State Director, Office Of Emergency Services, Concurrence In Local Emergencies

Following the proclamation of a local emergency and in the event public real property has been damaged or destroyed, and assistance is needed in the repair and restoration, the governing body may request the Cal OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency and the person designated to receive, process, and coordinate all aid. The resolution will be sent to Cal OES through the Ventura County Operational Area.

To assist the Cal OES Director in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see Exhibits 1, 2, 3 or 4).
- Damage Assessment Summary

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act. The following financial assistance is available through Cal OES under the CDAA:

- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

State of Emergency/Presidential Declaration

Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Governor proclaim a state of emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA. A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the Cal OES Director through the Ventura County Operational Area.

- Certified copy of the local emergency proclamation (**see Exhibits 1, 2, 3 and 4**).
- Damage Assessment Summary (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).

Financial assistance available:

- Eligible disaster response costs;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, Cal OES prepares the proclamation.

Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution asking the Cal OES Director to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of Public Law 93-288 (Stafford Act). The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and Damage Assessment Survey.

Financial assistance available:

- Individual assistance to the private sector;

- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

Local Proclamation of Termination of Local Emergency

The governing body must review the need for continuing the local Emergency Proclamation **at least every 60 days**, and proclaim the termination of at the earliest possible date. **No review should exceed 60 days from the last review** and the failure to do so terminates the local Emergency Proclamation by operation of law.

Government Code Section 8630: “(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c) The governing body shall review the need for continuing the local emergency at least once every 60 days until the governing body terminates the local emergency. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

- Exhibit 1** Resolution Requesting Governor to Proclaim a “State of Emergency” and a Request for State and Federal Assistance **(See Appendix)**
- Exhibit 2** Resolution Proclaiming Existence of a Local Emergency and Rendering Certain Emergency Orders **(See Appendix)**
- Exhibit 3** Proclamation and Order of the Director of Emergency Services Proclaiming Existence of a “Local Emergency” **(See Appendix)**
- Exhibit 4** Resolution Requesting a Presidential Declaration and Asking for Assistance Due to the Extent and Severity of the Proclaimed Local Emergency **(See Appendix)**

REPORTING TO WORK FOLLOWING A DISASTER

During Nonworking Hours

All employees are to report to work per Rule VII, Section 11 of the City of Ventura Personnel Rules and Regulations or as otherwise outlined in Labor Memoranda of Understanding.

City of Ventura Personnel Rules and Regulations, Rule VII, Section 11

Section 11: EMERGENCY CALLBACKS TO WORK. In the event of a City emergency situation, all employees who are contacted to return to work on an overtime basis, unless physically incapacitated, must do so. Any employee who is contacted to come back to work on an overtime basis, due to a City emergency situation, who fails to do so due to outside employment, may be subject to disciplinary action.

PUBLIC INFORMATION OFFICER (PIO) SUPPORT DOCUMENTS

The City is responsible for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should do.
- Provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- Provide a PIO planning/work area in or near the EOC.
- Coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- Establish a Media Information Center for briefing the news media.
- Establish a rumor control function to respond to public and media inquiries.
- Coordinate with the Liaison Officer and EOC Coordinator to handle VIP tours.

Any public information materials are to be developed with inclusionary messaging, meaning that the documents should be provided in accessible formats and integrate the needs of persons with disabilities.

PIO team should use multiple delivery methods to ensure maximum coverage to all population groups, such as social media (Facebook, Twitter, Nixle, NextDoor).

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed, and potential short or long-term impacts, if known. For significant incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

Emergency Notification

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name and title
- City of San Buenaventura
- Type of incident
- Safety information
- Location of incident
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

Emergency Phase

During this phase, the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations, and traffic control.

Rumor Control

Government is responsible for providing information and instructions to the public and establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiries.

Media Information

Joint Information Center or Media Center

Media accommodation begins with access to the scene through a Joint Information Center or Media Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/EOC Director and staff, and the public.

On more minor incidents, a Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures, and damage assessment.
- On the status of the incident, deaths (when confirmed by the Medical Examiner), injuries, displaced persons, damages, hospital status, school status, and major problems.

The Media Information Center should be marked if located within law enforcement lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media, it is important to provide:

- Location of media center(s)
- Best access routes to the media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of the incident area (coordinate with the Liaison Officer)
- Weather information

A Joint Information Center should be established when multiple jurisdictions, agencies, and levels of government are involved in the response. The PIOs at the Joint Information Center will employ the Joint Information System to share and coordinate public information, whether formally or informally, to ensure the delivery of accurate and timely information the public needs and wants.

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the law enforcement agency issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a freelance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft (66 Ops. Cal. Atty. Gen. 497(1983).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

"Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman may apply for press photographer's plates. No more than one set of the special plates will be issued to a press photographer. Photojournalists must derive more than 50% of their personal income as a press photographer from a bona fide news organization."

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at the perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- Arrange for an official spokesperson.
- Announce briefings times to all media.
- Arrange media tours if such action will not hinder response efforts. (coordinate with the liaison officer.)
- Conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed, and approved by appropriate authorities before release to the media or public. PIOs should not release unconfirmed

information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize an individual's rights and safety should be released.

Media Pools

The media should be allowed reasonable access. If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video, and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs, and video/audiotape with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio, or still coverage in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey the lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The law enforcement agency will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

Post Emergency Phase

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available. It is the responsibility of the PIO to:

- Advise the public of recovery efforts
- Provide for public meetings to address public concerns.
- Continue monitoring public attitudes and revise public information strategies accordingly.
- Reduce tension by issuing news releases on a regular basis.
- Record and evaluate actions taken during incident for after action report.
- Consider contacting the media for their input into the after action report.
- Ensure that the PIO has business cards with phone numbers to give to media.

The following information should be released to the public when providing EMERGENCY public information.

Lifesaving/Health Preservation Instructions

- What to do (and why) and what not to do (and why)
- Information (for parents) on status and actions of schools (if in session)
- Hazardous/contaminated/congested areas to avoid
- Curfews
- Road, bridge, freeway overpass, dam conditions, and alternate routes to take.
- Evacuation:
 - Routes.
 - Instructions (including what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
 - Location of mass care/medical/
 - Coroner facilities, food, safe water. Status of hospitals.
- First aid information
- Firefighting instructions
- Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls

- Instructions/precautions about utility use, sanitation, how to turn off utilities
- Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- Weather hazards/health risks (if appropriate)

Emergency Status Information

- Before release, clear all information with the EOC Director.
- Verify all information before release
- Provide all hotline numbers
- Description of the emergency situation, including:
 - Number of deaths and injuries
 - Property damage to city and businesses and dollar value
 - Persons displaced
 - Magnitude of earthquake, number of fires, etc.
- Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- Where people should report/call to volunteer
- How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

Other Useful Information

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available.
- Disaster Application Center opening dates/times.
- Historical events of this nature.
- Charts/photographs/statistics from past events.
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured.

MEDIA PHONE LIST - RADIO/TV/PRINT

Television

Local – Ventura County

KEYT – Channel 3

730 Miramonte Drive,
Santa Barbara, CA 93109

www.keyt.com

General Information	805-882-3933
New Room Direct	805-882-3930

Local – Los Angeles County

CNN (Cable News Network)

6430 Sunset Boulevard, Suite 300
Los Angeles, CA 90028

www.cnn.com

General Information	323-993-5000
Fax	323-993-5081

KCBS - Channel 2

CBS Studio City Broadcast Center
4200 Radford Avenue
Studio City, CA 91604

www.cbs2.com

General Information	818-655-2000
News Room Direct	323-460-3316
Fax	323-464-2526

KNBC - Channel 4

3000 W. Alameda Avenue, Room 2201
Burbank, CA 91523

www.knbc.com

General Information	818-840-4444
News Room Direct	818-840-3425
Fax	818-840-3535

KTLA - Channel 5

5800 Sunset Boulevard
Los Angeles, CA 90028

www.ktla.trb.com

General Information	323-460-5500
News Room Direct	323-460-5501
Fax	323-460-5333

KABC - Channel 7

500 Circle Seven Drive
Glendale, CA 91201

www.abclocal.go.com/kabc

General Information	818-863-7777
News Room Direct	818-863-7500
After 6:00 p.m.	818-863-7600
Fax	818-863-7080

KCAL - Channel 9

Same information as KCBS
(Absorbed by KCBS parent company in 2002)

www.kcal9.com

KTTV (FOX) - Channel 11

1999 S. Bundy Drive
Los Angeles, CA 90025

www.myfoxla.com

General Information	310-584-2000
News Room Direct	310-584-2025
Fax	310-584-2024

KCOP - Channel 13 (soon to be absorbed by FOX 11)915 N. La Brea Avenue
Los Angeles, CA 90038www.upn13.com

General Information

323-851 1000

News Room Direct

323-850 2222

Ext. 409 or 419

Fax

323-850-1265

Radio

KVTA 1590 AM (EAS STATION)	805-642-8595	Ventura	www.kvta.com
KHAY - 100.7 FM (EAS STATION)	805-642-8595	Ventura	www.khay.com
KMLA – 103.7 FM (Spanish)	805-385-5656	Oxnard	www.Lam1037.com
KBBY 95.1 FM (VENTURA)	805-642-8595		www.951kbbby.com
KDAR - 98.3 FM (OXNARD)	805-485-8881		www.983fmtheword.com
KOXR - 910 AM (OXNARD)	805-240-2070		
KVEN – 1450 AM (VENTURA)	805-289-1400		www.1450kven.com
KXLM - 102.9 FM (OXNARD)	805-240-2070		www.radiolazer.com

Newspapers

Ventura County Star	805-437-0000	805-482-6167 (fax)	www.vcstar.com
Ventura County Reporter www.vcreporter.com	805-648-2244		
Ventura Breeze www.venturabreeze.com	805-653-0791		
Tri-County Sentry (Multi-cultural) www.tricountysentry.com	805-983-0015		
The Acorn	818-706-0266		www.theacrononline.com

MEDIA RELATIONS DOS AND DON'TS

DO...	DON'T...
<ul style="list-style-type: none"> • Prepare a fact sheet / FAQs • Assume you're being recorded • Respect reporters' and publications' deadlines • Let reporters know how to reach you • Set – and stick to – expectations for updates (on the hour, every two hours, etc.) • Speak officially; facts only • Remember your tone and project confidence • Give the whole story • Treat all reporters equally • Highlight your priorities (safety of community, family reunification, donations, volunteers, etc.) • Say “I don't know,” if you do not have information readily available; then set time frame for follow up when you do know • Be accessible to reporters; return calls promptly • Suggest interesting story ideas • Offer tours or support information • Think and speak in “soundbites” or quotes • Listen to the question; clarify to make sure you are answering what is asked • Practice your talking points; if necessary, issue written talking points in advance of your briefing • Anticipate questions • Correct misinformation and mistakes ASAP (reporters and your own) • Remember you are the expert • Know the law regarding media 	<ul style="list-style-type: none"> • Lie. Ever. • Fake it, speculate, assume or guess • Go “off the record” • Say “no comment” • Use industry slang or terminology • Make flippant remarks • Offer personal opinions or comment on hypothetical situations • Tell one news agency what another is doing • Wear sunglasses on camera • Fill the “pregnant pause” • Put down your detractors • Argue with the press • Try to say everything at once • Answer hypotheticals • Say “Ah” or “Um” • Respond to emotional appeals with emotion • Send a news release unless it's newsworthy • Break the connection

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

SAMPLE MESSAGES FOR RELEASE TO THE PUBLIC AND MEDIA

Power Outage

Please be advised that Electrical outage in portions of the City of San Buenaventura. Power will be restored within a given amount of time, generally within one hour. For more information, contact Edison at 1-800-655-4555

Earthquake - No Information Available

Radio Message

This is (identify presenter) _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area. At this time we have no confirmed reports of injuries or damage. Law enforcement and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

Earthquake - Update on Earthquake

Radio Message

This is (identify presenter) _____ at the _____. The magnitude of the earthquake which struck the _____ area at _____ today has been determined to be _____. The epicenter has been fixed at _____ by (scientific authority).

This office has received reports of _____ deaths (confirmed by coroner), _____ injuries, and _____ homes damaged. No dollar damage figure is yet available. Law enforcement and fire units are on the scene to assist residents.

(Continue with summary of situation.)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

SUMMARY STATEMENT FOR MEDIA

Earthquake

At approximately _____ today, a magnitude _____ earthquake struck the area, with its epicenter at _____. Fire and law enforcement units were immediately dispatched to assess injuries and damage.

(Indicate injuries, deaths (confirmed by the Coroner), property damage, fires, etc., reported to date.)

_____ aftershocks were felt, the largest occurring at (time) _____. No additional damage was reported (or specify damage).

Over _____ response personnel from law enforcement agencies, fire agencies and other City staff were called into action. The American Red Cross opened shelters at _____ for persons unable to remain in their homes. At (time) _____ on (date) _____, the City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$_____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)

Unidentified Spill/Release In Heavy Traffic Area

Radio Message

This is (identify presenter) _____ at the _____. An unidentified substance has been spilled/released at (specific location) _____. Please avoid the area, if possible, while crews are responding. The best alternate routes are _____.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (sheriff/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation.

HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)

Low Hazard/Confined Spill/Release - No General Evacuation

Radio Message

This is (identify presenter) _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate _____ block area to evacuate. Please avoid the area. The material is slightly/highly harmful to humans and can cause the following symptoms: _____. If you think you may have come in contact with this material, you should (give health instructions and hotline number, if available). For your safety, please avoid the area if at all possible. Alternate routes are (Insert alternate routes) and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

(Suggest EAS use: request repeated broadcast.)

HAZARDOUS MATERIAL INCIDENT (INCLUDING WMD)

High Hazard Spill/Release-General Evacuation Requested/Mandatory

Radio Message

This is (identify presenter) _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate. If you are (give evacuation zone boundaries) _____, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to (indicate shelter) _____.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____ . Children attending the following schools: _____ (list) will be evacuated to: _____ .

Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly harmful to humans and can cause the following symptoms: _____. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____ .

To repeat, if you are in the area of _____ you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

SUMMARY STATEMENT FOR MEDIA

Hazardous Material Incident (Including WMD)

(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ a.m./p.m. today (a private citizen, city employee, etc.) reported a spill/release of a potentially hazardous substance to this office.

(Law enforcement/fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (describe) _____, a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of _____.

Precautionary evacuation of the _____ (immediate/X block) area surrounding the spill was (requested/required) by (agency) _____.

Approximately (number) _____ persons were evacuated.

Clean-up crews from (agency/company) _____ were dispatched to the scene, and normal traffic had resumed by (time) _____, at which time residents were allowed to return to their homes. There were no injuries reported (or) _____ persons, including (no. of) _____ (fire/law enforcement) personnel, were treated at area hospitals for _____ and (all, number) _____ were later released. Those remaining in the hospital are in _____ condition.

Response agencies involved were _____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

FLOODING

Roads Closed

Radio/TV Message

This is (identify presenter) _____ from the _____. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of _____ today, the following roads/streets have been closed by law enforcement officials:

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads.

Again, those roads/streets which have been closed are _____.

Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

FLOODING

Approved Viewing Spots

Radio/TV Message

This is (identify presenter) _____ from the _____. The following storm-damaged areas are still extremely hazardous and should be avoided: _____.

Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation.

EVACUATION ORDERED

Radio/TV Message

(specify mandatory or voluntary)

This is (identify presenter) _____. The (disaster) situation continues in parts of the City of San Buenaventura. For your safety, I am asking that you leave the (give boundaries of local area, evacuation routes) _____ area as soon as possible.

Be sure to take essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at _____.

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, (give instructions) _____.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (give instructions) _____.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the (give boundaries) _____ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

FIRE WARNING MEDIA RELEASE (IMPENDING EVACUATION)

This is _____, speaking for The City of San Buenaventura. Officials report that a major fire exists in the area(s) of _____.

All citizens in The City of San Buenaventura should begin preparations for the impending evacuation and take the following precautions. (List precautions) _____.

Tune to radio station _____ or channel _____ for further instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.

WILD FIRE WARNING MEDIA RELEASE (EVACUATION NEEDED)

This is (Name) _____, speaking for The City of San Buenaventura. Officials report that a fire is presently burning out of control in the area of _____.

All citizens living in the affected area, especially _____ should begin immediate evacuation to _____ or to _____.

It is anticipated that the fires may interrupt travel along _____ and the following major streets _____ by (Time) _____.

The populated areas of _____ may be impacted by (Time) _____.

Move Calmly, but quickly. Listen to instructions of your local officials.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it and assist them, if possible. If you are unable to help, please notify the (police/fire dept.) of the location and condition of the person/s.

(Repeat the Message.)

NOTE: Have media repeat periodically; update times and events while interspersing necessary information to evacuees.

30 SECOND DONATIONS ANNOUNCEMENT

In response to the relief efforts for the disaster in the City of San Buenaventura, there are questions as to what items and services are needed.

The City encourages all individuals desiring to help to give cash donations to an organized voluntary agency of your choice, such as the American Red Cross, United Way or the Salvation Army.

The City of San Buenaventura is helping to coordinate between individuals and businesses who wish to donate money, goods and services with agencies that are able to receive, store and distribute donated items.

For more information on what and where to donate, call the City of San Buenaventura Donations Desk at _____.

MEDIA ACCREDITATION PROCEDURES

During a local emergency the Office of Emergency Services, Emergency Operations Center, will be used as the Joint Information Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Ventura County Sheriff's Department. Additional verification may be required.

No provisions will be made to feed or house media personnel.

Members of the media may not be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

CALIFORNIA PENAL CODE

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

(a) Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the California Highway Patrol, California State Police, police departments or sheriff's office, any officer or employee of the Department of Forestry designated a peace officer by subdivision (f) of Section 830.3, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (l) of Section 830.3, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by such officer to enter or remain within the closed area. If such a calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.

(b) Officers of the California Highway Patrol, California State Police, police departments, or sheriff's office or officers of the Department of Forestry designated as peace officers by subdivision (f) of Section 830.3 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not such field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within such area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.

FEDERAL AVIATION REGULATIONS

Subpart B - Flight Rules

Section 91.91 Temporary Flight Restrictions

(a) Whenever the Administrator determines it to be necessary in order to prevent an unsafe congestion of sight-seeing aircraft above an incident or event which may generate a high degree of public interest, or to provide a safe environment for the operation of disaster relief aircraft, a Notice to Airmen will be issued designating an area within which temporary flight restrictions apply.

(b) When a Notice to Airmen has been issued under this section, no person may operate an aircraft within the designated area unless:

(1) That aircraft is participating in disaster relief activities and is being operated under the direction of the agency responsible for relief activities;

(2) That aircraft is being operated to or from an airport within the area and is operated so as not to hamper or endanger relief activities;

(3) That operation is specifically authorized under an IFR ATC clearance;

(4) VFR flight around or above the area is impracticable due to weather, terrain, or other considerations, prior notice is given to the Air Traffic Service facility specified in the Notice to Airmen, and enroute operation through the area is conducted so as not to hamper or endanger relief activities; or,

(5) That aircraft is carrying properly accredited news representatives, or persons on official business concerning the incident or event which generated the issuance of the Notice to Airmen; the operation is conducted in accordance with 91.79 of this chapter; the operation is conducted above the altitudes being used by relief aircraft unless otherwise authorized by the agency responsible for relief activities; and further, in connection with this type of operation, prior to entering the area the operator has filed with the Air Traffic Service facility specified in the Notice to Airmen a flight plan that includes the following information:

- (i) Aircraft identification, type and color.
- (ii) Radio communications frequencies to be used.
- (iii) Proposed types of entry and exit of the designated areas.
- (iv) Name of news media or purpose of flight.
- (v) Any other information deemed necessary by ATC.

EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (See Forms Section).

All Visitation Request Forms will be reviewed by the EOC Liaison Officer or EOC Coordinator. Only those visitors whom the EOC Liaison Officer or EOC Coordinator determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

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OPERATIONS SECTION - GENERAL INFORMATION**Purpose**

To enhance the City's capability to respond to emergencies by coordinating and supporting tactical operations in the field based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to:

- Protect life, property, and the environment.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the City's emergency response team.

Overview

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster and to request resources as needed. These elements may include:

- Fire/Medical/Health Branch
- Police Branch
- Medical and Health Branch
- Care and Shelter Branch
- Infrastructure Branch
- Building and Safety Branch

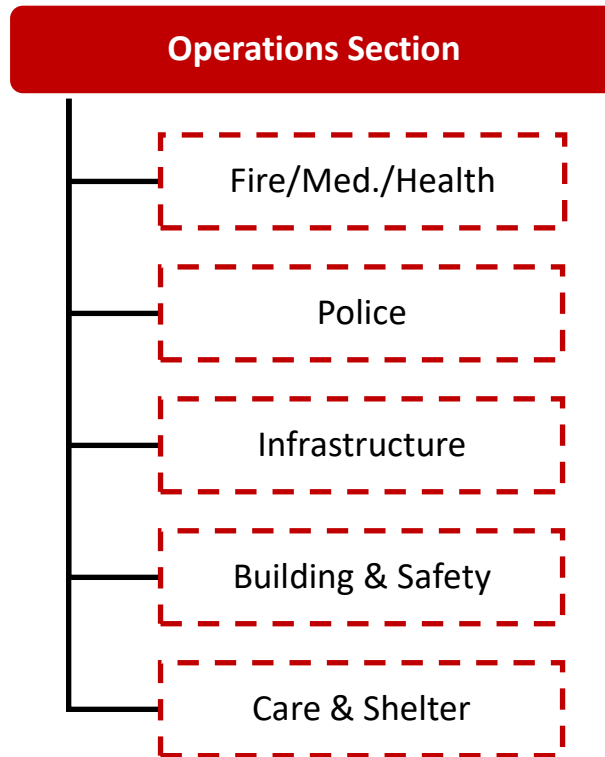
Objectives

The Operations Section is responsible for the coordination of all response elements applied to the disaster. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

Concept of Operations

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or City Manager.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies. **(See Reporting to Work During a Disaster in Management Support Documentation).**
- The EOC Director will determine operational periods. Operational periods will be event-driven.

OPERATIONS SECTION ORGANIZATION CHART**OPERATIONS SECTION STAFF**

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Fire/Medical/Health Branch
- Police Branch
- Infrastructure Branch
- Building and Safety Branch
- Care and Shelter Branch

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Operations Section Coordinator

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating the City's operations to support the disaster/emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Fire/Medical/Health Branch

The Fire/Medical/Health Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, hazardous materials, and other elements of the incident that may involve entry into hazardous atmospheres.

Medical/Health activities and Coroner activities will be coordinated with the Ventura County Health Care Agency for appropriate emergency medical response. The Ventura County Health Care Agency is responsible for managing personnel, equipment, and resources to provide the best patient care possible. Note: The County of Ventura Chief Medical Examiner-Coroner has Coroner responsibilities in the City of Ventura. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner.

Police Branch

The Police Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, and ordering and coordinating appropriate mutual aid resources. The Ventura Police Department contracts with the Ventura County Animal Services to manage animal care issues for the City. During an emergency, all animal care services will be coordinated with Ventura County Animal Services.

Infrastructure Branch

The Infrastructure Branch is responsible for coordinating all Infrastructure operations, maintaining public facilities, surveying utilities and services, and restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, inspections, etc., as needed.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation and inspection of all City-owned and private structures damaged in an incident.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for evacuees and will coordinate efforts with the Ventura County Humans Services Agency and the American Red Cross Ventura County, and other volunteer agencies. For animal sheltering issues, the Care and Shelter Branch will coordinate with Ventura County Animal Services.

OPERATIONS SECTION COORDINATOR**SUPERVISOR: EOC Director**

Primary Responsibilities

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Police, Medical/Health, Care and Shelter, Infrastructure, and Building and Safety.
- Establish and maintain mobilization/demobilization areas for incoming mutual aid resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Activation

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC

Start-Up

- Direct the implementation of the City's Emergency Operations Plan.
- Obtain a copy of the current EOC Action Plan (not available at initial EOC activation).

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Determine what Section positions should be activated and staffed.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

Notifications

- Notify EOC Director when your Section is fully operational.
- Establish field communications with established Incident Command Posts or DOCs, if activated.

Meetings/Briefings

- Brief new or relief personnel in your Branch. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- Meet with other activated Section Coordinators, as needed.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.

Action Planning

- Participate in the EOC Director's action planning meetings.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development Operations Section objectives. **(See Planning/Intelligence Support Documentation – Action Planning.)**
- Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Work closely with Logistics Section-Communications Unit in the development of a Communications Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Open and maintain an Activity Log **(See Operations Support Documentation, Activity Log).**

- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

Ongoing Activities

- Receive, evaluate, and disseminate information relative to the Operations Section.
- Evaluate the field conditions associated with the disaster and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches.
- Coordinate with Incident Commanders and DOCs, if activated to support any field activities.
- Coordinate with Police, and Fire/Medical/Health Branches and Incident Commanders, as appropriate, to determine the need for In-Place Sheltering or evacuations. Coordinate notification orders with Police and Fire/Medical/Health Branches and the PIO. **(See Operations Support Documentation – Shelter-In-Place.)**
- Coordinate the designation of primary and alternate evacuation routes for each incident with Police, Fire and Infrastructure Branches.
- Coordinate with the Situation Status Unit in the Planning Section to ensure primary and alternate evacuation routes are displayed on the situation maps.
- Coordinate any display or mapping needs with the Planning/Intelligence Section.
- Coordinate the activities of all departments and agencies involved in the operations.
- Provide all relevant emergency information to the PIO.
- Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section.
- Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) **(see Operations Support Documentation – NWS.)**
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Provide resources to the field as needed.
- Determine resources committed and resource needs.

- Identify, establish, and maintain mobilization areas for Operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Planning/Intelligence Section.

FIRE/MEDICAL/HEALTH BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator****Primary Responsibilities:**

- Evaluate and process requests for fire, hazardous materials and rescue resources.
- Coordinate search and rescue, fire operations, the prevention, control and suppression of fire and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Assist and serve as an advisor to the Operations Section Coordinator and other Branches as needed.
- Monitor and coordinate emergency medical care operations and treatment of the sick and injured resulting from the incident with the Ventura County EMSA. Provide Ventura County EMSA information on the medical casualties and needs. (Number of injuries and/or deaths). If the County Operational Area EOC is activated, coordinate with the Medical/Health Branch.
- Coordinate with the Ventura County Public Health Agency or if the County Operational Area EOC is activated, coordinate with the Medical/Health Branch regarding disease prevention and control activities.
- Coordinate with Ventura County Health Care Agency, Medical Examiner for any issues dealing with fatalities or if the County Operational Area EOC is activated, coordinate with the Medical/Health Branch.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Notifications

- Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Fire personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures.
- Notify appropriate local, state, and federal response agencies.
- Notify Ventura County Health Care Agency to coordinate any Medical/Health issues for the City.
- Identify patients and notify hospitals if contaminated or exposed patients are involved.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Set Fire Department priorities based on the nature and severity of the disaster.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Review and approve accident and medical reports originating within the Fire/Medical/Health Branch.

Ongoing Activities

- Assess the impact of the disaster on the Fire Department's operational capacity
- Report to the Operations Section Coordinator when:
 - EOC Action Plan needs modification
 - Additional resources are needed or surplus resources are available
 - Significant events occur
- Assist with the needs of the Incident Command Post(s) as requested.
- Advise EOC staff regarding the dangers associated with fire/hazardous materials.
- Coordinate fire, hazardous materials and search and rescue operations.
- Request activation of evacuation centers or mass care shelters when need is indicated through Care and Shelter Branch and provide fire protection and safety assessment of shelters.
- Assist Police with the direction and management of population evacuation; assist in evacuating non-ambulatory persons.
- Assist in dissemination of warning to the public.
- Provide for radiation monitoring and decontamination operations and implement Radiological Protection Procedures if needed.
- Determine if current and forecasted weather and wind conditions will complicate large and intensive fires, hazardous material, releases, major medical incidents and/or other potential problems. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.

- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required Ventura County Health Care Agency, Cal OES, shipper, manufacturer, CHEMTREC, etc.
- Ensure proper clean-up arrangements are made with Ventura County Environmental Health.
- Coordinate emergency medical care and transportation to appropriate facilities, utilizing City resources and private providers.
- Provide support for decontamination operations.
- Coordinate firefighting water supplies with the Infrastructure Branch. Obtain status of water system and report to field Incident Commander or Command Post.

Medical/Health Ongoing Activities

- Coordinate with the Medical/Health Branch in the County Operational Area EOC to support all medical support/care, disease prevention and control activities, distribution of medications and other medical supplies to shelters or treatment areas as needed and coroner operations.
- Provide an estimate of number and location of casualties that require hospitalization to the Medical/Health Branch in the County Operational EOC.
- Support Ventura County Health Care Agency as appropriate to provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- Provide information on the disaster routes established within the city to the Medical/Health Branch in the County Operational Area EOC.
- Provide the PIO with information on public health hazards, mitigation procedures and the locations of medical shelters, first aid facilities, and Field Treatment Sites that may have been established by Ventura County Health Care Agency.
- Coordinate with the Ventura County Health Care Agency, Medical Examiner or with the Medical/Health Branch if the County Operational EOC is activated to support any temporary morgue facilities that have been established in the city.
- Maintain list of known dead and forward to the Medical Examiner or the Medical/Health Branch if the County Operational EOC has been activated.
- Assist and coordinate with the Ventura County Health Care Agency or the Medical/Health Branch if the County Operational EOC has been activated for the reburial of any coffins that may be washed to the surface of inundated cemeteries.
- Assess the need to provide mental health services to the general public and coordinate the provision of these services with Ventura County Health Care Agency or the Medical/Health Branch if the County Operational EOC has been activated, if needed.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Estimate need for fire mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
 - Order all fire resources through the Ventura County Operational Area Fire Mutual Aid Coordinator
 - Order all other resources through the Logistics Section
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas, as needed.
- Coordinate with Logistics for provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for fire personnel (including heavy equipment for rescuing trapped persons).
- Report to the Operational Area Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- Resolve logistical problems reported by the field units.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.

POLICE BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator**

Primary Responsibilities

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and communicate with Police DOC, if activated.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Determine 24-hour staffing requirement and request additional support as required.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Notifications

- Ensure that all on-duty Police personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Police personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Notify Watch Commander of status.

Alerting/Warning of Public (See Operations/Alerting And Warning)

- Coordinate with Fire/Medical/Health Branch and field units to designate area to be warned and/or evacuated.
- Develop and coordinate with the PIO the warning/evacuation message to be delivered. At a minimum the message should include:
 - Identification of agency making notification
 - Nature of the emergency and exact threat to public

- Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
- Notifying police units to use loudspeakers and sirens to announce warning messages.
 - Determining if helicopters are available and/or appropriate for announcing warnings.
 - Using automated notification systems, cable TV, local radio stations and social media to deliver warning or emergency messages upon approval of the EOC Director.
 - Using the Emergency Alert System (EAS) for local radio and television delivery of warnings. **(See Operations Support Documentation – Alerting and Warning.)**
 - VCAAlert - Follow the Ventura County VC Alert User's Manual to deliver warning or emergency messages to selected residences upon approval of the EOC Director.
 - Using cadets, Disaster Services Workers reserves, and other City personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e., hospitals, schools, government facilities, special industries, etc.)
- Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:
- Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing video phones, and 9-1-1 translation services to contact the deaf and hard of hearing.
 - Using pre-identified lists and non-governmental organizations with outreach to people with access and functional needs.
- Check vacated areas to ensure that all people have received warnings.

Meetings/Briefings

- Brief new or relief personnel in your Unit/Position. Briefings should include:
- Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate

- Procedural instructions for obtaining additional supplies, services, and personnel
- Identification of operational period work shifts
- Attend periodic briefing sessions conducted by Section Coordinator.
- Obtain regular briefings from field command post(s) or DOC.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Action Planning

- Assist in the preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Set Police Department priorities based on the nature and severity of the disaster.
- Implement the evacuation portion of the EOC Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Open and maintain an Activity Log (**See Operations Support Documentation, Activity Log**).
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.

Ongoing Activities

- Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions.
- Ensure that Police personnel have completed status checks on equipment, facilities, and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information back through the Police Branch. Police Branch will forward information to the Planning/Intelligence Section.
- Alter normal patrol procedures to accommodate the emergency situation.
- Ensure that all relevant communication systems are operational.
- Review situation reports as they are received. Verify information where questions exist.
- Refer all media contacts to PIO.
- Provide information to the PIO on matters relative to public safety.

- Maintain contact with established DOCs and dispatch center to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.).
- Coordinate with Ventura County Animal Services for all animal services needed.
- Activate the Critical Incident Stress Management teams if necessary.

Evacuation Activities

- Implement the evacuation portion of the EOC Action Plan and/or support field operations.
- Establish emergency traffic routes in coordination with the Infrastructure Branch and Ventura County EOC, as appropriate.
- Coordinate with the Infrastructure Branch to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Ensure that VC-Alert is employed to assist with evacuations.
- Assist Infrastructure Branch with identifying and clearing debris from critical routes required to support emergency response vehicles.
- Identify alternate evacuation routes where necessary.
- Identify persons/facilities that may have special evacuation requirements; i.e. people with access and functional needs, hospitalized, elderly, institutionalized, incarcerated etc.
 - Check status
 - Evacuate if necessary
 - Coordinate with the Transportation Unit of the Logistics Section for special transportation needs, i.e. wheelchair lift-equipped buses, transit buses, and paratransit vans.
 - Make sure the individuals are not separated from their durable medical equipment, i.e. wheelchairs, and walkers or service animals.
- Consider use of City vehicles if threat is imminent. Coordinate use of City vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.

- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Infrastructure Branch to obtain necessary barricades and signs.

Security Activities

- Coordinate security for critical facilities and resources (consider vehicle security and parking at incident facilities).
- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the City, as required.
- Coordinate assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
- Coordinate with the Infrastructure Branch for street closures and boarding up of buildings.
- Coordinate police and crowd control services at mass care and evacuation centers.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Major Air Crash Activities

- Notify the Federal Aviation Agency or appropriate military command for all air crash incidents.
- Request temporary flight restrictions, as necessary

Flooding and/or Dam Failure Activities

- Notify all units in and near inundation areas of flood arrival time.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

Additional Actions in Response to Tsunami Warning

- Use the City of Ventura's Tsunami Evacuation Routes and Reunification Areas to evacuate portions of the City in and near tsunami inundation areas.
- Coordinate with the Ventura County Sheriff's OES to ensure that VC-Alert is employed to assist with evacuations.

- Coordinate with the Ventura County Sheriff's Department to confirm assembly areas for population being evacuated.
- Coordinate with the Ventura County Sheriff's OES and the Ventura County Transportation Commission to confirm pick up points for individuals with limited transportation resources. The Ventura County Operational Area Tsunami Evacuation Plan identifies the following pickup points in the City of Ventura for people needing assistance getting to the City's designated assembly area (Ventura College):
 - Schooner & Anchors Way (Ventura Harbor Mobile Home Park)
 - Seaward and Harbor (VON's Parking Lot)(For more information see Operations Support Documentation – Abbreviated Ventura County Operational Area Tsunami Evacuation Plan).
- Coordinate with Ventura County Animal Services to assist in evacuating animals in the inundation area.
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Estimate need for law enforcement mutual aid.
- Request mutual aid assistance through the Ventura County Operational Area Law Enforcement Coordinator.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required for incoming law enforcement mutual aid resources.

INFRASTRUCTURE BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator**

Primary Responsibilities

- Receive and process all field resource requests for Infrastructure resources. If Infrastructure DOC (Public Works/Water/Waste Water) is activated, field units will request resources through the Infrastructure DOC. The Infrastructure DOC will coordinate resource requests with the Infrastructure Branch Director. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Fire and Medical/Health Branches on water purification notices. (See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.)

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Notifications

- Notify transportation officials (Caltrans) of City's emergency status and coordinate assistance, as required.
- Notify the Ventura County Operational Area EOC (OAEOC) of the situation and need for mutual aid and participate in OAEOC Water Chief conference calls as requested.
- Contact DHS District Office of Drinking Water, Ventura County Health Care Agency - Public Health, local water utilities, Fire Department, Police Department and other sources to compile situation information including:
 - Cause and extent of water system damage
 - Estimated duration of system outage
 - Geographical area affected
 - Population affected

- Actions taken to restore system
- Resources needed to reactivate system
- Emergency potable water needs (quantity and prioritized areas)

Please note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.

Ongoing Activities

- Maintain back-up power in the EOC.
- Assure that all emergency equipment has been moved from unsafe areas.
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. **(See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.)**
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
- In coordination with the Ventura County Public Works, determine status of evacuation routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.
- Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event. -128
- Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.

Debris Management Issues

- Support clean-up and recovery operations during disaster events. Coordinate with County's Disaster Debris Management Team.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- In coordination with the Ventura County Operational Area Debris Management Team, develop a debris removal plan to facilitate city clean-up operations, which addresses:
 - Disaster Event Analysis/Waste characterization analysis
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris
 - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
 - Expect normal refuse volumes to double after a disaster
 - Develop a list of materials to be diverted
 - Make diversion programs a priority
 - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Services (OES).
 - Determine debris removal/building deconstruction and demolition needs
 - Coordinate with Building and Safety to determine if a city contractor will be needed to remove debris from private property or perform demolition services. (Refer to City Public Works Standard Operating Procedures for Waiver Liability)
 - The City may need to provide deconstruction or demolition services at no cost as many structure owners don't have earthquake insurance
 - The City should seek reimbursement of deconstruction or demolition services provided at no cost to the property owner if the property owner does have insurance that covers this type of service
 - Select debris management program(s) from the following:
 - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
 - Drop-off sites for the source separation of disaster debris
 - Household Hazardous Waste – collection event or curbside program
 - Identify temporary storage/processing sites, if necessary
 - Coordinate with surrounding cities and the County
 - Determine capacity needs
 - Selection of sites will depend on type of debris and proximity to where debris is generated
 - Coordinate with FEMA, if federal disaster, regarding reimbursement for temporary sites and sorting which may require moving materials twice

- Identify facilities and processing operations to be used
- Determine contract needs:
 - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts and,
 - Document how contract price was developed
- Establish a public information program for debris removal
- Establish program length and develop monitoring and enforcement program
- Prepare report of program activities and results
- Prepare documentation for reimbursement

Water Issues

- Determine the need to staff a Water Task Group and secure resources through the Logistics Section. **(See Operations Support Documentation – Emergency Potable Water- Procurement and Distribution and Water – Concept of Operations.)**
- Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day).
- Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.).
- Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface.
- Transmit to Finance/Administration Section costs associated with the purchase and distribution of potable water.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Receive and process all requests for Infrastructure resources. Allocate personnel and equipment in accordance with established priorities.
- Obtain Infrastructure resources through the Logistics Section, utilizing mutual aid process when appropriate.
- In coordination with the Logistics Section, identify and obtain potable water resources. (If necessary, recommend that EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief).
- In coordination with the Logistics Section, identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)
- Allocate available resources based on requests and EOC priorities.

BUILDING AND SAFETY BRANCH**SUPERVISOR: Operations Section Coordinator**

Primary Responsibilities

- Begin the immediate inspection for re-occupancy of key City facilities by departments responsible for emergency response and recovery.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, engineering support as requested for other Operations Section Branches, i.e. Search and Rescue teams.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and properties.
- Provide safety assessment information and statistics to the Situation Status Unit of the Planning/Intelligence Section.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.

Notifications

- Alert and stage Building and Safety assessment teams as needed.
- Brief all personnel on Department Emergency Operating Procedures and assignments.

Meetings/Briefings

- Attend briefing sessions conducted by the Section Coordinator.
- Brief all personnel on Building and Safety procedures and assignments.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Activate data tracking system to document and report safety assessment information and forward to the Situation Status Unit of the Planning/Intelligence Section.
- Provide detailed safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety.

Ongoing Activities

- Coordinate with Ventura County Building and Safety regarding local jurisdictional needs.
- Oversee the inspection of the following critical facilities (priority) and other facilities:
 - EOC
 - Police stations
 - Fire Stations
 - *Hospital
 - *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)
 - *Public schools
 - City facilities
 - Potential hazardous materials facilities, including gas stations
 - Designated shelters
 - Unreinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures-commercial, industrial and residential
 - *Mobile homes/modular structures
 - Single-family dwellings

**Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the emergency/disaster.*

- Use a three-phase approach to inspection based upon existing disaster intelligence:
 - General Area Survey of structures
 - ATC-20 Rapid Inspection
 - ATC-20 Detailed Inspection

Be prepared to start over due to aftershocks.

- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Track the information on damaged buildings inspected to determine the location, type and amount of potential debris.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities in coordination with the Care & Shelter Branch.
- Provide public school inspection reports to the Division of the State Architect.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Support Building Inspectors and Safety Officers in the field to ensure safety of field operations for employees and volunteers.
- Coordinate with the Infrastructure Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate City officials for:
 - Emergency Building and Safety ordinances.
 - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies.
- If needed, request law enforcement escort of safety assessment and inspection personnel.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.
- Request mutual aid building inspectors through the Ventura County Operational Area EOC.
- Coordinate incoming Building and Safety mutual aid resources.
- Arrange for necessary communications equipment from the Communications Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)

CARE AND SHELTER BRANCH DIRECTOR**SUPERVISOR: Operations Section Coordinator****The City of San Buenaventura is within the jurisdiction of the American Red Cross-Ventura County**

836 Calle Plano
Camarillo, CA 93012
(805) 987-1514
1-800-951-5600 (After working hours)

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and other volunteer services the City has agreements with to assist disaster victims.

The Ventura County Human Services Agency has the Operational Area responsibility for Care and Shelter.

Potential Shelter Sites

Potential shelter facilities should:

- Be pre-identified as potential sites with Site Surveys completed.
- In conjunction with the American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
 - Structural safety inspection arranged with local Building Department
 - OSHA safety inspection for safety of clients and workers
 - Facility Walk-Through Survey prior to use (to protect owner and user against damage claims)

Examples of suitable potential shelter sites:

- City-owned facilities such as community centers, recreational facilities or auditoriums
- Churches and other privately owned facilities
- School multi-purpose buildings and gymnasiums
- Convention Centers or conference centers

Care and Shelter Branch should coordinate with the ARC in identifying potential sites. Potential shelters should have the following and comply with Americans with Disabilities Act (ADA) requirements:

- An open space suitable for cots, tables, etc.

- Sanitation and hygiene facilities, as available.

See Operations Support Documentation/Care and Shelter for Disability and Age-Specific Considerations. See Restricted Use Appendix for List of Pre-Identified Shelter Sites.

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other city-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

Primary Responsibilities

- Identify the care and shelter needs of the community.
- If necessary, establish a Dependent Care Center for emergency worker family members and dependents.
- Coordinate with the American Red Cross and other emergency welfare agencies for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Notifications

- If need is established, contact the Ventura County American Red Cross and request an ARC liaison for the City of San Buenaventura's EOC. (The ARC will arrange for a liaison at the Operational Area EOC to satisfy local government needs.)
- The Ventura County American Red Cross should be contacted when considering opening a mass care facility.
- Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Operations Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

Ongoing Activities

- Identify the care and shelter needs of the community, in coordination with the other Operations Branches.
- Determine the need for an evacuation center or mass care shelter.
- Identify and prioritize which designated mass care facilities will be needed and if they are functional.
- Ensure that Building & Safety Unit has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.
- If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations.
- In coordination with the ARC, ensure that mass care facilities and staff can accommodate unaccompanied children and persons with access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs.
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy meeting all health, safety and ADA standards, in conjunction with the American Red Cross.
- Coordinate with the Ventura County Health Care Agency via the Ventura County Operational Area EOC for sheltering of residential care and medically fragile individuals.
- Ensure shelter and feeding areas are free from contamination and meet all health, safety and ADA standards.
- Coordinate with the American Red Cross, other volunteer organizations and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.
- Coordinate with Ventura County Animal Services for the care of shelterees' animals.

- Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities that may be threatened by any hazardous condition.
- Request that the American Red Cross establish Reception Centers, as needed, to reunite rescued individuals with their families and to provide other necessary support services.
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also, coordinate the above with adjacent communities if needed.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.
- Coordinate with the Communications Unit of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.
- Coordinate with the Transportation Unit of the Logistics Section for the transportation needs of shelterees.
- Assist the American Red Cross to ensure there are adequate food supplies, equipment and other supplies to operate mass care facilities, including food, water and relief areas for service animals. Ensure there are some foods and beverages available for people with dietary restrictions. Coordinate procurement and distribution through the American Red Cross or the Supplies/Procurement Unit of the Logistics Section if requested by American Red Cross.

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OPERATIONS SUPPORT DOCUMENTATION**SHELTER-IN-PLACE**

These instructions give you guidelines if the EOC needs to shelter-in-place due to hazardous materials exposure from outside the EOC. These instructions could also be used by the Public Information Officer to disseminate information about how to shelter in place during a hazardous materials incident.

Bring people inside and

1. Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
2. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grills, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
3. Where possible, ventilation systems should be turned off. Where this is not possible, building superintendents should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure.
4. Turn off all heating systems.
5. Turn off all air conditioners and switch inlets to the “closed” position. Seal any gaps around window-type air conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6. Turn off all exhaust fans in kitchens, bathrooms, and other areas.
7. Close as many internal doors as possible in your buildings.
8. If the gas or vapor is soluble or even partially soluble in water-hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. Don’t worry about running out of air to breathe. That is highly unlikely in normal buildings.
9. In case of an earthquake, aftershocks will occur-close drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
10. Minimize the use of elevators in buildings. These tend to “pump” outdoor air in and out of a building as they travel up and down. Elevators can also fail.
11. Tune in to your local radio news station.

ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

The following information is provided to assist the City of San Buenaventura to better meet the needs of persons who have limitations in the areas of seeing, hearing, speaking, moving, breathing, understanding and learning.

For the purposes of emergency preparedness and response, “needs” are organized into 5 categories:
C - Communication, M - Medical, I-Independence, S - Supervision and T - Transportation (C-MIST).

Communication: This category includes people who have limited or no ability to speak, see, hear or understand. During an emergency, people with communication needs may not hear announcements, see signs, understand messages or verbalize their concerns.

Medical: People in this group require assistance in managing activities of daily living such as eating, dressing, grooming, transferring, and going to the toilet. It includes managing chronic, terminal, or contagious health conditions (such as ongoing treatment and administration of medications, IV therapy, catheters, tube feeding, dialysis, oxygen, operating life-sustaining equipment). During an emergency, people may be separated from family and friends. Early identification of these needs and intervention can avoid deterioration of health.

Independence: This includes people who can function independently if they have their assistive devices and/or equipment. Items consist of mobility aids (such as wheelchairs, walkers, canes, crutches); communication aids; medical equipment (such as catheters, oxygen, syringes, medications); and service animals. Individuals may become separated from their assistive equipment and/or animals in an emergency. Those at risk whose needs are recognized and restored early are able to maintain their independence and manage in mass shelters. Effectively meeting their functional needs prevents secondary complications.

Supervision: People with supervision needs may include those who have psychiatric conditions (such as dementia, Alzheimer's, Schizophrenia, depression, or severe mental illness); addiction problems; brain injury, or anxiety due to transfer trauma. During an emergency, some people with mental illness may be able to function well, while others require a more protected and supervised setting.

Transportation: Emergency response requires mobility, and this category includes people who are unable to drive because of disability, age, temporary injury, poverty, addiction, legal restriction or have no access to a vehicle. Wheelchair-accessible transportation may be necessary. Pre-planning evacuation needs help prevent chaos during an emergency and many people can function independently once evacuated to safety.

FUNCTIONAL PLANNING AREAS TO CONSIDER

Communications

Any emergency hotline or information service such as 211 created for an emergency or disaster should include TTY/TDD (text telephone, also known as a telecommunication device for the deaf) numbers, when available, or the instruction "TTY callers use relay." Make sure the same information is provided by the official spokesperson and is used on television and radio.

Frequently repeat essential emergency information in a simple message format that those with cognitive disabilities can follow.

Provide information in alternate formats (e.g., Braille, audio recording, large font, text messages, e-mails, etc.) whenever possible ahead of time-based on the needs of the population.

Ensure that web-based information is accessible. Web accessibility is based on the principle that no potential Website visitors, including those with varied disabilities, should be precluded from accessing content or services the site provides. This is especially important for helping the public take self-preserving actions based on emergency management information.

When designing the Website, be certain it meets accessibility standards so that the information will be available to all visitors, including people with disabilities. The following are recommendations for compliance:

1. Avoid hidden texts/sections
2. Avoid pop-ups
3. Alt tags on images must be used
4. Use large print since small print is not in compliance
5. Avoid Flash media

Warning and Notification

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or have low vision may not be aware of visual cues, such as flashing lights. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself. Use telephone calls, auto-dialed TTY (teletypewriter) messages, text messages, E-mails, and even direct door-to-door contact with pre-registered individuals.

Local TV stations and cable TV providers should also use open-captioning for emergency communications.

Evacuation

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. Special evacuation considerations include:

Durable Medical Equipment (DME)

In the past, people with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Individuals should not be separated from their DME.

1. Tag all DME not easily replaced or that must be left behind with the owner's name.
2. Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children's photos on specific web sites.

Service Animals

Service animals are not household pets and a person with a disability accompanied by a service animal may not be segregated in any public accommodation. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Many people with disabilities are utilizing service animals to maintain their independence in the community. The Americans with Disabilities Act provides protection and guidelines in the use of service animals in public places and work places. Like DME - service animals must remain with their owners. In addition – the city needs to be prepared to provide food, water and relief areas for service animals.

Here is a partial listing of service dog types:

1. **Guide Dog or Dog Guide** - assist people with visual impairments.
2. **Mobility Dog** - retrieve items, open doors, push buttons, also assisting people with disabilities with walking, balance and transferring from place to place.
3. **Hearing Alert** - assist people with a hearing impairment to sounds.
4. **Seizure Alert/Seizure Response also known as Medical Alert** – alerts to oncoming seizures and is trained to respond to seizures such as get help or stay with the person.
5. **Medical Alert/Medical Response** - alerts to oncoming medical conditions, such as: heart attack, stroke, diabetes, epilepsy, panic attack, anxiety attack or post-traumatic stress disorder.

Note: Not all people accompanied by a service animal have visible disabilities. Examples are: hearing, epilepsy, visual, heart disease and physiological/emotional conditions. Lack of a visible disability cannot be used as justification for turning away a service animal.

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. If you are not certain that an animal is a service animal, you may ask the person who has the animal: “Is this a service animal required because of a disability?” However, you may not ask if it is a service animal for any particular disability.

An individual may not be carrying documentation of his or her medical condition or disability. Therefore, such documentation cannot be required as a condition for providing service to an individual accompanied by a service animal. You may not insist on proof or certification before permitting the service animal to accompany the person with a disability.

You may exclude any animal, including a service animal, from your facility when that animal’s behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded.

Although a public accommodation may exclude any service animal that is out of control, it should give the individual with a disability who uses the service animal the option of continuing to enjoy its goods and services without having the service animal on the premises.

Sheltering and Mass Care

When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area.

If space permits, each shelter should offer low-stimulation “stress-relief zones.” These areas should be available on a priority basis to people whose disabilities are aggravated by stress.

Each shelter should have a Functional Needs Coordinator (FNC). This person can be an employee of the City of San Buenaventura; a representative from an agency that serves populations with access and functional needs; a pre-identified volunteer; or a person provided by the LACOA or the California FAST (Functional Assessment Service Team). If no FNC is available then the Shelter Manager will assume the FNC responsibilities. The FNC should:

- Ensure that all shelter locations can accommodate persons with disabilities.
- Ensure ample parking and that no barriers exist in pathways, entrances, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas.
- Ensure kitchen-access policies allow residents and volunteers with disabilities access to food and refrigerated medication.
- Ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.
- Ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
- Ensure that people with disabilities can request cots and beds, modifications to cots and beds, securement of cots and beds, and specific placement of cots, beds, or sleeping mats when needed.

Power and Refrigeration

Shelter locations should have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Power and refrigeration should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, such as using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration.

Accessible Communications

Shelter locations should provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Staff should be trained on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Staff should read printed information, upon request, to persons who are blind or who have low vision.

Shelters should also accommodate persons who are blind or have low vision by providing way-finding assistance to people to provide orientation to the shelter environment and assistance in locating shelter areas or features.

The following are options for providing assistive communications to people with access or functional needs:

- Audible announcements
- Bulletin Boards – all bulletin boards should be located in a central area and placed, so their contents are accessible to people in wheelchairs. All materials posted should be written in large font – for example, Times New Roman 16 point or greater.
- On-call sign-language interpreters
- Video Remote Interpreting – American Sign language only
- California Relay Service (711) – persons with speech disabilities

The availability of each of these methods will be based on available resources and if the appropriate service contracts can be negotiated by the City.

Unaccompanied Minors

Unaccompanied minors are persons under the age of 18 who have become separated from their parents or guardians and should be regarded as a vulnerable population who may be unable to care for themselves and/or may be at risk of abduction or other criminal activity. In addition, unaccompanied minors within the community may be unable to understand the scope of the emergency, access information, or know where to go for help.

Unaccompanied minors should be segregated from the general shelter population and placed in an area that can be continually monitored by shelter staff. In addition, shelter staff with access to unaccompanied minors should be limited to those who have been cleared for access to children. One way to achieve this would be to assign teachers or substitute teachers from the Ventura Unified School District to provide supervision of, and care for, unaccompanied minors.

Personal Attendants

Personal attendants should be allowed to remain in the same shelter as the person they assist or be allowed access to the shelter both inside and outside of the normal hours. Shelter personnel will not provide personal attendant care services to any shelter resident but will assist in coordinating personal care attendant services. If the shelter personnel are not able to coordinate personal care attendant services, the person should be referred to a medical shelter.

Service Animals

Federal regulations for a service animal differ from those for a household pet. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

In addition to the provisions about service dogs, the revised Americans with Disabilities Act (ADA) regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.)

Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

1. Whether the miniature horse is housebroken
2. Whether the miniature horse is under the owner's control
3. Whether the facility can accommodate the miniature horse's type, size, and weight
4. Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

People with disabilities who use service animals should not be separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. Shelters cannot unnecessarily segregate persons who use service animals from others, however, the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Special Needs Shelters

Individuals who require minimal support or assistance should not be directed to a shelter that provides a greater level of support services than what they need. For example, an elderly individual who functions without assistance in his or her home may be confused and in need of assistance in the shelter environment. A person with a cognitive or psychiatric disability may need direction with the change in daily routine. These individuals may be accommodated with minimal assistance in a general population shelter. Likewise, individuals with special needs usually function best when kept with their family or caregiver.

If a "special needs" or "medical" shelter is established, eligibility policies and procedures will be adopted to ensure that shelter personnel do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care.

Medications and Replacement Medications

Public and private insurance programs frequently limit the amount of prescription drugs people can order at one time. This restriction therefore limits individuals who may need to fill prescriptions immediately following an emergency. The Los Angeles County Public Health Department will be the lead agency in replacement of prescriptions for persons dependent on medications and not able to access their regular supply of medication.

Re-Entry, Temporary and Long-Term Housing

The needs of individuals with disabilities should be considered, too, when they leave a shelter or are otherwise allowed to return to their home. If ramps have been destroyed or blocked, people with mobility impairments will be unable to get into and out of their homes. People with access and functional needs are likely to face additional barriers in returning to their homes or in obtaining suitable housing that the non-disabled will not.

Re-Entry

Additional care must be taken in returning the disabled and elderly to their home environments. Conditions that would not pose a hazard to the able-bodied can pose a hazard to the disabled. Additionally, in many cases cleanup and simple repairs that will return a home to a usable state are beyond the capabilities of people with disabilities.

People with access and functional needs may require additional assistance during the re-entry phase. Prior to their leaving a shelter we will need to ensure that they are connected with either their support network or an outside organization that can evaluate their home and – if necessary - take corrective action to ensure that it is safe for that person. ENLA and/or VOAD may be able to provide referrals to organizations that can meet these needs.

Temporary Housing

Any temporary housing identified to be used after leaving the short-term shelters need to also meet the needs of persons with access and functional needs, i.e. have appropriate communication devices, such as TTY's, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals and have the necessary features such as ramps or electrical systems. People with access or functional needs will be given priority for temporary accessible housing.

The City can request assistance from State FAST members to coordinate transition from a shelter setting into the community. FAST members are trained and knowledgeable in regard to a variety of types of disability. They are able to assist in prevention of inappropriate institutionalization, and secure long-term health and mental health services.

Permanent and Replacement Housing

Lack of accessible housing opportunities for individuals with disabilities does and will continue to result in unnecessary and expensive institutionalization. Available data discloses that the costs of providing appropriate housing options for people with disabilities is well worth the investment because of the significant savings that results from enabling people with disabilities to live in the community, find employment, and pay taxes. People with access or functional needs should be given priority for accessible housing.

Restoration of Public Buildings and Services

In disaster it is not only the city's residents and businesses that are disrupted but the city government will be disrupted as well. However this is also an opportunity to repair or rebuild older facilities that are not accessible to people with disabilities in a manner that makes those facilities accessible. Any damaged accessibility features should be addressed before a public building is returned to operation after repairs. In some cases ADA requirements can be used as justification for replacing a facility instead of repairing it.

Facilities constructed or altered because of emergency- or disaster-related damage must comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II's new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II's requirements for alterations to existing facilities. Alterations may not decrease accessibility.

In instances where critical infrastructure is destroyed, the recovery process presents an opportunity for urban planners to ensure new buildings meet accessibility requirements, where perhaps the old buildings did not. This should be considered as part of the long term mitigation of future impacts on the community.

As Federal and/or State funding is received, the jurisdiction should recognize its obligations to involve special needs populations in the planning for community restoration.

Public and Disaster Assistance Programs

The recovery phase of a disaster is never easy, and the difficulties can be compounded for individuals with special needs. In addition to personal losses and injuries, individuals with special needs might lose vital connections with personal care providers, service animals, community liaisons, public transportation, neighbors, and other people integral to their everyday support network. These disconnections create disruptions in services that people with special needs rely on to participate in daily life.

Many people will need assistance, including the provision of individual case management support, with reestablishing and applying for human services programs and benefits. They may not be aware of the full array of services available to disaster victims and they may need assistance in completing forms, understanding eligibility requirements, and arranging for continuity of services. Local collaboration between planners and providers will be necessary to quickly and effectively reestablish human services support for persons with special needs. In addition, important information relating to the agency and recipient civil rights obligations, assistance options, and resources for those experiencing difficulty in accessing services, should be provided in multiple languages. Planning for the reestablishment of the human services infrastructure and alternate arrangements is best achieved during the initial stages of emergency planning with input from a local human services network. Keep in mind that local human service providers will need support in developing emergency plans for themselves as well as their constituents.

Outreach with Disability Advocacy Organizations and VOAD's

Jurisdictions most successful at recovering from disasters have established formal relationships with a variety of community organizations that provide a link to the special needs populations they serve. By working together on an ongoing basis to develop a joint plan of recovery, government agencies and community organizations will be better able to identify not only assets and capabilities, but also opportunities for improvement and cooperation.

Mental Health and Behavioral Services

Adequate support mechanisms should be planned to meet mental and behavioral health needs in the weeks and months following a disaster. Previous disasters have demonstrated that these stressful situations often lead to dramatic increases in suicide, domestic violence, and child abuse, as well as exacerbations of pre-existing physical and mental health issues. Mental health resources should be available and organizations serving individuals with special needs should be made aware of the availability of such resources and the means of accessing them. Ideally, assistance should be provided in familiar settings, such as schools, service provider offices, and community healthcare provider offices.

Considerations for Service and Assistance Programs

Continuity of operations plans need to address continuity of access to programs, services, and activities for people with disabilities. Programs relocated from damaged facilities must remain accessible to people with disabilities, whether the relocation is permanent or temporary.

1. Ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people who use service animals.
2. Ensure that medical, social service, and other benefit programs do not have eligibility criteria that screen out or tend to screen out people with disabilities, or application processes or procedures that deny access to people with disabilities.
3. Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.
4. Make allowances at blockades, shelters, and other affected areas for access by attendants, home health aides, visiting nurses, service/guide animals, and other individuals crucial to the immediate healthcare needs of people with disabilities
5. Address how people with disabilities who are employed by businesses that are able to open soon after a disaster will get to work.

Each location providing public assistance and disaster assistance programs should provide translation and interpreter services to support the disaster assistance application process, medical care, and other services needed as a result of the disaster. Volunteer assistance provided by individuals with special needs can also help disaster victims receive the level of support they require during recovery operations.

Alert and Warning - Alert and Warning Procedures

This section outlines the receipt of warning and alerting and notification by the City of San Buenaventura and methods for warning the public if there is a major emergency, especially one requiring evacuation. Such warnings may be necessary for fires, floods, hazardous materials incidents, and, as a precautionary measure, for a short-term earthquake prediction.

These procedures should be closely coordinated with the Public Information Officer to assure the most complete and conforming information delivery to the public.

Local Alerting and Warning Systems

All warning systems will be coordinated through the City of San Buenaventura's EOC Director. The following persons are authorized to activate the warning systems:

Watch Commander
EOC Director or designee

Activation procedures and geographical boundaries of the systems are detailed below:

Mobile Emergency Vehicle Sirens and Loudspeakers

The primary warning system for the City of San Buenaventura will be mobile emergency vehicle sirens and loudspeakers. Vehicles will be dispatched to specific locations and assignments made as directed by the Police Department or Incident Commander. All areas of the jurisdiction are accessible by vehicle.

Cable TV

Currently, the City has an agreements with local cable companies to provide the public with alerting and notification of various disaster situations. These systems include break into all TVs that are a part of this cable system. The City's cable channel via CAPS Media (Channels 6 and 15) will provide directions to the citizens via scrolled information. This includes a "leader" that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.

Automated Notification System (VC Alert)

The City of Ventura uses VC Alert, a high-speed emergency notification system to deliver critical messages (voicemail, email, texts) about local emergencies and other important community news. The system enables officials to provide essential information quickly to each resident in Ventura.

Emergency Alert System (EAS)

Refer to the Appendix, a restricted use document, for EAS Activation Procedures. Access to EAS for local emergency events of concern to a significant segment of the population of Ventura County is through the Ventura County Sheriff's Office of Emergency Services.

City officials requesting County-wide activation should first review the following criteria:

- Pertinent data
- Area involved
- Actions desired from citizens
- Urgency of broadcast (immediate or delayed)
- Period of time broadcasting should continue

City Website

Recent emergency information may also be accessed via www.cityofventura.ca.gov and at the www.vcemergency.com.

Social Media

The city can post emergency messages at their Twitter account at @cityofventura and on the city's Facebook page.

Other warning systems utilized by the City include mobile emergency vehicle sirens and loudspeakers, door-to-door notification by Neighbor Hood Watch Block Captains, Community Emergency Response Team and other volunteers.

Operational Area Alerting, Notification and Warning Systems

Public Notification System

The Ventura County Sheriff's Office of Emergency Services uses a mass notification system (VC Alert) to alert residents and businesses by phone, text, and e-mail of emergencies in their area.

OASIS - Operational Area Satellite Information System

The County of Ventura has Cal OES OASIS equipment installed in the County EOC. OASIS is a system that consists of a communications satellite, multiple remote sites and a hub. Through this system the County has the capability of contacting any other County in California either through voice or data transmission. The system also allows the County to have direct access to the Cal OES and other participating state agencies.

EAS - Emergency Alert System

Refer to the Appendix, a restricted use document, for EAS Activation Procedures.

The Common Program Control Station (CPCS)

A primary station in an operational area which, preferably, has special communication links with appropriate authorities, (i.e., National Weather Service, Civil Defense, Government authorities, etc.) as specified in the State EAS Operational Plan. The primary CPCS station is responsible for coordinating the carriage of common emergency programs for its area. If it is unable to carry out this function, other Primary Stations in the operational area will be assigned the responsibility as indicated in the State EAS Operational Plan. Ventura County Operational Area CPCS stations are:

- KVTA (AM) 1590
- KHAY (FM) 100.7
- KMLA (FM) 103.7 - Spanish

The Sheriff of Ventura County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. **Refer to the Appendix - EAS Activation Procedures.**

State Alerting and Warning Systems

The California State Warning Center (CSWC) is responsible for informing, communicating, alerting, and notifying local governments, Operational Areas, state officials, and the Federal government of natural or human-caused emergencies. To meet this responsibility, the CSWC is equipped with a number of telephone, data, and radio systems, including the CALWAS, CLETS, NWS Weather Wire, CSWC message switching computer, and the CISN and Dialogic Automated Notification System. Most of these systems are used on a day-to-day basis; while others are available for use in an emergency, as conditions require.

NAWAS and CALWAS

The CSWC maintains the California Warning System (CALWAS) to communicate with Cal OES Regional Offices and County Warning Points during an emergency. CALWAS is part of the National Warning System (NAWAS).

OASIS, CLETS, CLERS, and EAS

The Operational Area Satellite Information System (OASIS), California Law Enforcement Telecommunications System (CLETS), and the California Law Enforcement Radio System (CLERS) are utilized to alert and notify sheriff and police departments, and key Emergency Alert System (EAS) stations.

Radios and Microwave Systems

The State agencies Radio / Microwave System is utilized to communicate information to State agencies and EOCs.

¹Governor's Office of Emergency Services, *State of California Emergency Plan*, October 2017, page 54.

NATIONAL WEATHER SERVICE ISSUANCES

Types of Issuances

OUTLOOK - For events possible to develop in the extended period (extended definition depends on the type of event)

ADVISORY - For events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)

WATCH - For the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours)

WARNING - The most serious issuance! For life-threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)

STATEMENTS (OR UPDATES) - Issued as updates to the above products

Specific Types of Issuances

Flash Flooding

FLASH FLOOD WARNING: Flash Flooding is occurring or imminent.

URBAN AND SMALL STREAM FLOOD ADVISORY: Flooding is occurring or imminent, but is not life threatening (nuisance flooding). This warning may be upgraded to a Flash Flood Warning if conditions worsen.

FLASH FLOOD WATCH: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

FLASH FLOOD STATEMENT: Updates any of the above three issuances.

TORNADO AND SEVERE THUNDERSTORM WARNINGS: Issued on the observation of a tornado, funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

TORNADO AND SEVERE THUNDERSTORM WATCHES: Issued (by the National Severe Storms Forecast Center in Kansas City, MO) when there is a likelihood of development of either tornadoes or severe thunderstorms.

Other Types of Issuances

DENSE FOG ADVISORY: Issued when dense fog (visibility below 2 mile) is expected to last for three hours or longer)

DENSE FOG WARNING: Issued when widespread zero or near-zero visibilities are forecast to last three hours or longer.

Refer to the Appendix section for contact numbers for the National Weather Service.

EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION

Introduction

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth-specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

Agent	Function
Ventura Water	Primary agency responsible for purchase and distribution of alternate source of potable water for populations within the City. Coordinates water resources and manages operations for distribution of alternative potable water to affected populations.
Ventura County (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC) coordinates county resources and assists city EOC(s) in providing potable water to affected population(s).
California Office of Emergency Services	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency (FEMA)	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. Cal OES will assist local government in pursuing possible Federal reimbursement for costs incurred.

WATER - CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

Procurement and Distribution Process

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

Ventura Water

Ventura Water will ensure that alternate sources of potable water will be available to affected populations when the water delivery system is damaged.

Operational Area

Ventura County Public Works is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

California Office Of Emergency Services (Cal OES)

If the Operational Area cannot provide enough alternate source of potable water to affected populations Cal OES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

Federal Emergency Management Agency (FEMA)

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

Responsibility

Ventura Water is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed by Ventura Water. The unit will report to the Infrastructure Branch.

Duties of the water coordinator/water task group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.

2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.
3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources.

This information would include:

- cause and extent of water system damage
 - estimated duration of system outage
 - geographical area affected
 - population affected
 - actions taken to restore system
 - resources needed to reactivate system
 - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Infrastructure Branch Director who will discuss with the Operations Section Coordinator.
 5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement/Purchasing Unit.
 6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Procurement/Purchasing Unit.
 7. Coordinate with Ventura County Public Health Department, water utilities, and EOC Public Information Officer for appropriate public information announcements and media interface.
 8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

Emergency Potable Water Supply Considerations

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Department of Health Services, Division of Drinking Water and Environmental Management. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the City EOC and Operational Area EOC will utilize the following options in the order listed below. All City requests should go through the Operational Area EOC.

Bottled Water

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Health Services, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional Emergency Operations Center (REOC) can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

Bulk Potable Water Deliveries:

(If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

Water Purification Systems:

(If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or City Public Health must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

PLANNING/INTELLIGENCE SECTION - GENERAL INFORMATION**Purpose**

To enhance the capability of the City of San Buenaventura to respond to disasters by collecting, evaluating, displaying, and disseminating incident information.

Overview

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display, and disseminate incident information and status of all assigned, available, and "out-of-service" critical resources. This Section functions as the primary support for decision-making to the overall disaster organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. This Section gathers and documents information to answer critical questions: Where are the incidents? How bad are the incidents? How much worse will the incidents become? How can we best manage the incidents? During a disaster, other department heads will advise the Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

Objectives

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled, and reported expeditiously to the various EOC sections, City departments, and the Ventura County Operational Area. This Section is responsible for preparing and documenting the EOC Action Plan (with input from Management Section Staff, Section Coordinators, and other appropriate agencies/jurisdictions). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and preserving these records during and following the disaster. Finally, the Planning/Intelligence Section is responsible for inputting information into the County's disaster information management system (DLAN). The Planning/Intelligence Section will accomplish the following specific objectives during a disaster:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the EOC using maps and visual aids.
- Prepare and maintain displays, charts, and lists that reflect the current status and location of assigned resources (personnel, equipment, and vehicles).
- Disseminate intelligence information to the EOC Director, Public Information Officer, Section Coordinators, and the Ventura County Operational Area via DLAN.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to other sections, City departments, Cal OES, FEMA, and the Ventura County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.

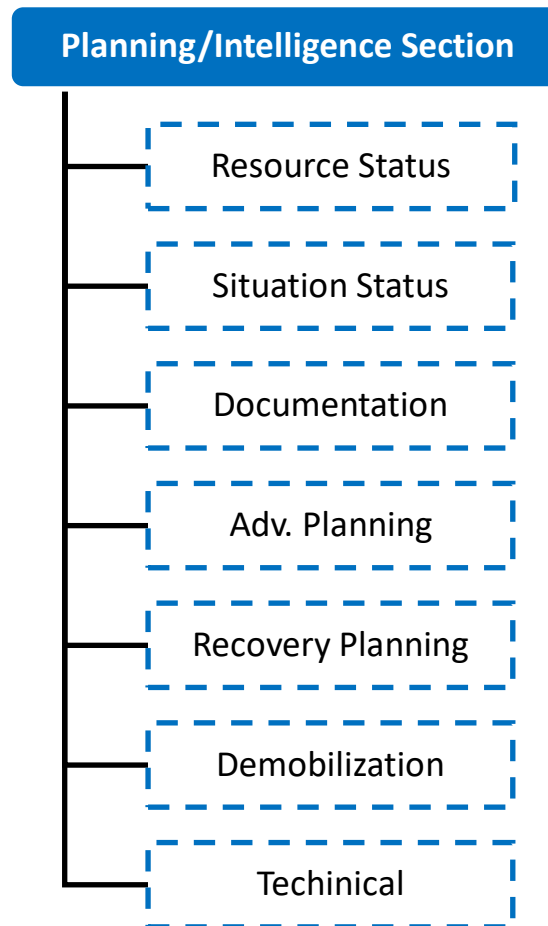
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action/Corrective Action Report after the EOC demobilizes.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

Concept of Operations

The Planning/Intelligence Section will operate under the following policies during a disaster as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with the City Employee Emergency Response Procedures.
- Operational periods will be determined by the EOC Director. Operational periods should be event-driven.

PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART



PLANNING/INTELLIGENCE SECTION STAFF

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific units. The following may be established as the need arises:

- Resources Status Unit
- Situation Status Unit
- Documentation Unit
- Advance Planning Unit
- Recovery Planning Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.
- Prepare the EOC organization for transition to recovery operations to restore the City to pre-disaster condition as quickly and effectively as possible.

Resources Status Unit

The Resources Status Unit is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, "out-of-service" resources, and estimates of future resource needs); for maintaining logs to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

Situation Status Unit

The Situation Status Unit is responsible for the collection and organization of incident status and situation information and maintaining detailed records of safety/damage assessment information, and supporting the documentation process. The Unit is also responsible for the evaluation, analysis, and display of information for use by EOC staff.

Documentation Unit

The Documentation Unit is responsible for initiating and coordinating the preparation of the City's EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; establishing and operating an EOC Message Center, as needed; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Advance Planning Unit

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit

The Recovery Unit is responsible for all initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster condition as quickly and effectively as possible.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Technical Specialist

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning/Intelligence Section Coordinator; may function within an existing unit such as the Situation Status Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance/Administration.

PLANNING/INTELLIGENCE SECTIONS COORDINATOR**SUPERVISOR: EOC Director**

Primary Responsibilities

- Ensure that the Planning/Intelligence function is performed consistent with SEMS/NIMS Guidelines, including:
 - Collecting, analyzing and displaying situation information.
 - Preparing periodic situation reports
 - Initiating and documenting the City's Action Plan and After-Action/Corrective Action Report
 - Resource tracking
 - Advance planning
 - Transitioning to recovery operations
 - Planning for demobilization
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Activation

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Situation Status Unit
 - Resources Status Unit
 - Documentation Unit
 - Damage Assessment Unit

- Advance Planning Unit
 - Recovery Planning Unit
 - Demobilization Unit
 - Technical Specialist
- Confirm that all key Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

Notifications

- Notify EOC Director when your Section is fully operational.

Meetings/Briefings

- Brief new or relief personnel in your Branch. Briefings should include:
- Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services, and personnel.
 - Identification of operational period work shifts.
- Meet with other activated Section Coordinators, as needed.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Planning Section briefings and work to reach consensus for forthcoming operational needs.
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.

Action Planning

- Initiate the EOC Action Plan development process for the current and forthcoming operational periods.

- Work closely with the EOC Director and General Staff in the development of the EOC Action Plan.
- Participate in the EOC Director's action planning meetings and coordinate with the EOC Director to confirm the lead for the action planning meetings.
- Ensure the development of the Planning Section objectives. **(See Planning/Intelligence Support Documentation – Action Planning.)**
- Work closely with each Unit leader to ensure Planning/Intelligence Section objectives as defined in the current EOC Action Plan are being addressed.
- Work closely with Logistics Section-Communications Unit in the development of a Communications Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Open and maintain an Activity Log **(See Planning/Intelligence Support Documentation, Activity Log).**
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Review major incident reports and additional field operational information that may pertain to or affect Section operations.
- Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Ventura County Operational Area.
- Ensure that your Section logs and files are maintained.
- Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.
- With Section Coordinators, develop a plan for initial recovery operations.

Ongoing Activities

- Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities.
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events and safety/damage assessment information.
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections. Ensure Situation Status Unit develops information on the impact of the emergency from within the EOC and outside agencies and departments.
- Ensure that the Situation Status Unit determines the status of the transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find

out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Assemble information on alternative strategies.
- Ensure that pertinent disaster information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, and the Ventura County Operational Area. Also ensure that the public is kept informed through the PIO.
- Ensure internal coordination between branch/group/unit leaders.
- Ensure status and display boards are current.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Begin planning for recovery. Ensure Recovery Planning Unit is activated and supported.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Keep up to date on situation and resources associated with your Section.
- Identify the need for use of special resources.

RESOURCES UNIT**SUPERVISOR: Planning/Intelligence Section Coordinator**

Primary Responsibilities

- Maintain detailed tracking records of critical resource allocation and use (critical resources available, critical resources assigned, critical resources requested but not yet on scene, “out-of-service” critical resources and estimates of future critical resource needs.)
- Prepare and maintain displays, charts and lists that reflect the current status and location of controlled critical resources, transportation and support vehicles.
- Establish a critical resources reporting system for field and EOC units.
- Prepare and process critical resource status change information.
- Provide information to assist the Situation Status and Documentation Units of the Planning/Intelligence Section in strategy planning and briefing presentations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC Duties on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Maintain a master list of all critical resources reported.
- Provide a critical resources overview and summary information to the Situation Status Unit of the Planning/Intelligence Section as requested and written status reports on critical resource allocations as requested by the Section Coordinators.

Ongoing Activities

- Develop a system to track critical resources deployed for disaster response. Critical resources include personnel and equipment.
- Direct the collection, organization and display status of critical incident resources to include allocation, deployment and staging areas.
- Establish a reporting procedure for critical resources at specified locations.
- Provide for an authentication system in case of conflicting resources status reports.
- Assist in strategy planning based on the evaluation of the critical resources allocation, resources en route and projected resources shortfalls.
- Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units, transportation and other critical resources. (Coordinate with Logistics Section).

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Prepare and maintain displays, charts and lists that reflect the status and location of controlled resources, transportation and support vehicles.
- Ensure that available critical resources are not overlooked by EOC staff.
- Make recommendations to the Planning/Intelligence Section Coordinator of resources that are not deployed or should be activated.

SITUATION STATUS UNIT**SUPERVISOR: Planning/Intelligence Section Coordinator**

Primary Responsibilities

- Collect, organize and analyze situation information including safety and damage assessment information from EOC sources. (Coordinate with the Building and Safety and the Infrastructure Branch of the Operations Section for safety and damage assessment information. Coordinate with Ventura County Operational EOC for damage assessment information.
- Provide current situation assessments based on analysis of information received from a variety of sources and reports.
- Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director, and other section coordinators to initiate the action planning process.
- Transmit approved reports to the Ventura County Operational Area. DLAN can be used to facilitate this process (**See DLAN information in the Appendices**).
- Develop and maintain current maps and other displays (locations and types of incidents).
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports.
- Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays.
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC Duties on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Prepare safety/damage assessment information and provide to the Planning/Intelligence Section Coordinator for approval.
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.
- Provide final safety/damage assessment reports to the Documentation Unit.
- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Ventura County Operational Area via DLAN.
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator.

Ongoing Activities

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured persons
 - Number of deceased persons
 - Road closures and disaster routes
 - Structural property damage (estimated dollar value) – Public and private
 - Personal property damage (estimated dollar value)
 - Damage assessment information on roads, bridges and highways, the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit.
 - Additional safety/damage assessment information from the American Red Cross, utility companies and other sources.
 - City resources committed to the disaster/emergency
 - City resources available
 - Assistance provided by outside agencies and resources committed

- Shelters, type, location and number of people that can be accommodated
- Possible Information Sources include:
 - Within the EOC:
 - Disaster briefings
 - EOC Action Plan
 - Section Reports
 - Intelligence Reports
 - Field observations
 - Casualty information
 - Resource Status Reports
 - Aerial reports and photographs
 - Values and hazards Information
 - On duty personnel from other Sections
 - DLAN
- Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.
- Prepare and maintain EOC displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.
- Using DLAN, post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. **(Note: Casualty information cannot be released to the press or public without authorization from EOC Director and the Public Information Officer).**
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section
- Gather patient and casualty tracking information with the Fire/Medical/Health Branch.
- Provide for an authentication process in case of conflicting status reports on events.
- Provide information to the PIO for use in developing media and other briefings.
- Determine weather conditions, current and upcoming. Keep current weather information posted.
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator.

- As appropriate, assign “field observers” to gather information.
- During a radiological incident, activate Radiological Protection Procedures as needed for reporting and documentation.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Provide resource and situation status information in response to specific requests.

DOCUMENTATION UNIT**SUPERVISOR: Planning/Intelligence Section Coordinator**

Primary Responsibilities

- Maintain an accurate and complete record of significant disaster events.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Provide documentation and copying services to EOC staff.
- Maintain and preserve disaster files for legal, analytical and historical purposes.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
- Compile, copy and distribute the After-Action Report with input from other sections/units.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.
- Following planning meetings, assist in the preparation of any written action plans or procedures.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Ensure that the EOC Action Plans and After-Action Report/Correction Action are compiled, approved, copied and distributed to EOC Sections and Units. **(See Planning/Intelligence Support Documentation – Action Planning After Action/Corrective Action Reports.)**
- Coordinate documentation with the Situation Status Unit.
- Following planning meetings, assist in the preparation of any written action plans or procedures.
- Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.
- Verify accuracy/completeness of records submitted for file – to greatest extent possible; correct errors by checking with EOC personnel as appropriate.
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator.

Ongoing Activities

- Inform EOC sections and units of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- Ensure the development of a filing system to collect and log according to procedures approved by the Planning/Intelligence Section Coordinator.
- Identify and establish a “runner” support system for collecting, duplicating journals, and logs throughout the EOC.
- Establish copying service and respond to authorized copying requests.
- Establish a system for collecting all section and unit journal/logs at completion of each operational period.

Resources

- See Resources in Common EOC Responsibilities on page 72.

ADVANCE PLANNING**SUPERVISOR: Planning/Intelligence Section Coordinator**

Primary Responsibilities

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action-planning activity to determine the shift in operational objectives from response to recovery (**See Planning Support Documentation – Action Planning**).

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:
 - Best estimate of likely situation in 36 to 72 hours given current direction and policy
 - Determine top priorities for actions and resources
 - Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation
 - Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours
- Provide reports to the EOC Planning/Intelligence Section Coordinator and/or EOC Director and others as directed.

Ongoing Activities

- Determine best estimate of duration of the situation from available information.
- Determine current priorities and policies from the EOC Planning/Intelligence Section Coordinator and EOC Director.
- Develop specific recommendations on areas and issues that will require continuing and/or expanded City involvement.
- Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas and coordinate the movement of persons with access and functional needs. Coordinate with Logistics and the paratransit companies as necessary.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.
- Periodically evaluate the operational situation and assist the Planning/Intelligence Section staff in making recommendations on priority response and recovery actions.

Resources

- See Resources in Common EOC Responsibilities on page 72.

RECOVERY PLANNING**SUPERVISOR: Planning/Intelligence Section Coordinator**

Primary Responsibilities

- Prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible. Ensure that the City is prepared to participate jointly with FEMA, Cal OES, Ventura County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance. **(See Types of Recovery Programs in the Planning/ Intelligence Support Documentation).**
- Ensure that required and/or approved mitigation measures are carried out.
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on 81.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- With Section Coordinators, develop a plan for initial recovery operations.

Ongoing Activities

- Identify issues to be prioritized by the EOC Director on restoration of services to the City.
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property.
- In coordination with the Building and Safety Branch of the Operations Section, establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe.
- In coordination with Building and Safety Branch of the Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible.
- Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a "Certificate of Appropriateness" from the Planning Commission. An alternate process should be adopted after proclamation of a disaster giving this authority to the City Planner.)
- Prepare the EOC organization for transition to Recovery Operations.
- Coordinate with Planning and Development for all land use and zoning variance issues; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.
- Coordinate with Ventura County Health Care Agency for restoration of medical facilities and associated services; and perform environmental reviews.
- Coordinate with the Infrastructure Branch for debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.
- Coordinate with Care and Shelter for housing for persons with access and functional needs and the needy; and low income and special housing needs.
- Coordinate with Finance Department for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.
- Coordinate with Community Development Department for redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.
- Coordinate with Legal Officer on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.
- Coordinate with FEMA, Cal OES, Ventura County Operational Area and non-profit organizations (Volunteer Organizations Active in Disaster [VOAD]) to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance.

- Coordinate with City Manager's Office for continuity of operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.

Resources

- See Resources in Common EOC Responsibilities on page 72.

DEMOBILIZATION UNIT**SUPERVISOR: Planning Section Coordinator**

Primary Responsibilities

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization.
- Develop demobilization strategy and plan with Section Coordinators.
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.
- Follow through on the implementation of the plan and monitor its operation.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress.
- Ensure a debriefing is conducted prior to release of personnel.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Planning/Intelligence Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 87.
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information
 - Priorities for release (according to agency and kind and type of resource)
 - Phase over or transfer of authorities
 - Completion and submittal of all required documentation
 - Notify Ventura County Operational Area of demobilization plan

- Obtain approval of the Demobilization Plan from the EOC Director.
- Ensure that the plan, once approved, is distributed.

Ongoing Activities

- Coordinate with any the field level Demobilization Unit Leaders.
- Review the organization and current staffing to determine the likely size and extent of demobilization effort.
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.
- Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- Evaluate logistics and transportation capabilities to support the demobilization effort.
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities.
- Ensure unresolved issues are assigned for resolution following deactivation.
- Supervise execution of the Demobilization Plan.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Obtain identification and description of surplus resources.
- Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.

PLANNING/INTELLIGENCE SUPPORT DOCUMENTATION

ACTION PLANNING

EOC Action Planning (EOC)

The Action Planning process is an essential tool for the City, particularly in managing sustained emergency operations.

It is important that common City organizational goals are maintained and pursued as determined by Management. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

Once the EOC Action Plan has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. These may or may not be different from the operational goals from the last period. This shortlist of organizational goals must be verifiable and measurable.

Once the city goals are set, they should be communicated to the other sections, which should communicate to their departments!! The Multi-Agency Coordination Group must receive copies of the EOC action plan.

Summary of Activities by Section

PLANNING/INTELLIGENCE	Presents the verbal Action Report or the situation status report
MANAGEMENT	Sets goals
PLANNING/INTELLIGENCE	Posts goals for organization's use
OPERATIONS	Determines strategies to achieve goals
LOGISTICS	Determines how it will support operations
FINANCE/ADMINISTRATION	Determines how it will support operations
PLANNING/INTELLIGENCE	Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process

Action Planning at EOC

Action planning at the EOC is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. It is usually done by the EOC Director in concert with the general staff. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within EOC levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

Focus of The EOC Action Plan

The primary focus of the EOC Action Plan should be on citywide issues. The plan sets overall objectives for the City and establishes the citywide priorities as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

The Planning “P” Tool (Found at The End Of This Section)

The Planning “P” is a guide to the process and steps involved in planning for an incident.

The Start of Each Planning Cycle

Phase 1: Understand the Situation

- **Initial Assessment:** Planning begins with a thorough size-up that provides information needed to make initial management decisions. The EOC Action Plan provides Management staff with information about the incident situation and the resources allocated to the incident.
- **Incident Briefing:** The EOC Director and/or the Planning/Intelligence Section Coordinator briefs EOC staff on the information that is currently known about the event.

Phase 2: Establish Objectives

- **Setting Incident Priorities:** The EOC Director with input from the General Staff establishes incident priorities and General Objectives for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities and General Objectives for the Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives should be Specific, Measurable, Attainable, Realistic and Time Oriented.

Phase 3: Develop the Plan

- **Prepare for the Planning Meeting:** The Planning/Intelligence Section will compile all of the Section Objectives submitted by each Section Coordinator and have it ready for the Planning Meeting.

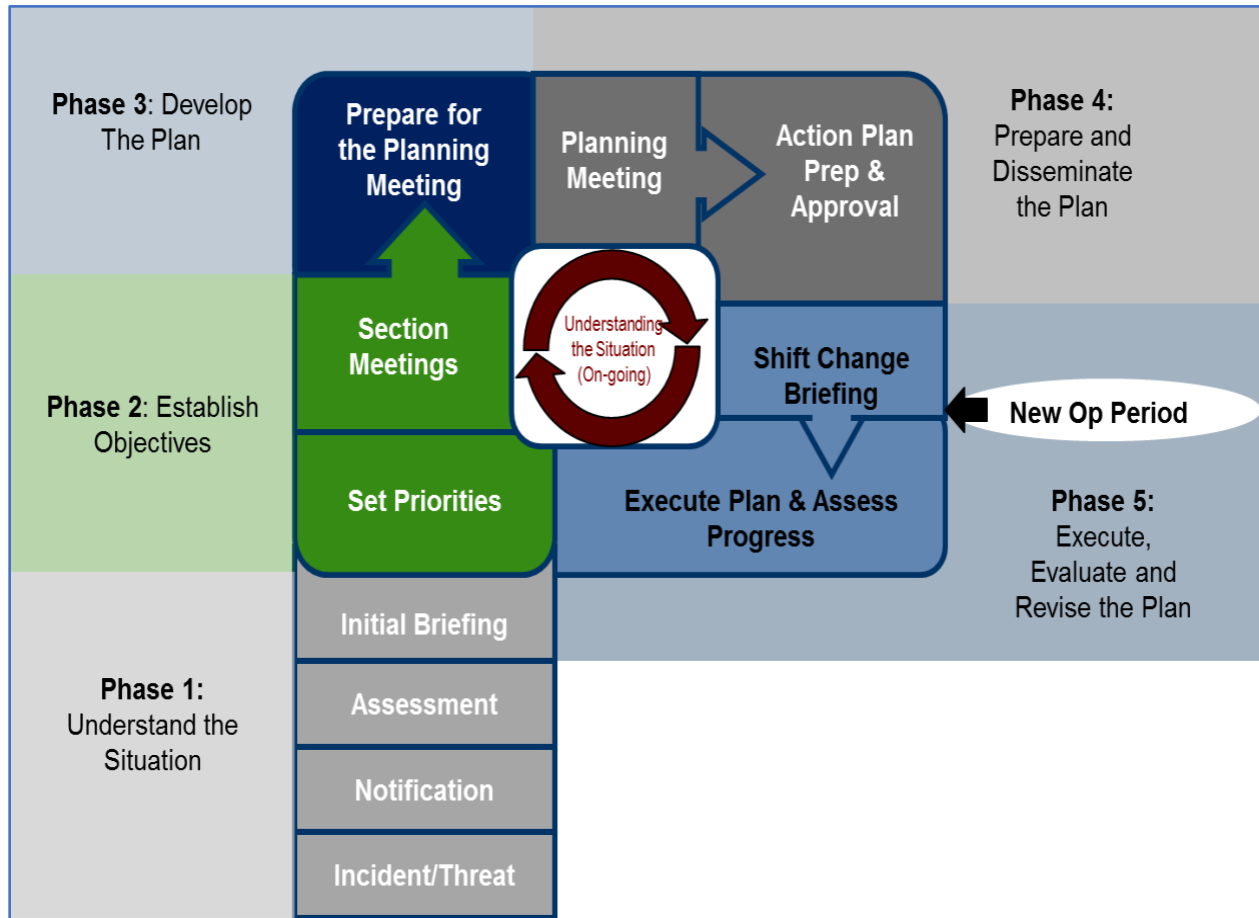
Phase 4: Prepare and Disseminate the Plan

- **Planning Meeting:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning/Intelligence Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
 - Give situation and resource briefing; conduct planning meeting – Planning Intelligence Coordinator
 - Provide priorities and policy issues – EOC Director
 - Provide Section Objectives – Management and General Staff
 - Provide a status on resources – Logistics Section Coordinator
 - Provide a Safety & Security Briefing – Safety Officer and Security Officer
- **Finalize, approve and implement the EOC Action Plan:** Planning/Intelligence Section Coordinator finalizes the EOC Action Plan, EOC Director approves the EOC Action Plan, Management and General Staff implement the EOC Action Plan.

Phase 5: Execute, Evaluate and Revise the Plan

- **Shift Change Briefing:** The Shift Change Briefing is conducted at the beginning of each Operational Period.
- **New Operational Period Begins:** After the Shift Change Briefing a new Operational Period begins and the EOC Action Plan process starts all over.

Planning P Tool



AFTER ACTION/CORRECTIVE ACTION REPORTS

(This information is based on the SEMS Guidelines, After Action Reports [6/22/11])

Introduction

The completion of after-action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the California Office of Emergency Services (Cal OES), in cooperation with involved state and local agencies, complete an after-action report within 120 days after each declared disaster.

Legal Authorities

Section 2450 (a) of the SEMS Regulations states that..."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

Use of After-Action Reports

After action reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities and transitional recovery activities
- The AAR captures an overview of response activities through the Close of Incident date, as determined by Cal OES
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of components of the SEMS
- Identification of areas for improvement and a description of the actions planned to correct areas needing improvement

The SEMS approach to the use of after-action reports emphasizes the improvement of emergency management at all levels. The after-action report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

After Action Process

It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of after-action reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an after-action report which involves several jurisdictions.

If appropriate, jurisdictional reports may become part of an overall operational area report.

Suggested processes for developing after-action reports for local governments, state agencies, and Cal OES are described below.

Local Government and State Agency Report Process

1. Assign Responsibility for after action report

This assignment should be initiated as early as possible during the response phase of any emergency, which will require an after-action report. Ideally, the person assigned should have a background in the planning function, be familiar with emergency organization functions, and understand SEMS.

At both the field and EOC levels in SEMS, initiating the after-action report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

After the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the after-action report process should be assigned elsewhere within the organization. In many organizations, the same person may be assigned to the after-action report function to provide continuity.

While it may appear to be premature to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on-the-spot improvements.
- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.
- It allows for establishment of timelines and expedites the preparation of the AAR.
- Early assignment also allows for establishment of timelines and expedites the actual preparation of the after action report.

2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation;

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility
- Provides the foundation for development of the AAR and Corrective Action

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the after action report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during and actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Cal EOC forms and locally developed "feeder" forms/reports that support the Cal EOC forms
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation

3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, other methods for gathering information include:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function.
- Critiques performed at various time frames after an operation. Some critiques may be conducted immediately after an event and may be fairly informal in approach. Others may be conducted substantially later and may employ more formal, carefully structured workshops.
- Surveys distributed to individuals and organizations after the fact which can be used either for direct input to the after action report or as a basis for workshop discussions.
- After action report research teams, whose function is to gather information, and perhaps, write the applicable portions of the after action report.

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements?
- Does the survey/workshop process permit identification of external improvements? Improvements involving the SEMS levels?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the after action report format?
- Does the research team understand its assignment and tasks?

4. AAR Preparation

A four-step process to prepare the after action report for local governments and state agencies is recommended:

- A. Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample after action report.

- B. Use documentation and data to complete the online AAR Survey, as discussed later in these Guidelines.
- C. The AAR can be distributed for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- D. Prepare final after action report and forward it to the city, operational area, Cal OES Region, or Cal OES Headquarters, as appropriate.

Sample After Action Report Outline

The automated AAR Survey meets the AAR submittal requirements unless local requirements state otherwise. Where appropriate, OAs and State agencies are encouraged to use the automated AAR Survey for submittal of after-action and corrective action information.

If an OA or State agency chooses to submit a written AAR, the following is an example of one way to structure an after-action report. Other options are possible. The report's format should fit the situation, and there is no requirement to force the report into a single structured format.

1. Introduction and Background:

- A. Type/location of event (describe and attach maps if available)
- B. Chronological Summary (provide description and list items such as key evacuations, areas destroyed, etc.)
- C. Date/Time and content of Proclamations/Declarations

2. Discussion of Response at Designated SEMS Levels:

Cover the levels appropriate to the jurisdiction and situation. Include:

Summary of response Conclusions Recommendations (will be summarized at the end)

- A. Field Response Level
 - Command
 - Operations (includes Air Operations)
 - Planning/Intelligence
 - Logistics (includes Communications) Finance/Administration (if activated)
- B. Local Government Level
 - Emergency Operations Center (EOC) Department Operations Center (DOC) Special Districts
 - Other local government support
 - Community Based Organizations

(Note: For each item above, discuss Management, Operations, Planning/Intelligence, Logistics, Finance/Administration, and multi or interagency coordination as appropriate.)

- C. Interaction with the Operational Area (discuss as appropriate)
- D. Interaction with the Regional Level
 - Regional EOC (REOC)
 - Other State Agencies (if not part of REOC)
- E. Interaction with State above Regional Level (discuss as appropriate)

F. Interaction with Federal Agencies (discuss as appropriate)

3. Interacting Systems, Agencies and Programs

A. Mutual Aid Systems (Law Enforcement, Fire and Rescue, Medical and others if used)

B. Cooperating Agencies

Utilities (telephone, electric, gas, etc.) American Red Cross

Salvation Army

Others (as appropriate)

C. Telecommunications and Information Processing

Field Level

Local Government Operational Area Interface with Region Interface with State

D. Training Needs (Consider all levels)

E. Recovery Activities to Date

F. Summary of Principal Recommendations

G. References

Maps Charts Bibliography

Other Items (as appropriate)

Corrective Action Plan for Improvements

This section of the report can be done separately or included as appropriate. Submitting Corrective Action Plan separately may allow the responding agency time to consider the plans for improvement and action needed to bring the improvements to fruition. Corrective Actions will be entered in the Cal OES Corrective Action Database and progress on each corrective action will be provided periodically by each responding agency. Cal OES may develop and disseminate reports outlining the status of the corrective actions taken to date.

It should describe for each of the principal recommendations:

- Description of actions to be taken
- Associated costs
- Timetable for completion

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LOGISTICS SECTION - GENERAL**Purpose**

To enhance the capability of the City of San Buenaventura to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is City policy that the priorities of responses are to be:

- Protect life, property, and the environment.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

Overview

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies, and equipment procurement support except for Fire and Law Enforcement resources procured through prior agreements. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies, or services required by the other sections will be ordered through the Logistics Section except for those resources obtained through already established mutual aid agreements (such as Fire and Law Enforcement).

The Logistics Section will accomplish the following specific objectives during a disaster:

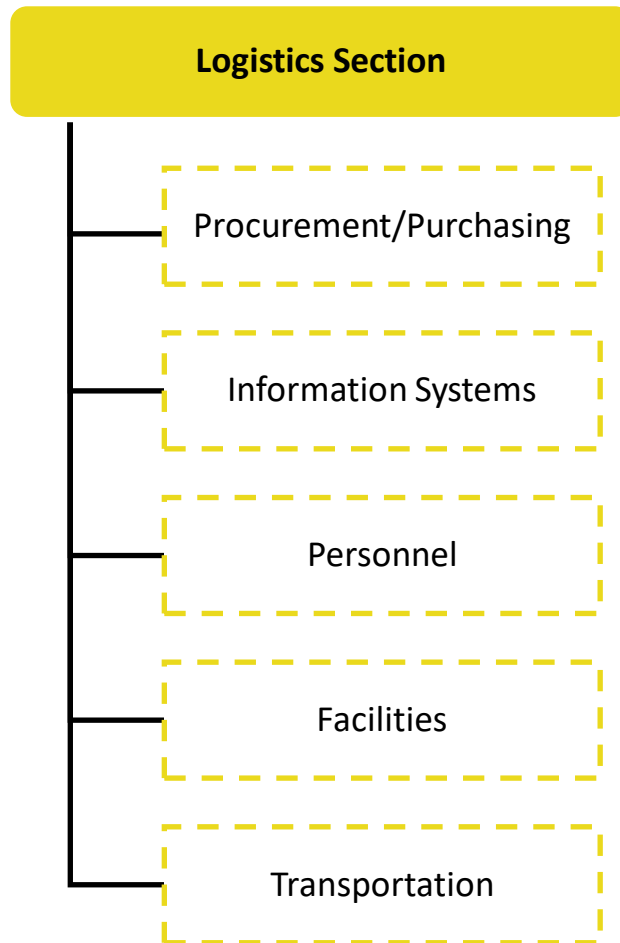
- Collect information from other sections to determine resource needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.
- Supervises the negotiation and administration of vendor and supply contracts and procedures.

Concept of Operations

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with adopted policies.
- Operational periods will be determined by the EOC Director. Operational periods will be event-driven.
- Available and accessible resources from the private sector and volunteer organizations will be accessed through the City’s own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Ventura County Operational Area.

LOGISTICS SECTION ORGANIZATION CHART



LOGISTICS SECTION STAFF

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Procurement/Purchasing Unit
- Information Systems
- Transportation
- Personnel Unit
- Facilities Unit

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Logistics Section Coordinator

The Logistics Section Coordinator, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Procurement/Purchasing Unit

The Procurement/Purchasing Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment, and supplies to support emergency operations and arranging for delivery of those resources. The Procurement/Purchasing is responsible for administering all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. The Procurement/Purchasing is responsible for identifying sources of equipment, preparing and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. The Procurement/Purchasing is also responsible for ensuring that all records identify the scope of work and site-specific work location.

Information Systems Branch

The Information Systems Branch is responsible for managing all radio, data, and telephone needs of the EOC staff. This Branch includes the Communications and Computer Systems Units.

Personnel Unit

The Personnel Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests, for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Facilities Unit

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating disaster transportation routing.

LOGISTICS SECTIONS COORDINATOR**SUPERVISOR: EOC Director****Primary Responsibilities:**

- Ensure the logistics function is carried out consistent with SEMS/NIMS guidelines, including:
 - Managing all radio, data and telephone needs of the EOC.
 - Coordinating transportation needs and issues.
 - Managing personnel issues and registering volunteers as Disaster Services Workers.
 - Obtaining all materials, equipment and supplies to support emergency operations in the field and in the EOC.
 - Coordinating management of facilities used during disaster response and recovery.
- Oversee the acquisition, transportation and mobilization of resources.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.
- Ensure any contacts with the media are directed to the Public Information Officer.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Activation

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Procurement/Purchasing Unit
 - Information Systems Branch
 - Personnel Unit

- Facilities Unit
- Transportation Unit
- Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Carry out responsibilities of your Section not currently staffed.

Notifications

- Notify EOC Director when your Section is fully operational.

Meetings/Briefings

- Brief new or relief personnel in your Branch. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- Brief the General Staff on operating procedures for use of telephone, data and radio systems.
- Meet with other activated Section Coordinators to identify service/support requirements for planned and expected operations.
- Attend periodic briefing sessions conducted by the EOC Director.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Conduct periodic Logistics Section briefings and work to reach consensus for forthcoming operational needs.

Action Planning

- Participate in the EOC Director's action planning meetings.
- Prepare work objectives for Section staff and make staff assignments.
- Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed.

- Ensure a Communications Plan is developed for the EOC Action Plan. Assign to the Communications Unit, if activated.
- Following Action Planning meetings, ensure that orders for additional resources have been placed and are being coordinated within the EOC and field units.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Open and maintain an Activity Log (**See the Activity Log in Forms in the Support Documentation**).
- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Ensure that your Section logs and files are maintained.
- Develop a backup plan for all plans and procedures requiring off-site communications.

Ongoing Activities

- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- From Planning/Intelligence Section Coordinator, obtain and review major incident reports and additional field operational information that may pertain to or affect Section operations.
- From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.
- Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Provide situation and resources information to the Situation Status Unit and Resources Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Keep up to date on situation and resources associated with your Section.
- Identify the need for use of special resources.
- Identify service/support requirements for planned and expected operations.
- Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.
- Resolve problems associated with requests for supplies, facilities, transportation, communication and food.
- Keep the Ventura County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests.

PROCUREMENT/PURCHASING UNIT**SUPERVISOR: Logistics Section Coordinator****Primary Responsibilities**

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, fuels, heavy and special equipment and other supplies and consumables.
- Provide supplies for the EOC, field operations and other necessary facilities.
- Determine if the required items exist within the City supply system.
- Manage all equipment rental agreements.
- Procure items within limits of delegated authority from EOC Director.
- Arrange for the delivery of the items requisitioned, contracted for or purchased.
- Maintain records to ensure a complete accounting of supplies procured and monies expended. **Ensure that all records identify scope of work and site-specific work location.**
- Support activities for restoration of disrupted services and utilities.

Procurement Policy

The procurement of resources will follow the priority outlined below:

1. Resources within the City inventory (City-owned).
2. Other sources that may be obtained without direct cost to the City.
3. Resources that may be leased/purchased within spending authorizations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Meet and coordinate activities with EOC Director and determine purchasing authority to be delegated to Procurement/Purchasing Unit. Review emergency purchasing and contracting procedures.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Ensure that all records identify scope of work and site-specific locations.
- Provide updated reports on resource status to Resources Unit.
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

Ongoing Activities

- Maintain information regarding;
 - Resources readily available
 - Resources requests
 - Status of shipments
 - Priority resource requirements
 - Shortfalls
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.
- Issue purchase orders for needed items within dollar limits of authority delegated to Unit.
- Notify EOC Director of procurement needs that exceed delegated authority and obtain needed authorizations and paperwork, as necessary.
- Verify cost data in any preestablished vendor contracts with Finance Section.
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.
- Establish a plan for field and EOC feeding operations, as appropriate. Coordinate with EOC Operations Section to avoid duplication. **(See Logistics Support Documentation – Emergency Response Feeding.)**
- Coordinate the provision of veterinary care and feeding of animals with Ventura County Animal Services.
- Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.

- Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers as improved communications become available.
- Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.
- Arrange for storage, maintenance and replenishment or replacement of equipment and materials.
- Support activities for restoration of utilities to critical facilities.
- Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Review verify and process requests from other sections for resources.
- Determine if needed resources are available from City stocks, mutual aid sources, or other sources. Arrange for delivery if available.
- Determine availability and cost of resources from private vendors.
- Arrange for delivery of procured resources. Coordinate with Transportation Unit, if activated.
- Identify to the Logistics Section Coordinator any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible.
- Provide and coordinate with the Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.
- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section.
- Procure and coordinate water resources for consumption, sanitation and firefighting.
- Obtain and coordinate necessary medical supplies and equipment for persons with access and functional needs.
- Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments, as needed.

INFORMATION SYSTEMS BRANCH**SUPERVISOR: Logistics Section Coordinator**

Primary Responsibilities:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests and general messages.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.
- Provide communications briefings as requested at action planning meetings.
- Prepare the Communications Plan as a part of the EOC Action Plan.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Coordinate with all operational units and the EOC to establish a Communications Plan (component of the EOC Action Plan) to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers. **(See Logistics Support Documentation – Communications Plan).**

Ongoing Activities

- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.
- Establish a plan to ensure staffing and repair of communications equipment.
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.
- Coordinate all communications activities.
- Determine and anticipate support requirements and forward to your Section Coordinator.
- Coordinate frequency and network activities with Ventura County Operational Area.
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.
- Coordinate with volunteer and private sector organizations to supplement communications needs, as necessary.
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc.
- Coordinate needed telephone data lines.
- Support activities for restoration of computer services.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Keep up to date on the situation and resources associated with your Unit.

PERSONNEL UNIT**SUPERVISOR: Logistics Section Coordinator**

Primary Responsibilities

- Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system, as appropriate.
- Assign personnel within the EOC as needs are identified.
- Coordinate emergency management mutual aid (EMMA) through the Ventura County Operational Area EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.

Ongoing Activities

- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.
- Issue ID cards to Disaster Service Workers, as appropriate.
- Maintain information regarding:

- Personnel/volunteers processed.
 - Personnel/volunteers allocated, assigned and on standby by agency/location.
 - Special personnel requests by category not filled.
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit.
 - Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements.
 - Obtain crisis counseling for emergency workers. **(See Logistics Support Documentation-CISM).**
 - Coordinate feeding, shelter and care of personnel, employee's families and volunteers with the Procurement/Purchasing Unit, Facilities Unit and the Care and Shelter Branch.
 - Establish a plan for childcare for City employees, as needed. Coordinate with Facilities Unit for suitable facilities and with the Care and Shelter Branch for staff support.
 - Assist and support employees and their families who are also disaster victims.
 - Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with access and functional needs (AFN).
 - Coordinate transportation of personnel and volunteers with the Transportation Unit.
 - If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.
 - Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.
- Ensure the recruitment, registration, mobilization and assignment of volunteers.
- Coordinate with the Ventura County Operational Area EOC for additional personnel needs.
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency.
- Obtain health/medical personnel, e.g., nurse's aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.

- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Ventura County Operational Area EOC.

FACILITIES UNIT**SUPERVISOR: Logistics Section Coordinator**

Primary Responsibilities

- Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.
- Coordinate with other EOC branches/groups/units for support required for facilities.
- Support activities for restoration of disrupted services and utilities to facilities.
- Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facilities' operations.
- Close out each facility when no longer needed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.

Ongoing Activities

- Maintain information in the Unit regarding:
 - Facilities opened and operating
 - Facility managers
 - Supplies and equipment at the various locations
 - Specific operations and capabilities of each location

- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc.
- Identify any communications requirements to the Communications Unit.
- Identify equipment, material and supply needs to the Procurement/Purchasing Unit.
- Identify personnel needs to the Personnel Unit.
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.
- Identify security requirements to the Security Officer.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Ensure that operational capabilities are maintained at facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Ensure that access and functional needs are addressed in provided in facilities.
- Ensure all facilities have water resources for consumption, sanitation and firefighting.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Consider providing facilities for sheltering essential workers, employee's families and volunteers. Coordinate with the Care and Shelter Branch.
- Coordinate with Ventura County Animal Services via the Ventura County Operational Area EOC to provide facilities for animal boarding as required.
- Coordinate water resources for consumption, sanitation and firefighting at all facilities.
- Coordinate the receipt of incoming resources to facilities.
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.

TRANSPORTATION UNIT**SUPERVISOR: Logistics Section Coordinator**

Primary Responsibilities

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.
- Coordinate the disaster routes with the Operations Section.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Logistics Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Establish a transportation plan for movement of:
 - Personnel supplies and equipment to the EOC, field units, shelters and other facilities.
 - Individuals to medical facilities as requested by Operations Section.
 - Emergency workers and volunteers to and from risk area.
 - Dependents and families of emergency workers as requested by the Care and Shelter Branch.

Ongoing Activities

- Coordinate with the Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency vehicles entering and exiting the City.
- Coordinate with Fire and Police on road closures and traffic light outage information and ensure information is displayed in the EOC.
- Coordinate with the Ventura County Operational Area for highway status with Cal Trans and CHP.
- Coordinate use of disaster routes with the Operations Section.
- Participate in evacuation route planning, transportation routes and transportation resources needed to support operations.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Coordinate with the Operations Section on the movement of persons with access and functional needs. Coordinate with paratransit companies as necessary.
- Coordinate with the Ventura County Animal Services via the Ventura County Operational Area EOC for transportation of animals as required.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- Prepare schedules as required to maximize use of available transportation.
- Provide Resources Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Coordinate with local transportation agencies and Ventura Unified School District to establish availability of resources for use in evacuations and other operations as needed.
- Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks).
- Arrange for fueling of all transportation resources.

LOGISTICS SUPPORT DOCUMENTATION**PERSONNEL RECALL AND NOTIFICATION POLICY AND PROCEDURES FOR DISASTER RESPONSE**

Employee Responsibility

The citizens of Ventura rely on the City government for leadership and assistance in a disaster. In response to such occurrences, it is imperative that all City employees be available to assist in this type of emergency response.

The Government Code of the State of California Chapter 8 of Division 4 of Title 1 Section 3100: Declaration; Public Employees as Disaster Workers states:

- *It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of **disaster** or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be **disaster service workers** subject to such **disaster service** activities as may be assigned to them by their superiors or by law.*

The City's Emergency Operations Plan and Chapter 2.370 of the City's Municipal Code specify that:

- The City Manager (or designee) may require emergency service of any City officer, employee or citizen, and may requisition necessary personnel or material of any City department or agency.
- In any emergency, City employees may be assigned, regardless of their Job Description/Checklist Actions, any duties that they are capable of performing safely.

In the event a disaster occurs during normal working hours:

- All City employees shall remain at work to provide for disaster relief if required.
- Department heads (or designee) shall be responsible for ensuring employees remain at work.
- Department heads (or designee) shall authorize release of employees.
- Employees who leave without authorization may be subject to disciplinary action.

In the event a disaster occurs beyond normal working hours:

- All employees in public safety operations shall respond to established emergency response procedures for their departments.
- All non-public safety employees will be expected to report to work unless informed otherwise via automated phone systems, the media or the Emergency Alert System that non-essential employees are not required to report to work. Radio stations providing information: KVTA 1590, KHAY 100.7 FM and KMLA 103.7 FM (Spanish).
- All employees have an obligation to attempt and continue to try contacting their department or the employee emergency call-in numbers to determine whether it is necessary to report to work.

Release of Employees (By City Manager or Designee Authority)

Only the City Manager (or designee) has the authority to order a release of City employees in the event of a disaster. However, the City Manager (or designee) may authorize department heads (or their designee) to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the emergency at hand, including but not limited to the following factors:

- The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems;
- The availability of safe worksites and in the event of an extended stay, the availability of food and other support services and facilities;
- The need for City personnel;
- The scope of the disaster and the resources needed to respond; and
- Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

Release of Employees (By Department Head or Designee Authority)

Notwithstanding the release authority of the City Manager (or designee), department heads (or appointed designees) may otherwise release employees by authorizing emergency leave or personal leave in the following cases:

- When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they can care for and transport themselves safely);
- When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or designee) is aware that the employees will not be needed for disaster relief; and/or
- When the continued presence of the employee(s) at the worksite would present a direct hazard.

Departmental Requirements

The primary responsibility for managing City employees during and following a disaster lies with the individual operating departments. All departments need to consider that even though their department may not have direct responsibility for disaster response, all employees represent a valuable resource for disaster relief. All departments are, therefore, required to develop a Departmental Emergency Operations Plan (EOP) to be submitted for review by the City's Emergency Services Manager. Such plans shall assist in the identification of emergency assignments. The departmental EOP will provide City employees with an effective means for responding to emergencies and major disasters.

Continuity Planning

In the event of a major disaster or at the direction of the City Manager or his/her designee, an Emergency Staffing/Continuity Plan will be put into effect. It is the responsibility of individual departments to plan for staffing their departments and to provide staff to other City departments during a disaster. Departments should have a staff "recall plan". In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically by departments and affected employees know ahead of time that they are to report for work.

If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to their closest local governmental jurisdiction to register as a Disaster Services Worker for that agency. All City employees are declared to be Disaster Services Workers by Section 3100 of Chapter 8 of Division 4 of Title 1 of the Government Code.

Considerations for Feeding - EOC Support and Field Staff

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Consider providing on-site employee child-care needs, if needed.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES**Purpose**

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will not be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be strictly confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the city's CISM coordinator based on the type of debriefing required.

The debriefing team will consist of CISM professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Human Resources Department prior to beginning treatment.

Activation of CISM

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the CISM coordinator (Risk Manager) for the City. If additional assistance is required, the CISM coordinator will contact Ventura County Fire Protection District (VCFPD) Dispatch and request that a CISM team be assembled.

GUIDELINES FOR UTILIZATION OF VOLUNTEERS**Introduction**

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is handled by the Finance/Administration Section.

Purpose

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

Background

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

Eligibility

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

Exclusions

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly

organized and municipally supported volunteer fire department are excluded from disaster service benefits.

Volunteer Disaster Service Workers

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

Organized Volunteers

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Agency Trained Volunteers

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

The City of San Buenaventura has supported and helped to develop the City's Community Emergency Response Team

Spontaneous (Convergent) Volunteers

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

Considerations in Volunteer Utilization

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

Recruiting

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

Screening

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

Identification

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

Training

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning

The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "DISASTER SERVICE WORKER VOLUNTEER PROGRAM", OCT. 2016.

FINANCE/ADMINISTRATION SECTION - GENERAL**Purpose**

To enhance the capability of the City to respond to disasters by providing financial support and coordination for City disaster operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property, and the environment.
- Provide continuity of financial support to the City and community.
- Cooperate with the other sections of the City's disaster response team.
- Document the City's costs and recovery of those costs as allowable.
- Maintain a positive image for the City in its dealings with the community.

Overview

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during disasters, including:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the Section will mobilize. In a widespread disaster that damages communications and systems, the entire Section will mobilize.

Objectives

The Finance/Administration Section acts in a support role in all disasters to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements are adhered to through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster:

A. For all disasters:

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine the extent to which the City's computer systems are accessible and/or usable.

3. Determine if the City's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
5. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster agencies to initiate the recovery process of the City's costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits, and other necessary work in order to recover costs.

B. For disasters where the City's computer systems and bank are accessible and usable:

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For disasters where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

D. For disasters where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance/Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

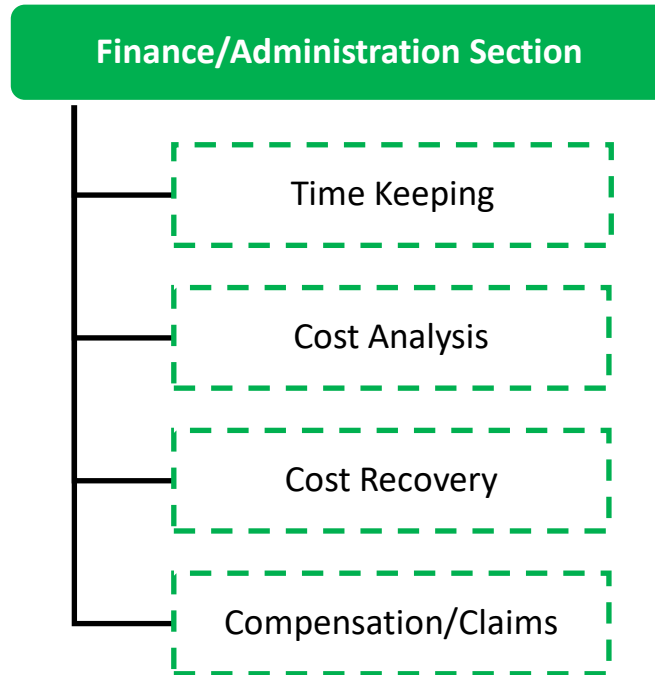
Concept of Operations

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable, regular working hours will be retained for all but the Cost Recovery and the Documentation Units. These units will function on the schedule determined necessary to perform its objectives.

- For disasters that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the EOC Director. This may be a period of 12 hours.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Time Keeping Unit
- Cost Analysis Unit
- Cost Recovery Unit
- Compensation/Claims Unit

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator supervises the financial support, response, and recovery for the disaster; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Time Keeping Unit

The Time Keeping Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual aid, and all others and ensuring that daily personnel time recording documents are prepared and compliance to the agency's time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify the scope of work and site-specific work location consistent with initial safety/damage assessment records, sites, and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy, and posted according to existing policy. Excess hours worked must also be determined, and separate logs will be maintained. Time and equipment use records must be compiled in an appropriate format for cost recovery purposes.

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit should be activated at the onset of any disaster and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintaining records that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

Compensation/Claims Unit

The Compensation/Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City arising out of a disaster, including completing all forms required by workers' compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

FINANCE/ADMINISTRATION SECTION COORDINATOR**SUPERVISOR: EOC Director**

Primary Responsibilities

- Ensure that the Finance/Administration function is performed consistent with SEMS/NIMS Guidelines, including:
 - Implementing a Disaster Accounting System - **(See Finance/Administration Support Documentation)**
 - Maintaining financial records of the disaster
 - Tracking and recording of all agency staff time
 - Processing workers' compensation claims received at the EOC
 - Handling travel and expense claims
 - Providing administrative support to the EOC
 - Supervise the Finance/Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional units as dictated by the situation.
- Exercise overall responsibility for the coordination of unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Activation

- Determine the operational status and appropriate level of activation based on situation as known.
- As appropriate, respond to the EOC.
- Mobilize appropriate personnel for initial activation of the EOC

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Cost Recovery Unit

- Time Keeping Unit
 - Compensation/Claims Unit
 - Cost Analysis Unit
- Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
 - Request additional personnel for the Section to maintain a 24-hour operation as required.
 - Carry out responsibilities of your Section not currently staffed.

Notifications

- Notify EOC Director when your Section is fully operational.

Meetings/Briefings

- Brief new or relief personnel in your Branch. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services, and personnel
 - Identification of operational period work shifts
- Meet with other Section Coordinators.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Meet with assisting and cooperating agency representatives as required.

Action Planning

- Participate in the EOC Director's action planning meetings.
- Prepare work objectives for Section staff and make staff assignments.
- Provide input in all planning sessions on finance and cost analysis matters.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Open and maintain an Activity Log (See Forms in Support Documentation, Activity Log).

- Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift.
- Ensure that all documents initiated during the disaster are properly prepared and completed.
- Ensure that your Section logs and files are maintained.

Ongoing Activities

- Authorize use of the Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting.)**
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Monitor your Section activities and adjust Section organization as appropriate.
- Work closely with each Unit leader to ensure Finance Section objectives as defined in the current EOC Action Plan are being addressed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Ensure internal coordination between branch/group/unit leaders.
- Update financial and cost status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Develop a backup plan for all plans and procedures requiring off-site communications.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Ensure that the payroll and revenue collection process continues.
- Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- Make recommendations for cost savings to the General Staff.
- Keep the General Staff apprised of overall financial situation.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

TIME KEEPING UNIT**SUPERVISOR: Finance/Administration Section Coordinator****Responsibilities**

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the disaster.
- Ensure that daily personnel time recording documents are prepared and are compliant with specific City, Cal OES and FEMA time recording policies.
- Track, record and report equipment use and time.

Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs).

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

It there is enough staffing for the Finance Section you may want to have a person focus on Personnel Time Recording and another person focus on Equipment Time Recording. If you are limited in staff, make sure that the tasks associated with both of these focus areas are accomplished.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.
- Identify City cost recovery team members before the EOC demobilizes.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Finance Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.

Ongoing Activities

Personnel Time Recorder

- Initiate, gather, or update a time report from all applicable personnel assigned to the disaster for each operational period. **(See Finance/Administration – Disaster Labor Record - Sample)**
- Ensure that all records identify scope of work and site-specific work location.
- Track all travel requests, forms, and claims.
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.
- Ensure that all employee identification information is verified to be correct on the time report.
- Ensure that all volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards.
- Ensure that time reports are signed.
- Maintain separate logs for overtime hours.
- Establish and maintain a file for employee time records within the first operational period for each person.
- Maintain records security.
- Close out time documents prior to personnel leaving emergency assignment.
- Keep records on each shift (*Twelve-hour shifts recommended*).
- Coordinate with the Personnel Unit of the Logistics Section.

Equipment Time Recorder

- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports and service records. Design and distribute Force Account and Rented Equipment Records. **(See Finance/Administration – Disaster Force Account and Equipment Records - Samples.)**
- Ensure that all records identify scope of work and site-specific work location.
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track city-owned equipment separate from rented equipment.
- Maintain list of damaged or lost equipment (for billing and claims purposes) in coordination with Planning Section, Resource Status Unit.
- Maintain records security.

Resources

- See Resources in Common EOC Responsibilities on page 72.

COST ANALYSIS UNIT**SUPERVISOR: Finance/Administration Section Coordinator****Responsibilities**

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Finance Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Maintain a fiscal record of all expenditures related to the emergency/disaster.
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director.
- Maintain cumulative emergency/disaster cost records.
- Maintain accurate information on the actual cost for the use of all assigned resources.
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- Ensure that all financial documents are accurately prepared.

Ongoing Activities

- Collect and record all cost data. **(See Finance/Administration Support Documentation – Disaster Records and Forms).**
- With the Time Keeping Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- Make recommendations for cost savings to the Finance/Administration Section Coordinator.

Resources

- See Resources in Common EOC Responsibilities on page 72.
- Prepare resources-use cost estimates.

COST RECOVERY UNIT**SUPERVISOR: Finance/Administration Section Coordinator****Responsibilities**

- Activate and maintain Disaster Accounting System. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- Document information for reimbursement from the state and federal governments.
- Act as liaison with the disaster assistance agencies and insurance companies, and coordinate the recovery of costs as allowed by law and ensure records are maintained in such a manner that will pass audit.
- Receive and allocate payments.
- Coordinate documentation of costs with other sections and departments.
- After the EOC demobilizes, oversee the City's cost recovery team comprised of representatives from each department with emergency response costs.

The Cost Recovery Documentation Unit should be activated at the onset of any disaster. Accurate and timely documentation is essential to financial recovery.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.
- Inform all sections and departments that the Disaster Accounting System is to be used.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Finance Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Prepare all required state and federal documentation to recover all allowable disaster costs.

- Work with EOC sections and appropriate departments to collect all required documentation.
- Organize and prepare records for final audit.

Ongoing Activities

- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster in coordination with other sections and departments. **(See Finance/Administration Support Documentation – Disaster Accounting Procedures.)**
- Make decisions on cost codes and items to be tracked by the Disaster Cost Accounting System.
- Coordinate cost recovery with disaster assistance agencies and insurance companies.
- Receive and allocate payments.
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.
- Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and the Ventura County Operational Area as required.
- Ensure a City cost recovery team is identified before the City EOC is demobilized.
- Maintain contact with Ventura County Operational Area, Cal OES and FEMA for advice and assistance in obtaining maximum eligible funds for disaster costs.
- Prepare recommendations as necessary.

Resources

- See Resources in Common EOC Responsibilities on page 72.

COMPENSATION/CLAIMS UNIT**SUPERVISOR: Finance/Administration Section Coordinator****Responsibilities**

- Accept as agent for the City claims resulting from a disaster.
- Manage the investigation and compensation of physical injuries and property damage claims involving the City including completing all forms required by workers' compensations programs, insurance companies and local agencies.
- Collects information for all forms required for claim's filings.
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written statements on injuries.
- Manage and direct all Workers' Compensation and claims specialists assigned to the disaster.
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

- See Common EOC responsibilities on page 71.

Assignments/Staffing

- Clarify any issues regarding your authority and assignment.

Meetings/Briefings

- Attend periodic briefing sessions conducted by the Section Coordinator.

Action Planning

- Assist in preparation of the EOC Action Plan.
- Attend planning meetings at the request of the Finance Section Coordinator.

Documentation

- See Documentation and Reports in Common EOC Responsibilities on page 71.
- Maintain a log of all injuries occurring during the disaster.
- Develop and maintain a log of potential and existing claims.
- Ensure that all Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
- Periodically review all logs and forms produced by Unit to ensure:

- Work is complete
 - Entries are accurate and timely
 - Work is compliant with City of San Buenaventura requirements and policies.
- Prepare insurance claims relative to damage to City property. Notify and file the claims with insurers.
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.

Ongoing Activities

- Coordinate with the Liaison Officer, Agency Representatives, and Personnel Unit of the Logistics Section.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and order personnel as needed.
- Ensure the investigation of all accidents, if possible.
- Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
- Obtain all witness statements pertaining to claim and review for completeness.

Resources

- See Resources in Common EOC Responsibilities on page 72.

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FINANCE/ADMINISTRATION SUPPORT DOCUMENTATION**DISASTER ACCOUNTING RECORDS**

When a disaster strikes the City, it may be in the form of an earthquake, storm damage, major oil or chemical/hazardous waste spill, civil disturbance, or a fire emergency. Those employees who are assigned work directly associated with the disaster are to use the Disaster Cost Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster.

The purpose of separate accounting for these costs is to obtain sufficient backup data if the city qualifies for federal and/or state assistance.

Obtaining federal and state assistance requires the City to collect and retain a broad range of original documents that demonstrate that they were used for the disaster/emergency, including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location (GPS locations are preferred) of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location (GPS locations are preferred), and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location (GPS locations are preferred) of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where (GPS locations are preferred), when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, the rate per hour indicating with or without operator, dates and hours used each day, where (GPS locations are preferred), and why the equipment was used.
- Invoices for work performed by contract **must** provide a detailed breakdown of cost, where (GPS locations are preferred), when and why the work was performed. If contractor is providing different types of services, i.e., debris removal and repair work, each category of work should be invoiced separately.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

DO'S AND DON'TS FOR USING DISASTER ACCOUNTING RECORDS

DO:

- DO** record all regular and overtime hours **WORKED** on the disaster, categories C through G.
- DO** record all overtime hours **WORKED** on the disaster/emergency, categories A and B.
- DO** write on time card the location and brief description of work performed.
- DO** charge vehicles and equipment used and indicate when and where they were used.
- DO** charge equipment rentals to the appropriate charge points.
- DO** charge outside contracts to the appropriate charge points.
- DO** document how contracts were awarded.
- DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- DO** use terms such as "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".
- DO** report all damage to Cost Recovery Unit.
- DO** keep all records and unit logs accurately and up to date.
- DO** ask questions of the Cost Recovery Unit for clarifications.

DO NOT:

- DO NOT** order everyone to charge all time to the disaster. Only charge those people and hours actually **WORKED**. (**See above 1st and 2nd Do's**)
- DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- DO NOT** charge manager overtime to the system. The system will not post it, the City does not pay it, and FEMA will only reimburse what was paid. (If the city does compensate manager overtime, **Do** record this time.)
- DO NOT** enter into sole source contracts without **explicit documentation** of why it was **necessary**.
- DO NOT** enter into cost plus contracts.
- DO NOT** enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
- DO NOT** use terms such as "Damage Survey": use "Assess for risk to health and safety".
- DO NOT** use the term "Administer" in place of "Direct", "Control", "Assign", or "Dispatch".
- DO NOT** assume damage to a City facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- DO NOT** throw away records.
- DO NOT** forget to ask questions.

NOTE: While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your

home function (program) covering categories A and B. The city can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use than not record and try to recreate.

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

General Information

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “**Disaster**” in specified counties. For federal assistance, it is necessary for the President to declare a “**Disaster**” in those same locations.

In both cases the lead agency is the California Office of Emergency Services (Cal OES). Their address and phone number is:

Cal OES
Disaster Assistance Division
3650 Schriver
Mather, CA 95655

Phone (916) 845-8100

Pre-Disaster Declaration Steps

Following a disaster, the City will report damage and a rough estimate of costs to the Ventura County Operational Area.

These estimates should include City personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Ventura County Operational Area will transmit the estimates to Cal OES, and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

Post Disaster Declaration Steps

At this point, Cal OES will notify the Ventura County Operational Area, who will in turn notify the City. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures and the reimbursement process.

Several Forms must be submitted. These are:

- 1. Request for Public Assistance (RPA) Form**

This form indicates that the City will be applying for assistance. Does not restrict City from making changes, but must be sent within 30 days of the declaration date.

2. Project Listing (OES Form)

This indicates the categories and projects which the City is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.

3. Designation of Applicants' Agency Resolution (OES Form 130)

This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with Cal OES and FEMA. There is no deadline, but payments cannot be made until Cal OES receives it. A City usually designates as agents one or more of the following:

- Director of Finance Services
- Assistant City Manager

4. Vendor Data Record (Form STD 204)

For State's 1099 purposes. No deadline, but no payment until submitted.

5. Project Application for Federal Assistance (OES Form 89)

Formal application for FEMA funding. No specific deadline, but no payment until submitted.

6. Project Worksheet (PW)

The City will fill out this form for all small projects and submit to FEMA's Program Delivery Manager (PGDM). The PGDM will assist the city to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

On-Site Inspections

Cal OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make up a team approach. The inspector(s) will meet with the City's Designated Agent who will arrange meetings with other City personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects
- These need not be final, they can be changed

The team will want to discuss:

- How payroll costs are organized and developed
- How payroll cost relates to time worked

- How fringe benefit rates are made up

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

Post Project Worksheet Procedures

All documentation and costs must be gathered and sorted to support their respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

How Payment Is Made

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of Cal OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal OES determines that there are \$100,000 in eligible emergency response costs for the city. Cal OES pays \$75,000 and the city must handle the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state's share and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal OES at the request of the Governor, who has designated the Cal OES Secretary as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal OES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a city is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. Cal OES determines that the costs are eligible under CDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

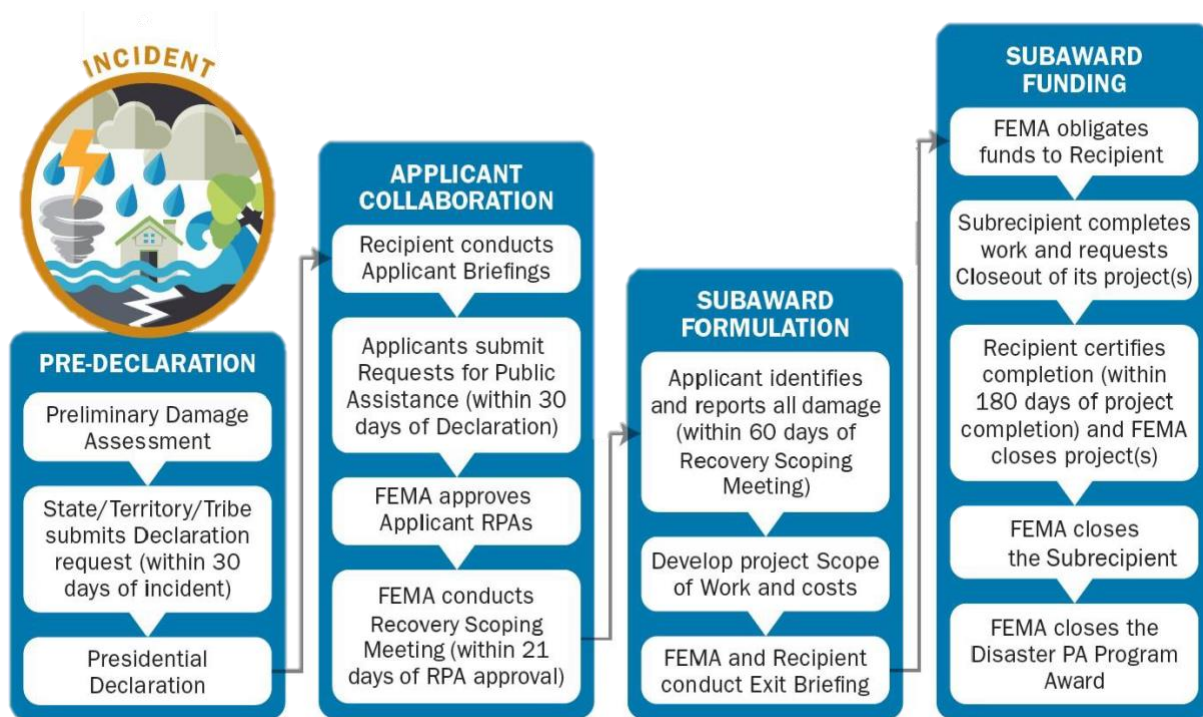
State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal OES. This also is a long process.

Remember:

1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.
1. FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.

PUBLIC ASSISTANCE OVERVIEW



FEMA CATEGORIES OF WORK

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's Public Assistance Policy Digest and other Public Assistance documents.

Emergency Work**Category A: Debris Removal**

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Permanent Work**Category C: Roads and Bridges**

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

Category D: Water Control Facilities

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

NO PROCLAMATION REQUIRED:			
Emergency Loan Program	Farmers, Ranchers, Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals, Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.

LOCAL EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CAL OES	Requires concurrence of the CAL OES . Reimbursement limited to Permanent restoration costs.

GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act	Local Governments	CAL OES	Permanent restoration and emergency work reimbursed.

PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.

PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:

Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

INDIVIDUAL ASSISTANCE SECTION

The Cal OES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran’s, Social Security, contractor, or insurance services

- Housing assistance
- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs.

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services

HAZARD MITIGATION

Purpose

This section establishes actions, policies and procedures for implementing Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93 288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

Authorities And References

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in Part One, Section Seven -Authorities and References.

General

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106 390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must:

Describe actions to mitigate hazards, risks and vulnerabilities identified under the plan.

Establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

Pre-Disaster Mitigation (PDM)

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the Governor's Office of Emergency Services.

Hazard Mitigation Grant Program

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based upon a sliding scale of between 7.5 and 15 percent of the Federal Emergency Management Agency's (FEMA) estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

Flood Mitigation Assistance Program (FMA)

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under

Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

Implementation

Following each presidentially declared Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Project Worksheets (PWs) and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state, and federal agencies.
- Establishes short- and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

Responsibilities

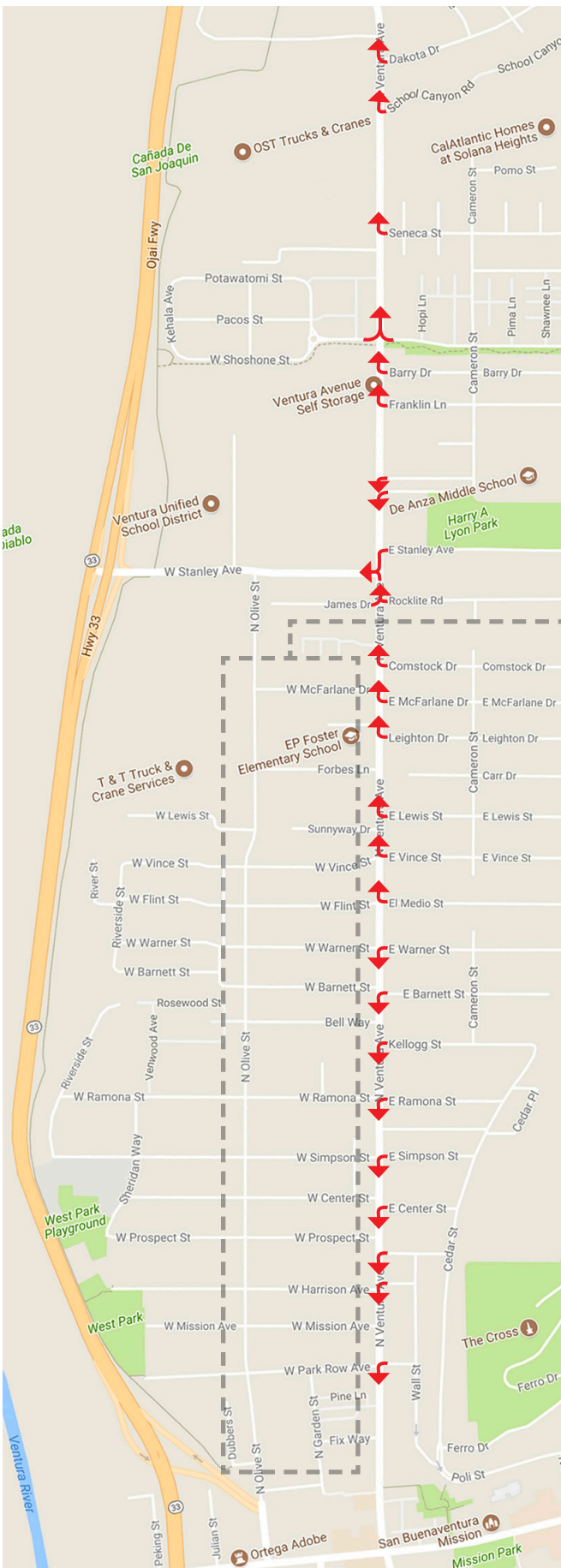
Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.

- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

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Westside Community

Evacuation Route Map

Mapa de Ruta de Evacuación

Directions / Direcciones:

Please follow directional arrows
 Por favor, siga las flechas direccionales

Neighborhoods West of N. Ventura Ave. please use Olive Street to proceed North towards Stanley Ave or South towards Main Street during an evacuation.
 Vecindarios al oeste de N. Ventura Ave. utilice Olive Street para continuar hacia el norte en dirección a Stanley Ave o hacia el sur en dirección a Main Street durante una evacuación.

Register to receive “VC Alert” emergency notifications by contacting the VC Alert Hotline at 805-648-9283 or visiting www.vcalert.org.

Regístrese para recibir notificaciones de emergencia de VC Alert al 805-648-9283 o visitando www.vcalert.org.



Ventura Police 24/7
805-650-8010
www.venturapd.org

CITY OF
VENTURA
 POLICE DEPARTMENT





2021

Ventura County Operational Area

EMERGENCY OPERATIONS PLAN



VENTURA COUNTY SHERIFF
EMERGENCY SERVICES

This plan was developed by Terra Firma Enterprises in coordination with the Ventura County Sheriff's Office of Emergency Services to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System. It is understood that disaster preparedness is not an exact science, and this Emergency Operations Plan does not guarantee the safety of any individual, structure, asset, or organization in a disaster. Terra Firma Enterprises assumes no liability for fatalities, injuries, property damage or financial loss resulting from a disaster.

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ACKNOWLEDGMENTS

This plan was developed by Terra Firma Enterprises in coordination with the Ventura County Sheriff's Office of Emergency Services. The following vital documents were used as reference information in compiling this plan:

- FEMA Comprehensive Preparedness Guide (CPG) 101: "Developing and Maintaining Emergency Operations Plans," 2010
- FEMA Comprehensive Preparedness Guide (CPG) 502: "Considerations for Fusion Center and Emergency Operations Center Coordination" - 2010
- Cal OES: "Emergency Plan Review Crosswalk" - 2020
- Cal OES: "SEMS Guidelines" - 2009
- CalOES: "California Implementation Guidelines for the National Incident Management System"- April 2006
- Ventura County Emergency Operations Plan – 2016
- Ventura County Multi-Hazard Mitigation Plan - 2015

The recommendations and suggestions included in this plan are intended to improve emergency preparedness, response and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System.

INTRODUCTION

FOREWORD

This Emergency Operations Plan (EOP) addresses the County of Ventura's planned response to extraordinary emergency situations and natural, human caused or technological disasters. The plan does not address normal day-to-day emergencies, or the well-established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in this plan focus on potential large-scale disasters that can generate unique situations requiring unusual emergency responses.

This plan is a preparedness document—designed to be read, understood, and exercised prior to an emergency. It designates the County of Ventura as part of the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Each element of the emergency management organization is responsible for assuring the preparation and maintenance of appropriate and current Standard Operating Procedures (SOPs) resource lists and checklists that detail how assigned responsibilities are performed to support implementation of the EOP and to ensure an effective response during a major disaster. Such SOPs should include the specific emergency authorities that designated officials and their successors can assume during emergency situations.

ASSUMPTIONS:

- The County of Ventura is responsible for emergency activities in the unincorporated areas of the County, and operational area emergency management coordination countywide. Thus, the County will commit available resources to save lives, minimize injury to persons, minimize damage to property and protect the environment.
- The County of Ventura uses the Incident Command System (ICS), SEMS and NIMS in emergency response operations.
- The Sheriff, as Director of Emergency Services will coordinate the County's disaster response in conformance with the Emergency Services Ordinance.
- The Ventura County Sheriff's Office of Emergency Services is the lead coordinating agency for the Ventura County Operational Area, which includes the County and its political subdivisions (i.e. cities and special districts).
- The resources of the County of Ventura will be made available to cities, local agencies, and citizens to cope with disasters affecting this area.
- The County will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the combined capacities of the cities and County's ability to meet them.

EMERGENCY MANAGEMENT GOALS:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

ORGANIZATION OF THE EMERGENCY OPERATIONS PLAN (EOP):

- **Part One - Basic Plan:** Overall organizational and operational concepts relative to response and recovery, as well as an overview of potential hazards.
- **Part Two - Emergency Response Organization Functions:** Description of the emergency response organization and emergency action checklists and reference material.
- **Appendices:** A restricted-use document - contains the disaster/emergency organization's notification numbers, other essential numbers, and secure and sensitive information.
- **Annexes:** Specific Plans that augment the EOP, i.e. Contingency Plan for Heat/Cold Weather Events, Disaster Debris Management Plan, Disaster Recovery Plan, and others. In order to maintain currency, the annexes shall be updated independently of the body of the plan and are considered confidential documents.

ACTIVATION OF THE EOP:

- On the order of the Sheriff or their designee as designated by the County of Ventura Ordinance No. 4410 as adopted 2/9/10, provided that the existence or threatened existence of a Local Emergency has been determined in accordance with the ordinance.
- When the Governor has proclaimed a State of Emergency in an area that includes the County of Ventura or cities within its boundaries.
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- When there has been a Presidential declaration of a National Emergency that includes the County of Ventura or cities within its boundaries.
- Automatically on receipt of an attack warning or the observation of a nuclear detonation.

APPROVAL AND PROMULGATION:

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (in Part 1, Section 4 of this Plan). Upon completion of review and concurrence by these departments/agencies, the EOP will be submitted to the California Office of Emergency Services (Cal OES) for review and then to Ventura County Emergency Planning Council for review and approval. Upon concurrence by the County Emergency Planning Council, the plan will be presented to the Board of Supervisors for official adoption and promulgation.

MAINTENANCE OF EOP:

The EOP will be updated every three years to ensure that plan elements are valid and current. Each responsible organization or agency will review and update its portion of the EOP and/or modify its SOP/EOP as required based on identified deficiencies experienced in drills, exercises, or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions.

The Assistant Director of Emergency Services is responsible for revising the EOP that will enhance the conduct of response and recovery operations. The Assistant Director will prepare, coordinate, publish and distribute any necessary changes to the plan to all County departments and other agencies as shown on the distribution list on page 6 of this EOP.

The Assistant Director of Emergency Services will also review documents that provide the legal basis for emergency planning to ensure compliance with SEMS/NIMS requirements and modify, as necessary.

Approval Date: _____

LETTER OF PROMULGATION

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF THE COUNTY of VENTURA

The preservation of life and property is an inherent responsibility of local, state, and federal government. The County of Ventura has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the civilian population in time of emergency.

While no plan can prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the County into an efficient organization capable of responding to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Operational Area Emergency Planning Council and the Board of Supervisors gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the whole community emergency effort in Ventura County.

This EOP will become effective on approval by the County Board of Supervisors.

RECORD OF REVISIONS

Change #	Date	Summary of Change	Page Numbers	Entered By

DISTRIBUTION LIST

Departments/Agencies Receiving Copies of the EOP:
California Office of Emergency Services, Southern Region (Digital copy)
Director of Emergency Services- Sheriff
County Fire Chief
Board of Supervisors
Agricultural Commissioner
Airports
Animal Services
Auditor Controller
Chief Executive Officer
County Clerk
County Counsel
District Attorney
General Services Agency Director
Health Care Agency Director
Human Resources Director
Human Services Agency Director
Information Technology Services Chief Information Officer
Library, County Branch (Cataloged as Reference Volume)
Public Works Agency
Resource Management Agency Director
Sheriff's Office
Superintendent of Schools
American Red Cross, Ventura County Chapter
EOC Staff
City of Camarillo
City of Fillmore
City of Moorpark
City of Ojai
City of Oxnard
City of Port Hueneme
City of San Buenaventura (Ventura)
City of Santa Paula
City of Simi Valley
City of Thousand Oaks

DEPARTMENT/AGENCY CONCURRENCE

DEPARTMENT	TITLE	CONTACT NAME
Agriculture	Commissioner	Ed Williams
Airports	Dep. Director	Dave Nafie
Animal Services	Director	Jackie Rose
Assessor	Assessor	Dan Goodwin
Auditor-Controller	Auditor-Controller	Jeff Burgh
Chief Executive Office	County Executive Officer	Dr. Sevet Johnson
District Attorney	District Attorney	Erik Nasarenko
Fire Department	Chief	Mark Lorenzen
General Services Agency	Director	David Sasek
Harbor Department	Director	Mark Sandoval
Health Care Agency	Director	Barry Zimmerman
Human Resources	Assistant CEO, HR Director	Shawn Atin
Human Services Agency	Director	Melissa Livingston
Information Technology Services	Chief Information Officer	Terrence Theobald
Medical Examiner	Chief Operating Officer	Renee Higgins, MD
Probation Agency	Director	Mark Varela
Public Works Agency	Director	Jeff Pratt
Resource Management Agency	Director	Kimberly Prillhart
Sheriff's Office	Sheriff	Bill Ayub
Ventura County Library	Director	Nancy Schram

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PART ONE – BASIC PLAN
SECTION ONE - OVERVIEW

PURPOSE

The Basic Plan addresses the County's planned response to natural, human caused and technological disasters or emergencies. It provides an overview of operational concepts and identifies components of the County's emergency management organization within the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and describes the overall responsibilities of the federal, state and county entities for protecting life, property, the environment and assuring the overall well-being of the population.

SCOPE

This Emergency Operations Plan (EOP):

- Describes the organizational structures, roles and responsibilities, policies, and protocols for providing emergency support
- Facilitates response and short-term recovery activities
- Is flexible enough for use in all emergencies/disasters
- Describes the purpose, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance and authorities and references
- Includes pre-incident and post-incident public awareness, education and communications plans and protocols

CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident, to a major earthquake, to a nuclear detonation. There are several similarities in operational concepts for peacetime and national security emergencies. Some emergencies will be preceded by a build-up or warning period, providing enough time to warn the population and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see **Part One - Section Six-Mutual Aid**).

Emergency management activities during peacetime and national security emergencies are often associated with the four emergency management phases indicated below. However, not every disaster/emergency necessarily includes all indicated phases.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster/emergency. These actions might include mitigation activities, disaster/emergency planning, training and exercises and public

education. Those identified in this plan as having either a primary or support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

Response Phase

During this phase, emphasis is placed on saving lives and property, control of the situation and minimizing effects of the disaster/emergency. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the County during this phase:

- The situation can be managed using local resources.
- Evacuations of portions of the County are required due to uncontrollable immediate and ensuing threats.
- Mutual aid from outside the County is required.
- The County is either minimally impacted or not impacted at all and is requested to provide mutual aid to other jurisdictions.

The emergency management organization will give priority to the following operations:

- Dissemination of accurate and timely emergency public information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Medical Examiner operations
- Care and shelter operations
- Animal care operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are committed to the maximum and additional resources are required, requests for mutual aid will be initiated through the California Office of Emergency Services (Cal OES) and the Emergency Management Mutual Aid system. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any action which involves financial outlay by the jurisdiction, or a request for military assistance, must be authorized by the Sheriff (or Sheriff's designee). If required, the Cal OES may coordinate the establishment of one or more Disaster Support Areas (DSAs) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Recovery Phase

As soon as possible, the Director of Cal OES, operating through the State Coordinating Officer (SCO), will bring together representatives of federal, state, county, and city agencies, as well as representatives of the American Red Cross, to coordinate the implementation of assistance programs and establishment of support priorities. Local Assistance Centers (LACs) or telephonic centers may also be established, providing a "one-stop" service to initiate the process of receiving federal, state and local recovery assistance.

The recovery period has major objectives that may overlap, including:

- Reinstatement of family autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts

Mitigation Phase¹

Mitigation includes activities that provide a critical foundation in the effort to reduce the loss of life and property from natural and/or man-made disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities.² Mitigation seeks to break the cycle of disaster damage, reconstruction, and repeated damage. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levy or abatements
- Public information and community relations
- Land use planning
- Professional training

PUBLIC AWARENESS AND EDUCATION

The public's response to any disaster/emergency is based on an understanding of the nature of the disaster/emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be

¹ National Fire Protection Association's Standard 1600 recommends a fifth "Prevention Phase" to prevent damage and life impacts from disasters. Federal Emergency Management Agency and Cal OES recognizes "prevention" as a component of the Mitigation Phase.

² National Incident Management System, U.S. Department of Homeland Security, October 2017, pg.66

coordinated among local, state and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in Part Two, Management Section Support Documentation.

Americans with Disabilities Act / Disability, Access, and Functional Needs

Emergency preparedness and response programs must be made accessible to people with disabilities and access and functional needs (DAFN) and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities would include but not be limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers.

Included in the County's planning efforts for those with disabilities are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration, and back-up power
- Accessibility to mobility devices or service animals while in transit or at shelter
- Accessibility to information and translation services

ADA / DAFN Concept of Operations

Pre-Response Actions

The following is a list of items to be completed by the DAFN Coordinator before an actual disaster occurs. These items represent ongoing roles and responsibilities:

- Develop a general understanding of the Ventura County DAFN populations, their distribution throughout the County and their general needs.
- Work with County PIO to ensure methods used for alert and warning are accessible to persons with hearing, speech and vision disabilities, as well as non-English speaking persons.
- Work with the Transportation Unit Leader to ensure plans are in place with public and private providers of accessible transportation to assist, as needed, with the evacuation of persons with disabilities, access and functional needs, including identification of a mechanism to track equipment when life safety requires separation of the equipment from the owner during evacuation.
- Assist the PIO to develop preparedness and pre-scripted emergency messages and associated communication methods that are appropriate for all elements of the access and functional needs community.
- In conjunction with the Care and Shelter Coordinator and the ARC, review existing potential shelter sites regarding compliance with ADA requirements, (access, signage, etc.).
- Identify shelters that have access to electricity, or emergency generators for people with disabilities who may need such support for battery-powered wheelchairs, respirators, light computers, and other such electronic assistance devices.

- Identify sources for support resources such as durable medical equipment (i.e., wheelchairs, walkers, and canes), personal hygiene supplies, skilled staff (such as translators, persons who can assist with activities of daily living, etc.).
- Ensure policies and procedures have been developed for the assessment of need and approval for replacement of medication and durable medical equipment (including equipment repair).
- Ensure language has been incorporated or changed in policy and procedure revisions that allows for service/companion animals in shelters.

Response Actions

The DAFN Coordinator is the leader for the DAFN in the Care and Shelter Branch of the Operations Section in the County EOC. Since DAFN considerations are included in so many aspects of an emergency response, the DAFN Coordinator will be working in coordination with many of the County EOC representatives. The DAFN Coordinator is responsible for ensuring that DAFN are planned for and have the same services available to them as the rest of the community. Coordination will take place on a variety of levels including, but not limited to:

- **Health Care Agency** - Work to address the needs of DAFN in all aspects of the emergency response.
- **Public Health** - Work to address the needs of DAFN throughout emergency operations, especially those involving public health threats.
- **Public Information Officer** - Work to provide approved messages that are accessible to all sectors within the DAFN population, including the persons that are hearing and sight impaired and those who require messages in a different language.
- **Mass Care and Shelter** - Work to accommodate DAFN in the shelter locations, ensuring that medical and health services are available, including access to medications, medical supplies, counseling, translation services, etc.
- **Behavioral Health** - To identify and address the needs of those with specific mental health issues; by definition, this is a Disabilities, Access and Functional Needs population.
- **Animal Services** - Work to address the needs of service animals that are serving evacuees of the DAFN population. (Service animals are allowed in approved shelters and will be accommodated for through coordination with the Care and Shelter Branch.)
- **Logistics Section - Transportation** - Work to address the access and transportation needs of DAFN, including the use of paratransit companies, vehicles, and equipment. The Transportation Coordinator and the DAFN Coordinator will work closely together during evacuation operations.
- **Logistics Section - Supply/Acquisition** - Work to coordinate the procurement and purchasing of DAFN equipment and supplies. A large portion of efforts will be focused around transportation and care and shelter operations.
- **Volunteer/Service Representatives** - Work with volunteer representatives and their respective organizations to address the needs of DAFN.

Post-Response Actions

Post-response actions will include initial damage assessment, continuation of public services for the disabilities, access and functional needs population. Many of the services will need to be provided in the

response phase, as well as the recovery phase. Entities that were needed to provide services to meet the immediate disaster needs will implement their respective continuity plans to continue services following the initial response.

In planning for emergencies, all these individual differences make it important for every household and each individual to consider what they need in their plans and their supplies:

- Households with children should understand the school's plan where the children will stay safe, if adults in the household need to shelter in other locations, until the immediate hazard is over.
- Individuals who are deaf or hard of hearing should make sure that they can receive emergency alerts and warnings in an accessible form.
- Individuals who require accessible transportation should work with their local paratransit and disability service providers to make an emergency plan.
- People who speak languages other than English may need to identify sources of alerts and warnings and information about community plans in other languages.
- People without vehicles should know local plans for public transportation and may need to plan for transportation from local government, organizations, or others.
- Households with infants should plan for food and supplies for infants and nursing mothers.
- People with dietary needs should have adequate emergency food supply to meet their needs.
- People who take medications should maintain an adequate supply and copies of their prescriptions.
- People with service animals should work with local emergency management to ensure that their service dog will be admitted to shelters with them during emergencies (as required by law) and should make sure their emergency kit supplies include food and other items for their service animal.
- People who require power for medical or other assistive devices should consider how they will maintain the use of these devices if there is a loss of power. Keep extra batteries for small devices (hearing aids, cell phones for example) and consider obtaining and learning how to use a generator for home use and carrying a charger when away from home, especially when loss of power may jeopardize health or safety.

To ensure that the County is addressing the needs of the ADA / DAFN communities in this EOP, a DAFN / multicultural planning group was created to gather input from organizations that have direct outreach to DAFN / multicultural population groups. Through the organizations in this planning group, the DAFN / multicultural communities were invited to participate in identifying specific issues to ensure their issues are incorporated and addressed in this plan.

DISASTER ANIMAL CARE CONSIDERATIONS

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans to address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. The needs of animals during a disaster have been incorporated into this plan, especially in the areas of transportation and care and shelter activities.

TRAINING AND EXERCISES

The County's Emergency Management Organization conducts regular training and exercising of county staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The VCSOES is responsible for coordinating, scheduling, and documenting the training and exercises.

The objective is to train and educate public officials, disaster/emergency response personnel and volunteers. Both training and exercises are important components to prepare personnel for managing disaster operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers (DOCs) or at the field level must receive appropriate SEMS/NIMS/ICS training. Refer to Cal OES's Training Matrix on their website for specific SEMS/NIMS/ICS classes and target audiences.

Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities and systems which will be used in a disaster. Annual exercises are required by both SEMS and NIMS.

Sheriff's OES will conduct regular training and exercising of EOC staff in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. Sheriff's OES is responsible for coordinating, scheduling, and documenting the training and exercises

The County uses the Homeland Security Exercise Evaluation Program (HSEEP) building block concept in the development of its exercise program. Exercises are planned in a cycle that increases in complexity to train and strengthen EOC personnel to specific target capabilities.

ALERTING AND WARNING

Warning is the process of alerting governmental forces and the public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property depends on the timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the populace of the jurisdiction. The County utilizes various modes to alert and warn the community. Special attention is paid to those population groups that may need additional alerting and warning assistance, i.e. persons that are hard of hearing or visually impaired, persons that do not speak English, etc. The various systems are described in the Alert and Warning Annex of this plan.

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SECTION TWO - STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL

The Standardized Emergency Management System (SEMS) has been adopted by the County of Ventura for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. The County of Ventura, Sheriff's Office of Emergency Services has been designated the "lead agency" of the Ventura County Operational Area. California Code of Regulations (CCR), Title 19, Division 2, Chapter 1 establishes the standard response structure and basic protocols to be used in emergency response and recovery.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

SEMS consists of five levels:

FIELD RESPONSE LEVEL

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the ICS at the field response level of an incident. The ICS field functions to be used for emergency management are command, operations, planning/intelligence, logistics, and finance/administration.

LOCAL GOVERNMENT LEVEL

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their emergency operations center is activated, or a local emergency is proclaimed to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618). Additional details relative to the organization and responsibilities of the SEMS elements at each of the levels are provided in **Part Two, Management Section**.

All local governments are responsible for coordinating with the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

OPERATIONAL AREA

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:

- Coordinating information, resources, and priorities among local governments within the operational area
- Coordinating information, resources and priorities between the regional level and the local government level
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. On November 21, 1995, the Ventura County Board of Supervisors adopted a formal resolution establishing the Ventura County Operational Area. The Ventura County Sheriff's Office of Emergency Services is the lead agency for the Ventura County Operational Area.

When the Ventura County Operational Area EOC is activated, the Sheriff of Ventura County, or his designee, designated by County Ordinance, is the Operational Area Coordinator and has the overall responsibility for coordinating and supporting disaster/emergency operations within the County. The Operational Area is the focal point for information sharing and support requests by cities within the County. The Operational Area Coordinator and supporting staff constitutes the Operational Area emergency management staff. The Operational Area staff submits all requests for support other than for Law and Fire Mutual Aid that cannot be obtained within the County, and other relevant information, to Cal OES Southern Region, Mutual Aid Region I.

The Ventura County EOC will fulfill the role of the Operational Area EOC. Activation of the Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

1. A local government within the operational area activates its EOC and requests activation of the operational area EOC to support their emergency operations
2. Two or more cities within the operational area proclaim a local emergency
3. The county and one or more cities proclaim a local emergency
4. A city, city and county, or county requests a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b)
5. A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
6. The operational area requests resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid or auto aid agreements

REGIONAL

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

Cal OES has also established three Administrative Regions (Coastal, Inland and Southern). These Administrative Regions are how Cal OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations.

In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

The County of Ventura is within Cal OES' Southern Administrative Region and Region 1 mutual aid region (Region 1A for law enforcement mutual aid).

STATE

The state level of SEMS manages state resources in response to the emergency needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

FEDERAL**Department of Homeland Security**

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to prevent terrorist attacks with the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies; and minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Plan. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

The County of Ventura will comply with SEMS regulations to be eligible for state funding of response-related personnel costs and will:

1. Use SEMS when:
 - a. A local emergency is declared or proclaimed, or
 - b. The local government EOC is activated
2. Establish coordination and communications with Incident Commanders either:
 - a. Through departmental operating centers (DOCs) to the EOC, when activated, or
 - b. Directly to the EOC, when activated
3. Use existing mutual aid systems for coordinating fire and law enforcement resources.
4. Establish coordination and communications between the County of Ventura's EOC when activated, and any state or local emergency response agency having jurisdiction at an incident within the County's boundaries.
5. Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level disaster/emergency response activities.

The requirement to use SEMS includes:

- Fulfilling management and coordination role of local government, and
- Providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration

COUNTY OF VENTURA'S RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the County of Ventura with an emergency response role. The Ventura County Sheriff's Office of Emergency Services has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the County of Ventura on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with a department operations center (DOC).
- Coordinating with other local governments, the operational area, and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the County of Ventura's Emergency Operations Plan and procedures.
- Incorporating SEMS into the County of Ventura's emergency ordinances, agreements, memorandum of understandings, etc. Identification of special districts that operate or provide services within the boundaries of the County of Ventura. The emergency role of these special districts should be determined, and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The County of Ventura will participate in the Ventura County Operational Area organization and system for coordination and communication within the operational area.

All local government staff who may participate in emergencies in the EOC, in department operations centers (DOCs), or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired.

The County of Ventura ensures that EOC staff participates regularly in emergency management exercises to improve preparedness, response, and recovery activities.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions: management, operations, planning/intelligence, logistics and finance/administration. These functions are the basis for structuring the EOC organization.

- **Management** - Overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- **Operations** - Coordinate all jurisdictional operations in support of the emergency response through implementation of the County's EOC Action Plan.
- **Planning/Intelligence** - Collect, evaluate, and disseminate information; develop the County of Ventura's EOC Action Plan and After-Action/Corrective Action Report in coordination with other functions; and maintaining documentation.
- **Logistics** - Provide facilities, services, personnel, equipment, and materials.
- **Finance/Administration** - Financial activities and other administrative aspects.

The EOC organization may include representatives from state agencies, special districts, volunteer agencies, and private agencies with significant response roles.

MAJOR SEMS COMPONENTS

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC, and all other functions will be organized as branches, groups, or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

Management of Personnel - Hierarchy of Command and Span-of-Control

The position title “coordinator” refers to the lead person of each organizational element in the EOC. The term coordinator is used because the role of EOC elements is to coordinate. Each activated function will have a person in charge of it, but a supervisor may oversee more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

Section Coordinators for Operations, Planning/Intelligence, Logistics and Finance/Administration constitute the EOC General Staff. Management and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, Management, and other entities within the EOC ensure the effective functioning of the EOC organization.

EOC Action Plans

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of the priorities and objectives, the tasks and personnel assignments associated with meeting them.

The action planning process should involve Management and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in Part Two-Planning/Intelligence Support Documentation - Action Planning.

SEMS COORDINATION

Multi-Agency or Inter-Agency Coordination at the Local Government Level

Multi-Agency or Inter-Agency Coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

Multi-Agency / Inter-Agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
 - Representatives from the County of Ventura's departments and agencies
 - Representatives from outside agencies including cities, special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-Agency / Inter-agency Coordination Group (IACG)

- May be established formally
- Should develop consensus on priorities, resource allocation, and response strategies
- May function within the EOC, at another location or through conference calls—but should remain in contact with the EOC. The IACG has separate meeting and communications facilities adjacent to the EOC
- EOC Action Plan should incorporate group priorities and objectives
- Group objectives should be implemented through the EOC
- County of Ventura may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area, or regional level

Coordination with the Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the County of Ventura's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating as an Area Command.

Coordination with Ventura County Operational Area Level

Coordination and communications should be established between activated local government EOC's and the operational area. For the County of Ventura, this channel is through the Operational Area EOC (OA EOC activated) or Sheriff's OES Duty Officer (OA EOC not activated). The communications links are telephone, satellite phone, radio, video conferencing, data (DLAN) and the Ventura County Auxiliary Communications Services (ACS) radio system, runner, etc.

Coordination with Special Districts

Special districts are defined as local governments in SEMS. The disaster/emergency response role of special districts is generally focused on normal services. During disasters/emergencies, some types of special districts will be more extensively involved in the disaster/emergency response by assisting other local governments.

Coordination and communications should be established among special districts which are involved in disaster/emergency response, other local governments and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

Coordination with Volunteer and Private Agencies

The County of Ventura supports and participates in VC-VOAD (Ventura County Volunteers Active in Disaster). VC-VOAD is a collaborative of local non-profit agencies, faith-based organizations, volunteer groups, public institutions, and private entities dedicated to improving outcomes for people affected by disasters/emergencies. The VCOES incorporates a VC-VOAD position in the County EOC which serves as a focal point for coordination of response activities with many non-governmental agencies (NGOs).

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Ventura County Auxiliary Communications Service personnel will be assigned to agencies as needed.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

SECTION THREE - NATIONAL INCIDENT MANAGEMENT SYSTEM

GENERAL

In addition to SEMS, the County recognizes and has incorporated the National Incident Management System (NIMS) into the EOP, training and exercises.

NIMS COMPONENTS³

Fundamentals and Concepts

- **Flexibility** - NIMS components are adaptable to any situation, from planned special events to routine local incidents to incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.
- **Standardization** - Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.
- **Unity of Effort** - Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

Resource Management

NIMS resource management guidance enables many organizational elements to collaborate and coordinate to systematically manage resources—personnel, teams, facilities, equipment, and supplies. Most jurisdictions or organizations do not own and maintain all the resources necessary to address all potential threats and hazards. Therefore, effective resource management includes leveraging each jurisdiction’s resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of mutual aid agreements.

This component includes three sections:

- **Resource Management Preparedness** - involves identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.

³ Federal Emergency Management Agency, *National Management System*, Third Edition, 2017.

- **Resource Management During an Incident** - The resource management process during an incident includes standard methods to identify, order, mobilize, and track resources
- **Mutual Aid** - Mutual aid involves sharing resources and services between jurisdictions or organizations. Mutual aid occurs routinely to meet the resource needs identified by the requesting organization.

Command and Coordination

NIMS standard incident command structures are based on the following key organizational systems:

- **The ICS** - ICS is a standardized, on-scene, all-hazard incident management concept. Its organizational structure allows its users to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.
- **Emergency Operations Centers** - EOCs are locations where staff from multiple agencies typically come together to address imminent threats and hazards and to provide coordinated support to incident command, on-scene personnel, and/or other EOCs. EOCs may be fixed locations, temporary facilities, or virtual structures with staff participating remotely.
- **Multiagency Coordination Group** -MAC Groups, sometimes called policy groups, are part of the off-site incident management structure of NIMS. MAC Groups consist of representatives from stakeholder agencies or organizations. They are established and organized to make cooperative multiagency decisions. MAC Groups act as policy-level bodies during incidents, supporting resource prioritization and allocation, and enabling decision making among elected and appointed officials and those responsible for managing the incident (e.g., the Incident Commander). In some instances, EOC staff also carry out this activity.
- **Joint Information System (JIS)** - JISs consist of the processes, procedures, and tools to enable communication to the public, incident personnel, the media, and other stakeholders.

Communications and Information Management

The Communications and Information Management component describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions. The four key principles are: 1) Interoperability; 2) Reliability, Scalability, and Portability; 3) Resilience and Redundancy; and 4) Security.

- **Communications Management** – Includes communications management practices and considerations such as Standardized Communication Types, Policy and Planning, Agreements, Equipment Standards and Training to assist incident personnel from different disciplines, jurisdictions, organizations and agencies communicate with each other effectively during incidents.
- **Incident Information** - During an incident, personnel need timely and accurate information to make decisions. Incident Reports (Situation Reports and Status Reports) enhance situational

awareness and help ensure that personnel have easier access to essential information. Incident Action Plans (IAPs) contain the incident objectives that the Incident Commander or Unified Command establishes and address tactics for the planned operational period, generally 12 to 24 hours. Personnel should collect data in a manner that observes standard data collection techniques and definitions, analyze the data, and share it through the appropriate channels.

- **Communications Standards and Formats** – NIMS requires the use of Common Terminology, Plain Language, Data Interoperability and the incorporation of technology (radio, telephone system, public warning and notification systems, hardware and software, Geographic Information Systems and Social Media) as a mechanism to offer increased situational awareness to jurisdictions involved in the incident and/or the public.

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SECTION FOUR – COUNTY OF VENTURA EMERGENCY MANAGEMENT ORGANIZATION

GENERAL

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the SEMS and the NIMS. This section also provides information on the County of Ventura’s emergency management structure and how the emergency management team is activated.

CONCEPT OF OPERATIONS

The EOC is activated for a variety of reasons based upon support requirements of a jurisdiction or organization, the requirements of an emergency management organization to support field operations, the context of the threat, the anticipation of events or in response to an incident. **Table 1** depicts the various EOC activation levels based on the incident size, scope, and complexity.

Table 1 EOC Activation Levels

Activation Level		Description	Staffing
4	Normal Operations	<ul style="list-style-type: none"> Routine monitoring of situation No event or incident anticipated 	<ul style="list-style-type: none"> Duty Officer only
3	Enhanced Operations	<ul style="list-style-type: none"> A situation or threat has developed that requires enhanced monitoring and coordination between jurisdictions or agencies 	<ul style="list-style-type: none"> Duty Officer plus a few essential personnel focused on situational awareness
2	Partial Activation	<ul style="list-style-type: none"> A situation or threat has developed that requires coordination extending beyond the normal workday 	<ul style="list-style-type: none"> EOC is partially staffed; limited or partial liaison support and technical specialist (based upon the needs of the incident)
1	Full Activation	<ul style="list-style-type: none"> Incident of such magnitude that it requires or may require extensive response and recovery efforts and significant resources A situation or threat has developed that requires 24/7 coordination, monitoring and support 	<ul style="list-style-type: none"> All General Staff positions activated, including applicable liaison positions Operations being conducted on a 24-hour basis

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

The Sheriff, who serves as the Director of Emergency Services will direct the County of Ventura’s Emergency Management Organization (including emergency response and recovery). The Director of Emergency Services may appoint an EOC Director, such as the Assistant Director of Emergency Services. The Director of Emergency Services is responsible to the Board of Supervisors and County Emergency Planning Council per Ordinance 4410 of the County of Ventura’s Municipal Code. The Director of Emergency Services is responsible for implementing the County's EOP.

The Director of Emergency Services and EOC Director are supported by the County's Emergency Management Organization and have overall responsibility for:

- Organizing, staffing, and operating the County Operational Area Emergency Operations Center (EOC)
- Operating communications and warning systems
- Providing information and guidance to the public
- Maintaining information on the status of resources, services, and operations
- Coordinating overall operations
- Obtaining support for the County of Ventura and providing support to other jurisdictions as required
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Collecting, evaluating, and disseminating damage assessment and other essential information
- Providing status and other reports to the Cal OES Regional Emergency Operations Center.

The County of Ventura's Emergency Organization Matrix is contained in **Table 2**.

Ventura County Operational Area (See Figure 1)

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by County Ordinance, will function as the Operational Area Coordinator, and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities and special districts within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area emergency management staff. The Operational Area staff will submit all requests for support that cannot be obtained within the county (other than for Law and Fire Mutual Aid), and other relevant information, to Cal OES Mutual Aid Region I. Fire mutual aid and Law Enforcement mutual aid is coordinated through the designated Regional Fire and Law Enforcement Coordinators.

Reporting to the Ventura County Operational Area

City reports and notifications are to be made to the Ventura County Operational Area. These reports and notifications include:

- Activation of the City EOC
- Proclamation of a Local Emergency (**See the County of Ventura Manual for Local Emergencies**)
- Reconnaissance Reports
- City Status Reports
- Initial Damage Estimates
- Incident Reports

Mutual Aid Region Emergency Management

The County of Ventura is within Cal OES Mutual Aid Region 1 for Fire, Cal OES Region 1a for Law and the Medical Examiner and the Cal OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC).

State Emergency Management

The Governor, through Cal OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal OES Director or, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff. The State of California Emergency Organization Chart is contained in **Figure 2**.

Figure 1 Ventura County Operational Area

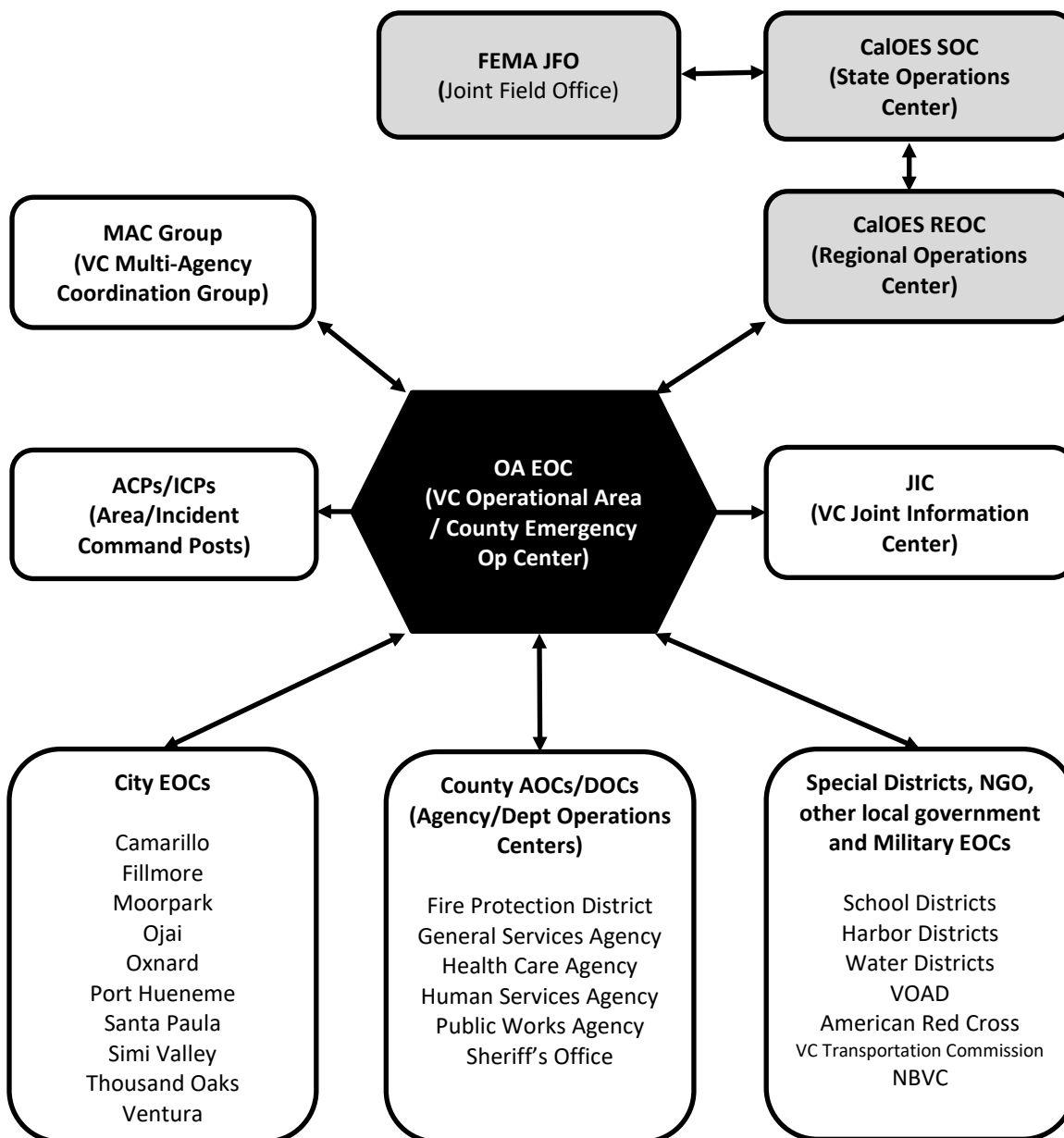
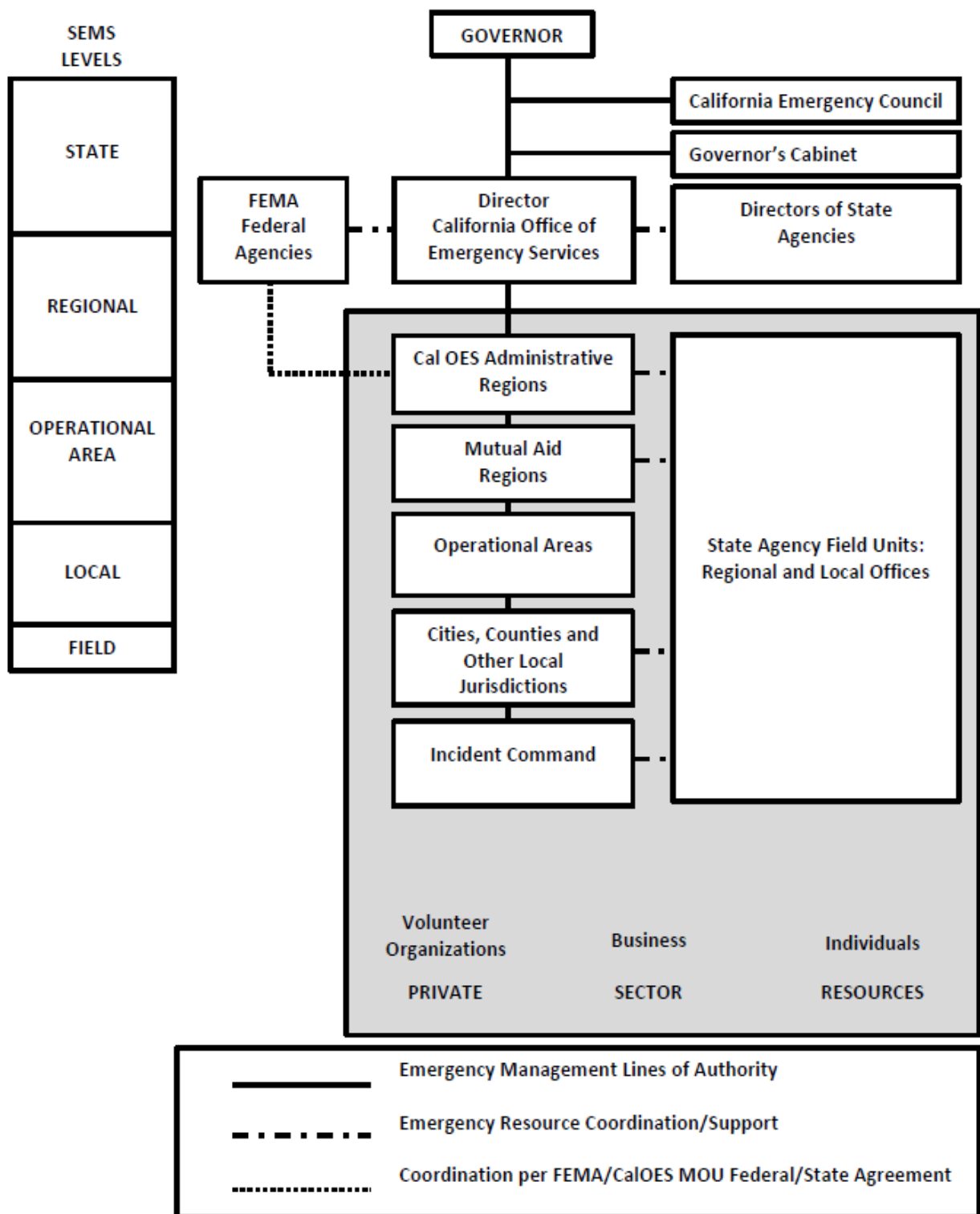


Table 2 County of Ventura’s Emergency Organization Matrix

P=Primary S=Support

Ventura County EOC Organization Matrix		Airports	Animal Services	Assessor	Auditor	Brd of Supervisors	CEO	Clerk/Recorder	County Counsel	District Attorney	Fire	General Services	Harbor	Health Care	Human Resources	Human Svcs.	Info. Systems	Medical Examiner	Probation	Public Works	Resource Mgmt.	Sheriff	Utilities	Volunteer Agencies	School Districts	VCTC
MANAGEMENT	Policy					S	P		S														S			
	EOC Dir.								S														P			
	Liaison Officer						P							S									S			
	P.I.O.						S			S				S									P			
	Legal Advisor								P																	
	EOC Coordinator																						P			
	Safety/Security Officer											S										S	P			
	DAFN Coordinator						S							S		P							S			
OPERATIONS	Ops. Coordinator						S			S			S							S		P	S	S		
	Fire/Haz Mat/Rescue									P										S	S	S				
	Law Enforcement								S								S						P			
	Infrastructure											S		S						P	S			S		
	Care & Shelter		P											S		P								S	S	S
	Med./Pub. Hlth													P		S										
	Medical Examiner													S				P								
	Bldg & Safety																					P				
	Alert & Warning																						P			
PLANNING	Plans/Intel. Coord.						S	S		S	S		S		S						S	P		S		
	Sit/Res Status									S													P			
	Damage Assess			S						S													P			
	Documentation									S													P			
	Advance Planning									S													P			
	Recovery Planning									S													P			
	GIS Mapping									S							S						P			
	Demobilization									S													P			
LOGISTICS	Logistics Coord.						S					P	S		S							S		S		
	Supply/Acquisition											P									P	S				
	Personnel														P									S		
	Facilities/Transp.	S	S									P	S												S	S
	Support Staff - ITS																									
FINANCE	Finance Coord.				P		S					S			S							S		S		
	Cost Recovery		S							S	S	S	S	S	S	S				S	S	P				
	Time Keeping				P							S			S								S		S	
	Cost Analysis				P							S			S								S		S	
RECOVERY						S	P		S			S		S	S	S					S	S	S	S	S	

Figure 2 California Emergency Organization



COUNTY OF VENTURA'S EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the County. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, emergency management staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency.

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the County of Ventura's EOC:

- Coordinating emergency operations
- Receiving and disseminating warning information
- Developing emergency policies and procedures
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to city, County, Operational Area, State, military, and federal agencies
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operational and logistical support of County resources committed to the emergency
- Maintaining contact and coordination with support DOCs, other local government EOCs, and the Ventura County Operational Area
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary

Primary and Alternate EOC Locations and Description

The Ventura County Operational Area EOC is located at the Ventura County Government Center, Pre-Trial Detention Facility, 800 South Victoria Avenue, Ventura, CA. The EOC includes work areas for all SEMS functions including a Joint Information Center (JIC). The EOC includes work areas for each of the SEMS functions. A primary diesel generator and backup generator provide emergency power. The emergency fuel reserve is enough for at least 72 hours. Resupply of emergency fuel will be obtained through Ventura County General Services/Fleet Services Division. Backup power will provide for lighting panels, selected wall circuits, telephones and radios, data systems and air conditioning. The EOC has the capability to house and feed staff for 72 consecutive hours. On-site services include kitchen, bathrooms, showers, food, and water supply.

An alternate EOC is located at the East County Sheriff's Station, 2101 East Olsen Road, Thousand Oaks. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. In addition to the alternate EOC, a mobile EOC

capable of being established at any suitable location and duplicating all essential SEMS functions is also maintained by Sheriff's OES.

When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The EOC Director will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC will be similar to those of the primary EOC.

Communications

The Ventura County Operational Area EOC is equipped with telephone service (from the County, AT&T and Verizon), facsimile machines, OASIS telephone and data lines, VC Alert, Integrated Public Alert and Warning System (IPAWS) – Commercial Mobile Alert System (CMAS), portable cellular service (by both area providers), satellite phone and public service radio systems (remote and local bases). In addition, the EOC is supported by members of the Auxiliary Communication Services.

COUNTY OF VENTURA EOC ACTIVATION POLICY

The County EOC is activated when field response agencies need support, a countywide perspective is needed, or multi-departments need to coordinate. The EOC may be partially or fully staffed to meet the demands of the situation.

When to Activate:

- An emergency that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more County Departments over an extended period;
- On the order of the Sheriff or designee when the County or parts of the County have been impacted or threatened by a hazard. A Local Emergency may be proclaimed;
 - When the Governor has proclaimed a State of Emergency in an area which includes the County of Ventura;
 - Automatically upon the proclamation of a "State of War Emergency" as defined by the California Emergency Services Act (**See the County of Ventura Manual for Local Emergencies**);
 - By a Presidential Declaration of a National Emergency;
 - Automatically upon receipt of an attack warning or the observation of a nuclear detonation;
 - Following a significant earthquake causing damage in Ventura County or neighboring jurisdictions; and
 - Upon notification of an uncontrolled release or failure of any dam that may impact Ventura County.

Who Can Activate:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Part Two – Management - Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- Sheriff (Director of OES) or designee (Assistant Director of OES)
- Board of Supervisors
- Chief Executive Officer
- County Fire Chief
- Director of Public Works
- Health Care Agency – County Health Officer

How to Activate:

- Contact the VCOES Emergency Services Duty Officer or Assistant Director of Emergency Services.
- Identify yourself and provide a callback confirmation phone number if requested.
- Briefly describe the disaster/emergency causing this request.

Deactivation

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function.

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SECTION FIVE - CONTINUITY OF GOVERNMENT**PURPOSE**

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government and industry. Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

RESPONSIBILITIES

Government at all levels is responsible for providing continuity of effective leadership, authority and adequate direction of emergency and recovery operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the CESA authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3.

The Board of Supervisors appoints a successor to the position of Director of Emergency Services. The succession occurs:

- Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the acting Director of Emergency Services.
- The individual who serves as acting director shall have the authority and powers of the Director and will serve until the Director is again able to serve, or until the Board of Supervisors has appointed a successor.

First Alternate: Undersheriff

Second Alternate: Assistant Sheriff – Support Services

Third Alternate: Assistant Sheriff – Operations

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the CESA authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety. **(See Lines of Succession list for county departments at the end of this Section.)**

Article 15, Section 8644 of the CESA establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located, or
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 CESA authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 CESA describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property.
- Reconstitute itself and any subdivisions.
- Perform functions in preserving law and order and furnishing local services.

TEMPORARY COUNTY SEAT

Section 23600 of the California Government Code provides among other things:

- The Board of Supervisors shall designate alternative County seats that may be located outside County boundaries.
- Real property cannot be purchased for this purpose.
- A resolution designating the alternate County seats must be filed with the Secretary of State.
- Additional sites may be designated after the original site designations if warranted.

In the event the primary location is not usable because of emergency conditions, the temporary seat of County government will be as follows:

1st Alternate: Camarillo

2nd Alternate: Thousand Oaks

PRESERVATION OF VITAL RECORDS

The County of Ventura maintains a Continuity of Operations Plan that is incorporated by reference in this document. In the County of Ventura, the following individuals are responsible for the preservation of vital records:

1. County Clerk and Recorder
2. Assistant County Clerk and Recorder

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster/emergency.

Each department within the County should identify, maintain, and protect its own essential records.

LINES OF SUCCESSION FOR DEPARTMENT HEADS

SERVICE/DEPARTMENT	TITLE/POSITION	
Assessor	1	Assessor
	2	Chief Deputy Assessor
	3	Chief Appraiser
Auditor-Controller	1	Auditor-Controller (AC)
	2	Assistant Auditor-Controller
	3	Chief Deputy AC, Property Tax Division
*Board of Supervisors	1	Chair
	2	Vice Chair
	3	Other Elected Official (TBD)
*County Clerk/Recorder	1	County Clerk/Recorder
	2	Assistant County Clerk/Recorder
	3	Assistant Registrar of Voters
County Executive Office	1	County Executive Officer
	2	Assistant County Executive Officer
	3	Assistant County Executive Officer
*District Attorney	1	District Attorney
	2	Chief Assistant District Attorney
	3	Chief Deputy District Attorney
Fire Department	1	Chief
	2	Deputy Chief
	3	Assistant Chief
General Services Agency	1	Director
	2	Chief Deputy Director
	3	Chief Deputy Director
Health Care Agency	1	Director
	2	Deputy Director
	3	Deputy Director
Human Services Agency	1	Director
	2	Deputy Director - Administration
	3	Deputy Director – Adult Family Services
Information Technology Services	1	Chief Information Officer
	2	Assistant Chief Information Officer
	3	Deputy Chief Information Officer

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

SERVICE/DEPARTMENT	TITLE/POSITION	
Medical Examiner	1	Chief Medical Examiner
	2	Assistant Chief Medical Examiner
	3	Chief Operating Officer
Probation Agency	1	Director
	2	Chief Deputy
	3	Chief Deputy
Public Health Services	1	Director
	2	Health Officer
	3	Director of Nursing
Public Works Agency	1	Director Transportation Department
	2	Director Watershed Protection District
	3	Director Engineering Services Department
	4	Director Water and Sanitation Department
	5	Director Central Services Department
Resource Management Agency	1	Director
	2	Deputy Director
	3	
*Sheriff's Office	1	Sheriff
	2	Undersheriff
	3	Assistant Sheriff – Support Services Division
	4	Assistant Sheriff – Operations Division
*Treasurer – Tax Collector	1	Treasurer
	2	Assistant Treasurer
	3	Accounting Manager – Tax Collection
	4	Accounting Manager - Treasury

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SECTION SIX - MUTUAL AID

INTRODUCTION

Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act (**see Part Two Management Support Documentation-Legal Documents**). This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, building and safety, medical and public works, and emergency managers (EMMA). In addition to the Mutual Aid agreements the Governor signed (September 2005) the Emergency Management Assistance Compact (EMAC) which allows the state of California to participate with the other 49 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands in a nationwide mutual aid system.

MUTUAL AID SYSTEM AND REGIONS

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Figure 3**.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS and NIMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels consistent with SEMS.

Mutual aid regions are established under the Emergency Services Act. Six mutual aid regions numbered I-VI have been established within California. The County of Ventura is within Region 1 (Region 1A for Law Enforcement). Each mutual aid region consists of designated counties. Region 1 and 1A is in the Cal OES Southern Administrative Region (**Figure 5**).

MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Mutual aid coordinators may function from an EOC, their normal departmental location or other locations depending on the circumstances.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in **Figure 4**.

VOLUNTEER AND PRIVATE AGENCIES

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. Some volunteer agencies such as the American Red Cross, Salvation Army, Auxiliary Communication Services, Community Emergency Response Teams, Volunteer Organizations Active in Disasters (VOAD), faith-based organizations and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs. The Ventura County Operational Area EOC has designated a Volunteer Liaison position within the EOC. Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal and private agencies. Mutual aid arrangements may include both governmental and private agencies.

The Ventura County Operational Area EOC has identified a Business Advisory Group to enhance coordination and information exchange between government and private agencies.

POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area, or mutual aid regional level.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies. Ventura County has established a disaster radio frequency plan following the precepts of ICS/SEMS. Portable radios or re-programming will be made available to incoming mutual-aid resources.
- The County of Ventura will make non-law and non-fire mutual aid requests via the Southern Region Emergency Operations Center. Requests should specify, at a minimum:
 - Incident name
 - Order and/or request number
 - Date and time of order
 - Quantity, kind and type of resources needed (include special support needs as appropriate)
 - Reporting location and contact (specific)
 - Requested time of delivery (specific, not simply ASAP)

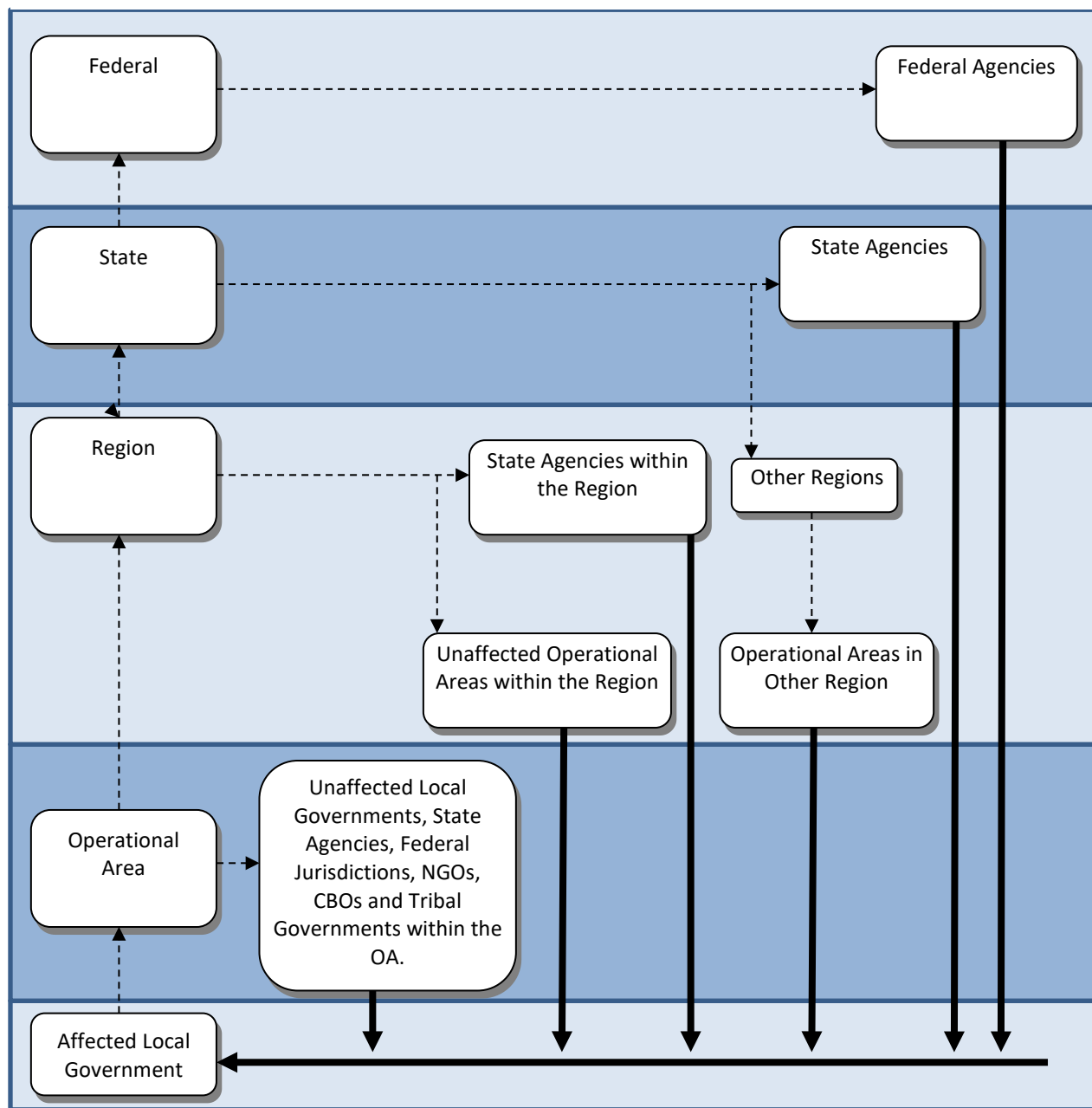
- Communications systems to be used
- Person/title placing request
- Callback phone number for clarification or additional information
- For State and Federal agencies, a way to reference the originating office's order number

The cities within Ventura County will make non-law and non-fire mutual aid requests via the Ventura County Operational Area via the Ventura County Sheriff's Office of Emergency Services.

COUNTY OF VENTURA MUTUAL AID AGREEMENTS

- California Water/Wastewater Agency Response Network (CalWARN), March 2009.
- State of California, Master Mutual Aid March 11, 1958
- State of California, Emergency Managers October 12, 1993
- Ventura County/Cities, Emergency Building & Safety Services July 11, 1995
- Ventura County/Cities, Public Works July 11, 1995
- Ventura County/Cities, Ventura County Automatic Aid Agreement 1996

Figure 3 Mutual Aid System Flow Chart*

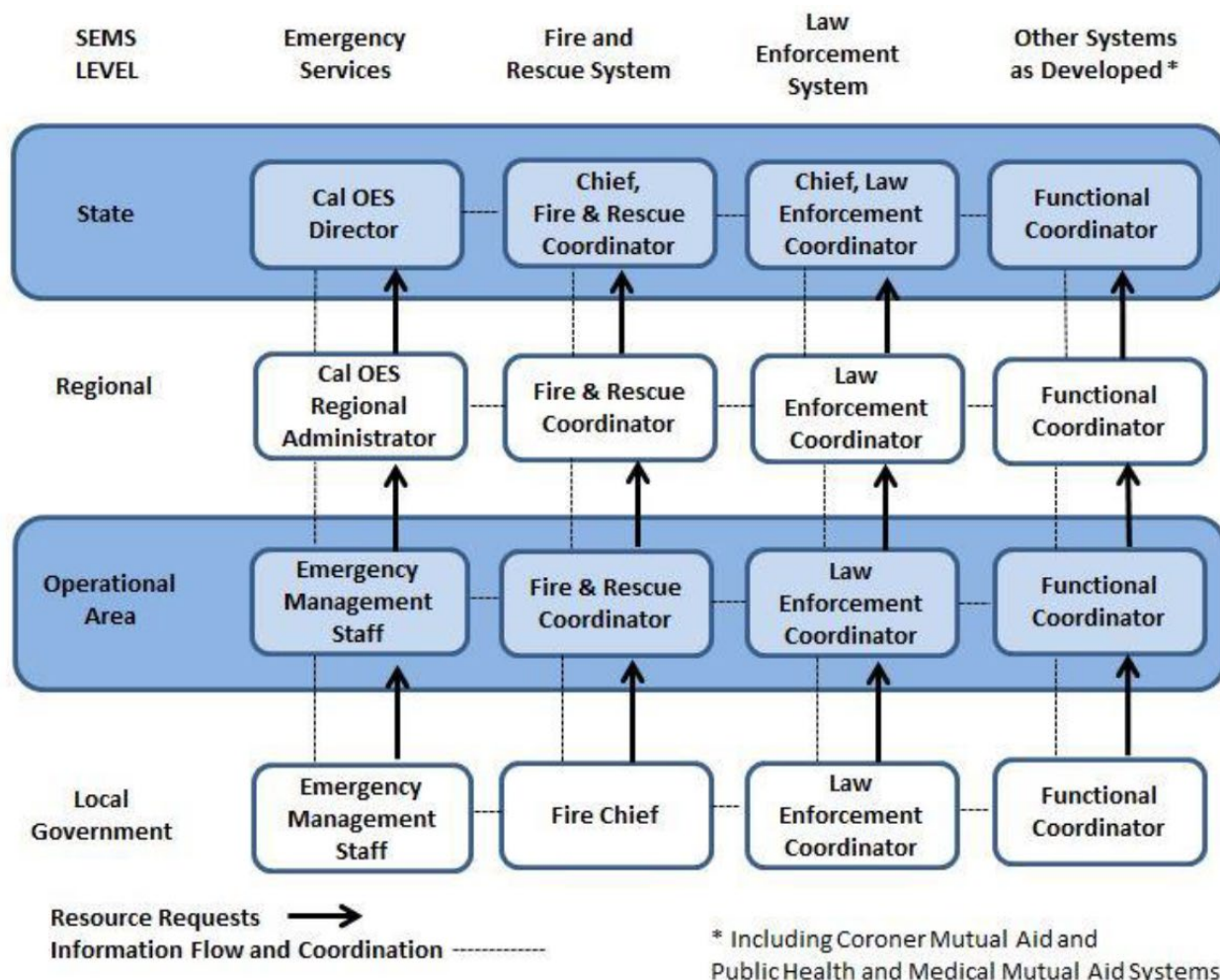


Requests ----->

Resources _____>

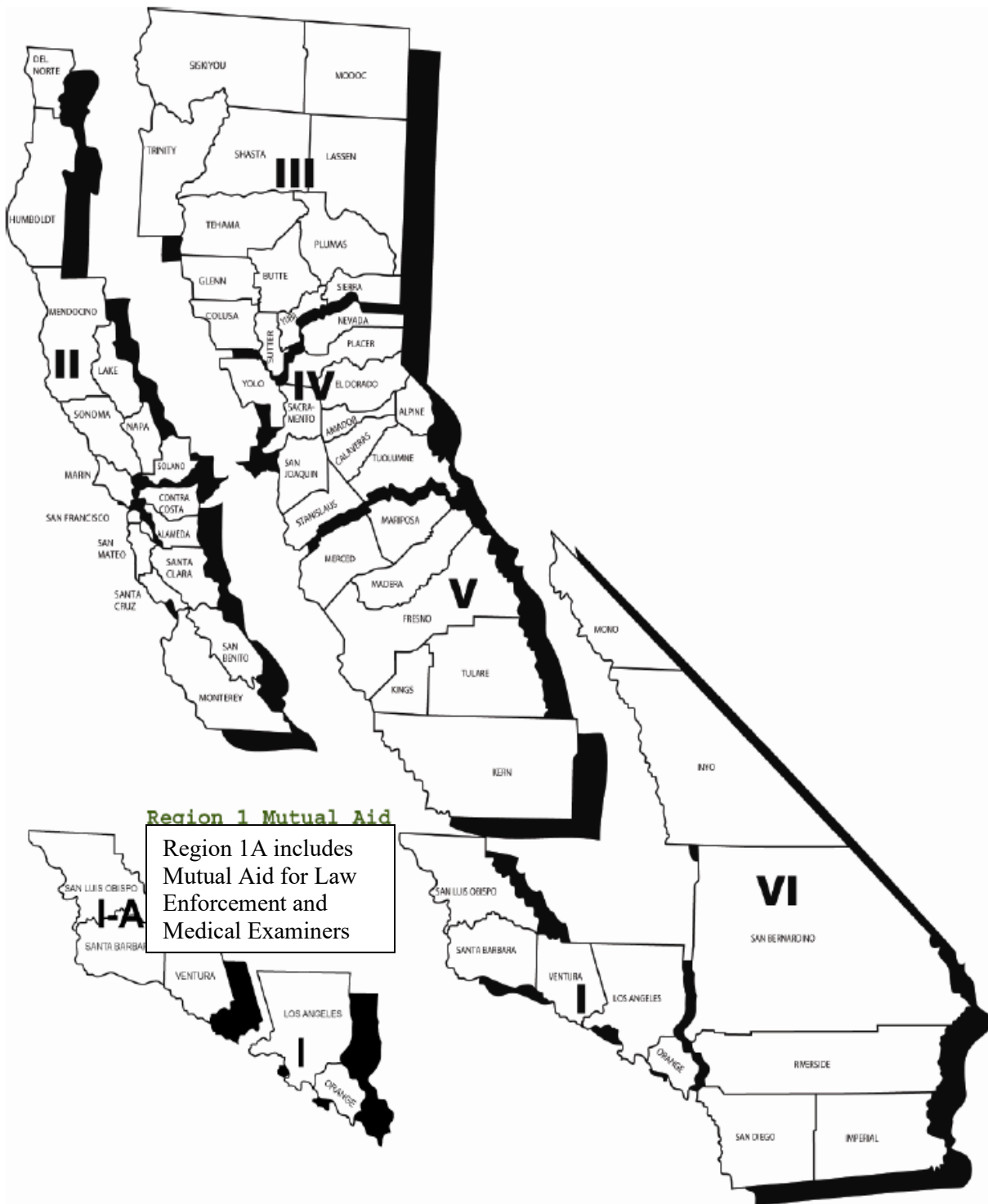
*Excerpted from the State Emergency Plan, 2017 page 65

Figure 4 Discipline-Specific Mutual Aid Systems*



*Excerpted from the State Emergency Plan, 2017 page 64

Figure 5 State Mutual Aid Region Map*



*Excerpted from State of California Emergency Plan, 2017, page 60

SECTION SEVEN - AUTHORITIES AND REFERENCES

GENERAL

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), hereafter referred to as SEMS, establishes SEMS which incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept and multi-agency or inter-agency coordination.

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

The National Incident Management System, hereafter referred to as NIMS, was mandated by Homeland Security Presidential Directive (HSPD) - 5 and is based on the Incident Command System and the multi-agency coordination system.

The National Response Framework is a guide as to how the nation conducts all-hazards incident response. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the nation, linking all levels of government and private sector businesses and nongovernmental organizations.

The federal government does not assume command for local emergency management but rather provides support to local agencies. This Framework is based on the premise that incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.

AUTHORITIES

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Americans with Disabilities Act of 1990 (ADA)
- ADA Amendments Act (ADAAA)
- Communications Act of 1934, as amended

- Executive Order 13347 – Individuals with Disabilities in Emergency Preparedness
- Emergency Management Assistance Compact (EMAC), 2005
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Federal Communications Commission – Emergency Alert System Rules
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive #5, February 28, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288, as amended
- Sandy Recovery Improvement Act of 2013
- Section 508 of the Rehabilitation Act of 1973
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)

State

- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Disaster Assistance Act (CDAA), Title 19, Chapter 6 of the California Code of Regulations
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- California Government Codes, §§11135, 8588.15 and 8608
- California Health and Safety Codes, §§101025 and 34070-34082
- California Education Code, §32282
- California Code of Regulations, Title 19 (Public Safety), Division 2 (CAL OES) Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- California Code of Regulations, Title 22, §72551 and §87223
- California Code of Regulations, Title 24, Accessibility Regulations
- Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California Master Mutual Aid Agreement
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- “Good Samaritan” Liability
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency

County

- County of Ventura Resolution No. 236 adopting the Master Mutual Aid Agreement, dated March 11, 1958 (Located in Sheriff's OES)
- County of Ventura Resolution No. 239 establishing policy for emergency actions by Public Works forces, dated January 21, 1969 (Located in Public Works)
- County of Ventura Sandbag Policy, adopted by the Board of Supervisors on February 10, 1981 (Located in Public Works)
- Ventura County Operational Area Law Enforcement Agencies' Mutual Aid Agreement, August 20, 2014
- Ventura County Operational Area Organization Agreement adopted November 21, 1995. (Located in Sheriff's OES)
- Resolution Adopting the National Incident Management System, R-06, October 4, 2005.
- Ventura County Ordinance No. 4410 pertaining to public emergency adopted February 9, 2009 (Located in Sheriff's OES and Clerk of the Board)
- Ventura County/Cities Mutual Aid Agreement for Emergency Building and Safety Services adopted July 11, 1995

REFERENCES**Federal**

- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security, 2016
- National Disaster Recovery Framework: U.S. Department of Homeland Security, 2016
- Pre-Disaster Recovery Planning Guide for Local Governments: U.S. Department of Homeland Security, 2017
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

State

- California Emergency Plan, 2017
- California (CAL OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- Standardized Emergency Management System (SEMS) Guidelines
- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- California Law Enforcement Mutual Aid Plan

Local

- County of Ventura Manual for Local Emergencies, 2017
- Ventura County EOC Credentialing Program, 2017
- Ventura County Operational Area Alert and Warning Annex, 2020
- Ventura County Operational Area Contingency Plan for Heat/Cold Weather Events, 2020
- Ventura County Operational Area Disabilities and Access and Functional Needs Annex, 2015
- Ventura County Operational Area Disaster Damage Assessment Plan, 2014
- Ventura County Operational Area Disaster Debris Management Plan, 2009
- Ventura County Operational Area Disaster Recovery Plan, 2019
- Ventura County Operational Area Mass Casualty Plan, 2016
- Ventura County Operational Area Mass Fatality Plan, pending
- Ventura County Pandemic Influenza Response Plan, 2020
- Ventura County Public Health Emergency Response Plan (ERP), 2019
- Ventura County Public Information Annex Plan, 2017
- Ventura County Operational Area Geological Emergency Response Guides, 2015
- Ventura County Dam Failure Response Plan
- Ventura County Hazard Materials Area Plan, 2014
- Ventura County Tsunami Operational Response Guide, 2017
- Ventura County Animal Regulation Department Emergency Operations Plan, 2019
- Ventura County Multi-Hazard Mitigation Plan, 2015
- Ventura County Emergency Operations Plan, 2017
- Ventura County 2040 General Plan and Background Report

SECTION EIGHT - HAZARD SUMMARY FOR COUNTY OF VENTURA

COUNTY OVERVIEW

This section of the Basic Plan (Part One) provides a summary of threats based on the Ventura County Multi-Hazard Mitigation Plan (2015), the County’s General Plan Hazards and Safety Element and the Background Report of the General Plan (which includes a more thorough discussion of hazard details). The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

The County of Ventura is located on the coast, northwest of Los Angeles, and southeast of Santa Barbara. The County covers 1873 square miles (on the mainland), of which 178 square miles are in the jurisdictions of 10 incorporated cities. Approximately 88 percent of the County's estimated eight-hundred thousand plus people live in 10 incorporated cities of the County. The County is bordered on the north and west by Santa Barbara County, also to the north by Kern County, and shares its’ entire eastern border and part of the southern border with Los Angeles County. The County has forty-two miles of coastline, and jurisdiction for Anacapa Island, which is part of the Channel Islands National Park. The County's coastline ranges in nature from flat, gently sloping sand beaches, to rocky promontories. More than thirty streams and two major rivers enter the Pacific through the County. While most streams do not flow year-round, they do channel water and soil into the ocean during heavy storm activity, as was seen during the storms and floods of 1983 and 2005. Such weather activity also increases the possibilities of a transportation related incident on either road or rail lines, which for many miles run within one hundred yards of the coast, and over many streams, rivers and culverts leading to marine waters. Many of areas adjacent to the major transportation routes have been protected from the ocean’s forces by the installation of rock riprap or concrete forms of various shapes and sizes. The County also has a significant number of protected wetlands and alluvial plains formed by the major rivers and streams that are inhabited by several endangered or threatened species.

The County is exposed to numerous natural, human caused, and technological hazards and risks noted in the **Table 3** below. They range in severity from minor to catastrophic. For hazard details refer to the County’s General Plan Safety Element and the Ventura County Hazard Mitigation Plan.

Table 3 Ventura County Hazards/Threats

Agricultural Biological	Mass Casualty / Transportation Incident
Civil Unrest	Geological - Mudslide / Debris Flow / Landslide
Climate Change	Pandemic / Epidemic
Dam Failure	Severe Weather / Storms
Drought	Terrorism
Earthquake	Tornado
Fire (urban and wildland)	Tsunami
Flood (urban, riverine, coastal)	Wind Driven Water
Hazardous Materials Incident (chemical, radiological, nuclear, oil spill)	

Figure 6 Ventura County Area Map



SECTION NINE - LIST OF ACRONYMS AND ABBREVIATIONS

AAA	Area Agency on Aging
AAR	After Action Report
ACS	Auxiliary Communications Services
ADA	Americans with Disabilities Act
ADAA	American with Disabilities Act Amendments
ADAAG	Americans with Disabilities Act Accessibility Guidelines
AFN	Access and Functional Needs
ARC	American Red Cross
AS	Animal Services
ASL	American Sign Language
CAD	Computer Aided Dispatch
CalTrans	California Department of Transportation
CAL FIRE	California Department of Forestry and Fire Protection
Cal OES	California Office of Emergency Services
CALPAWS	California Public Alert and Warning System
CCP	Casualty Collection Points
CCR	California Code of Regulations
CDAA	California Disaster Assistance Act
CESA	California Emergency Services Act
CERT	Community Emergency Response Team
CFS	Child and Family Services
CHP	California Highway Patrol
CISM	Critical Incident Stress Management
CMAS	Commercial Mobile Alert System
C-MIST	Communications, Medical, Independence, Supervision and Transportation
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Community Planning Guide
DAFN	Disabilities and Access and Functional Needs
DFO	Disaster Field Office
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DME	Durable Medical Equipment
DMORT	Disaster Mortuary Operational Response Team
DOC	Department Operations Center
DSA	Division of the State Architect (California)
DUA	Department of Unemployment Assistance

EAS	Emergency Alert System
EHP	Environmental Historic Preservation
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
FAST	Functional Assessment and Support Teams
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FMA	Flood Mitigation Assistance
FNC	Functional Needs Coordinator
FTS	Field Treatment Sites
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GPS	Global Positioning System
HCA	Health Care Agency
HHS	Department of Health and Human Services
HMGP	Hazard Mitigation Grant Program
HSA	Human Services Agency
HSC	Homeland Security Council
HSEEP	Homeland Security Exercise and Evaluation Program
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IACG	Inter Agency Coordination Group
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IHP	Individuals and Households Program
IHSS	In-Home Support Services
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office

JIC	Joint Information Center
JIS	Joint Information System
LAC	Local Assistance Center
MACS	Multi-Agency Coordination System
MARS	U.S. Army Military Affiliate Radio System
ME	Medical Examiner
MHOAC	Medical Health Operational Area Coordinator
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MSA	Multi-purpose Staging Area
NAWAS	National Warning System
NDMS	National Disaster Medical System
NGO	Non-governmental Organization
NICC	National Interagency Coordinating Center National Infrastructure Coordination Center
NIFCC	National Interagency Fire Coordination Center
NIMS	National Incident Management System
NMRT	National Medical Response Team
NOAA	National Oceanic and Atmospheric Administration
NOC	National Operations Center
NRF	National Response Framework
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OSC	On-Scene Coordinator
PA	Public Assistance
PDA	Preliminary Damage Assessment
PDM	Program Delivery Manager
PETS	Pets Evacuation and Transportation Standards Act
PFO	Principal Federal Officer
PIO	Public Information Officer
PNP	Private Nonprofit Organization
PW	Project Worksheet
RDMHS	Regional Disaster Medical Health Services

REOC	Regional Emergency Operations Center
ROC	Regional Operations Center
RPA	Request for Public Assistance
RRCC	Regional Response Coordinating Center
SBA	Small Business Administration
SEMS	Standardized Emergency Management System
SFLEO	Senior Federal Law Enforcement Officer
SFO	Senior Federal Officer
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOS	Superintendent of Schools
SOP	Standard Operating Procedure
SSGP	State Supplemental Grant Program
TDD/TTY	Telecommunications Device for the Deaf / Text Telephone
TEPP	Transportation Emergency Preparedness Plan
USAR	Urban Search and Rescue
USDA	United States Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VCTC	Ventura County Transportation Commission
VCISO	Ventura County Sheriff's Office
VOAD	Volunteer Organizations Active in Disaster
WEA	Wireless Emergency Alerts

SECTION TEN - GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS and NIMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment.

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Base Flood: A term used in the National Flood Insurance Program to indicate the minimum size flood to be used by a community as a basis for its floodplain management regulations. The Base Flood is a flood which has a one-percent chance of being equaled or exceeded in any given year. The Base Flood is also known as a 100-year flood or one-percent chance flood.

Base Flood Elevation (BFE): The elevation for which there is a one-percent chance in any given year that flood levels will equal or exceed it. The BFE is determined by statistical analysis for each local area and designated on the Flood Insurance Rate Map. It is also known as the 100-Year Flood.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and

Division/Group in the Operations Section, and between Section and Units in the Logistics Section.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Civil Air Patrol: A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

CLERS: California Law Enforcement Radio System. The State's radio system dedicated to public safety/law enforcement purposes that run off the State's microwave backbone. Local CLERS VHF channels provide State EAS audio to broadcasters.

CLETS: California Law Enforcement Telecommunications System. CLETS terminals can be permissioned to originate EDIS messages. Please see EDIS definition below.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander and may have an assistant or assistants, as needed. These functions may also be found at the EOC levels and would be referred to as Management Staff.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g. a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident or within an EOC.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, utility company, etc.).

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A facility used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health, or local water district.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include anyone registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town, or district in which such fire department

is located.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Alert System: The EAS is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability for the President to address the American public during a national emergency. The system also may be used by state and local authorities to deliver important emergency information, such as AMBER alerts, SILVER Alerts, and weather information targeted to specific areas.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Support Function: A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, law enforcement and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Coordinating Officer (FCO) - (1) The person appointed by the FEMA Director, or in his/her absence, the FEMA Deputy Director, or alternatively the FEMA Associate Director for Response and Recovery, following a declaration of a major disaster or of an emergency by the President, to coordinate Federal assistance.

Federal On-Scene Commander (OSC) - The FBI official designated upon JOC activation to ensure appropriate coordination of the overall United States government response with Federal, State, and local authorities, until such time as the Attorney General transfers the LFA role to FEMA.

Field Coordination Center: A temporary facility established by Cal OES within or adjacent to areas affected by a disaster. It functions under the operational control of the Cal OES mutual aid regional manager and is supported by mobile communications and personnel provided by Cal OES and other state

agencies.

Field Treatment Site: Temporary sites utilized for emergencies when permanent medical facilities are not available or adequate to meet emergency medical care needs. The FTS is designed to provide triage and medical care for up to 48 hours or until new patients are no longer arriving at the site. The Medical/Health Branch has the authority to activate an FTS and determine the number and location of FTSs.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Flood Insurance: The insurance coverage provided under the National Flood Insurance Program.

Flood Insurance Rate Map (FIRM): The official map of a community prepared by FEMA, which shows the base flood elevation, along with the special hazard areas and the risk premium zones. The study is funded by FEMA and is based on detailed surveys and analysis of the site-specific hydrologic characteristics.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group, or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and the Finance/Administration Section Chief

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Hazard: Any source of danger or element of risk to people or property.

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural

resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Individual Assistance (IA): Supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident and is managed by the Senior Federal Law Enforcement Officer. The JOC becomes a component of the JFO when the National Response Plan is activated.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state, or federal boundary lines), or functional (e.g., law enforcement, health department, etc.) (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Local Assistance Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special districts as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, CDAA, 2900(y).

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential

social services.

Master Mutual Aid Agreement: An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster.

Mobilization: The process and procedures used by all organizations federal, state, and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or Unified Command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Management.

Multi-purpose Staging Area (MSA): A pre-designated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region, or state level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the California Emergency Services Agency (CalOES) within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the

Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to healthcare facilities where definitive medical care is received when required.

National Flood Insurance Program (NFIP): The Federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Incident Management System (NIMS): A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Infrastructure Coordination Center (NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center (NICC): The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

National Response Framework (NRF): A guide to how the Nation conducts all-hazards response.

National Warning System: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

One Hundred (100)-Year Flood: The flood elevation that has a one-percent chance of being equaled or exceeded in any given year. It is also known as the base flood elevation.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, Medical Examiner's services, or emergency medical services.

Operational Period: The time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. Planning meetings are an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of

resources assigned to the incident.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the *National Incident Management System*, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Management: Efficient management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected ESFs or full activation of all ESFs to meet the needs of the situation.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Service Branch: A Branch within the Logistics Section in the field that is responsible for service activities at the incident and includes the Communications, Medical and Food Units.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Situation Status Unit: Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also, Camp Manager.)

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, and State.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by CalOES at the state level in SEMS.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Subgrantee: An eligible applicant in federally declared disasters.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section in the field responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Triage: A process of priority sorting sick and injured people based on urgency and type of condition presented so that they can be routed to appropriate medical facilities.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

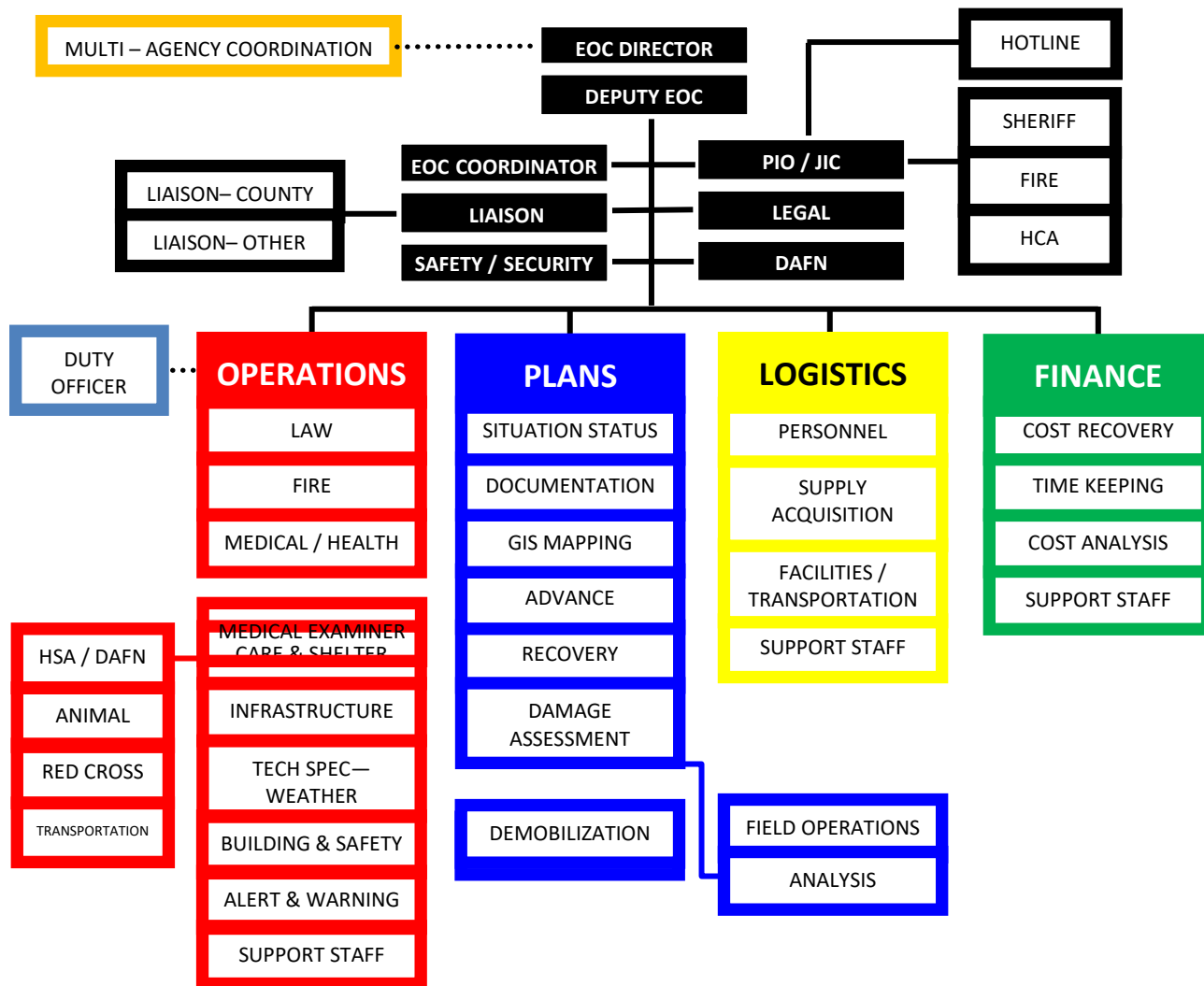
Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Management.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning Logistics, or Finance/Administration Section and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

PART TWO – EOC POSITION CHECKLISTS
 VENTURA COUNTY EOC ORGANIZATION CHART

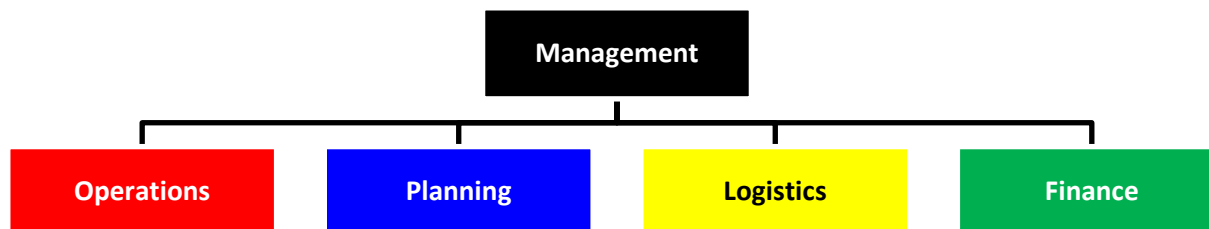


* If all elements are activated, a deputy may be appointed to provide a manageable span of control.

** Agency Representatives report to the Liaison Officer. Agency Representatives include Private Sector Liaison, Volunteers Active in Disaster (VOAD), California Office of Emergency Services, Agricultural Commissioner, and other local, state, and federal representatives.

Field Units and DOCs will be coordinating and communicating with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

RESPONSIBILITIES CHART



Responsibilities:

Management (Management Function)

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies, non-governmental organizations, and private organizations. The EOC Director will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the disaster response through implementation of the county’s EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; coordinating the development of the county’s EOC Action Plan in coordination with other sections; tracking resources assigned to the event, initiating and preparation of the county’s After-Action/Corrective Action Report, Improvement Plan and maintaining documentation.

Logistics Section

The Logistics Section is responsible for providing communications, facilities, services, personnel, equipment, supplies, and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

COMMON EOC RESPONSIBILITIES (The following checklist is applicable to all EOC positions).	
ACTIVATION	<ul style="list-style-type: none"> <input type="checkbox"/> Check-in with EOC Finance Section upon arrival at the EOC. Sign in using the ICS-211 Forms (ICS 211 can be found in the Forms Section of the Support Documentation). <input type="checkbox"/> Take position specific binder/Job aid, identification lanyard and ICS 214 Form (ICS 214 can be found in the EOC at G:\EOC\New Incident Docs). <input type="checkbox"/> Report to your EOC organizational supervisor. <input type="checkbox"/> Identify yourself with your EOC identification. <input type="checkbox"/> Obtain a briefing on the situation from your EOC organizational supervisor. <input type="checkbox"/> Determine your personal operating location and set up as necessary. <input type="checkbox"/> Review your position responsibilities. <input type="checkbox"/> Clarify any issues regarding your authority and assignment and what others in the organization do. <input type="checkbox"/> Ensure all functions within your Section are appropriately staffed. Make required personnel assignments as staff arrives. <input type="checkbox"/> Log into DLAN if authorized. (Procedures can be found in the Appendices). <input type="checkbox"/> Based on the situation as known or forecast determine likely future Section needs.
GENERAL DUTIES	<ul style="list-style-type: none"> <input type="checkbox"/> Establish operating procedure with the Logistics <input type="checkbox"/> Section for use of telephone, radio, and data systems. Make any priorities or special requests known. <input type="checkbox"/> Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications. <input type="checkbox"/> Determine and anticipate support requirements and forward to your EOC organizational supervisor. <input type="checkbox"/> Monitor your position activities and adjust staffing and organization to meet current needs. <input type="checkbox"/> Use face-to-face communication in the EOC whenever possible and document decisions and policy. <input type="checkbox"/> Keep your EOC organizational supervisor advised of your status and activity and on any problem areas that now need or will require solutions.

COMMON EOC RESPONSIBILITIES (The following checklist is applicable to all EOC positions).	
DOCUMENTATION/ REPORTS	<ul style="list-style-type: none"> <input type="checkbox"/> Open and maintain an individual Activity Log (ICS 214 Form). Make sure you note your check-in time on the Activity Log (ICS 214 can be found in the EOC at G:\EOC\New Incident Docs). Document messages received, action taken, decision justification and documentation, requests filled and EOC personnel, time on duty and assignments. <input type="checkbox"/> Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the disaster/emergency. Review situation reports as they are received. Verify information where questions exist. <input type="checkbox"/> Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period. <input type="checkbox"/> Do NOT throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA reimbursement.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required. <input type="checkbox"/> Keep up to date on the situation and resources associated with your position. <input type="checkbox"/> Request additional resources through the appropriate Logistics Section Unit.
SHIFT CHANGE	<ul style="list-style-type: none"> <input type="checkbox"/> Brief your relief at shift-change time. Ensure in-progress activities are identified and follow-up requirements are known. Use the EOC Change of Shift Briefing Worksheet. (See Support Documentation for the EOC Change of Shift Briefing Worksheet). <input type="checkbox"/> Provide incoming personnel the next EOC Action Plan. <input type="checkbox"/> Submit completed logs, timecards, etc. to your EOC organizational supervisor before you leave. <input type="checkbox"/> Determine when you should return for your next work shift. <input type="checkbox"/> Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all required forms or reports are completed and submitted to your EOC organizational supervisor prior to your release and departure. <input type="checkbox"/> Provide input to the EOC After-Action/Corrective Action Report, if asked. <input type="checkbox"/> Deactivate your position and close out logs when authorized by your EOC organizational supervisor. <input type="checkbox"/> Clean up work area before you leave. <input type="checkbox"/> Leave contact information where you can be reached.

MANAGEMENT SECTION – GENERAL INFORMATION**PURPOSE**

To direct and manage the County of Ventura’s response and recovery from an emergency in a uniformed, collective, collaborative and coordinated effort.

OVERVIEW

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Functions in the Management Section include:

- Multi-Agency Coordination Group
- EOC Director
- Public Information Officer
- EOC Coordinator
- Liaison Officer
- Safety/Security Officer
- Legal Officer
- Disabilities and Access and Functional Needs (DAFN) Officer

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response and recovery activities and resource allocation associated with all hazards. To carry out its responsibilities, Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required.
- Coordinate and liaison with appropriate federal, state, and other local government agencies and non-governmental agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS

The Management Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and NIMS will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty.
- Operational periods will be determined by the EOC Director. Operational periods should be event driven.

SECTION ACTIVATION PROCEDURES

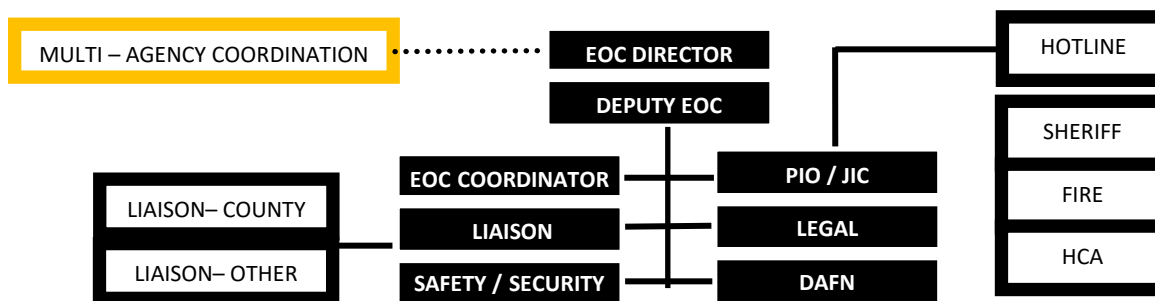
The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced in Section Five - Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- Sheriff
- OES Assistant Director
- Board of Supervisors
- Chief Executive Officer
- County Fire Chief
- Director of Public Works
- Health Care Agency – County Health Officer

When to Activate

The Management Section may be activated when the County's EOC is activated or upon the order of the EOC Director or appointed representative.

MANAGEMENT FUNCTION ORGANIZATION CHART



MANAGEMENT SECTION STAFF

The Management Section is led by the EOC Director established for every EOC activation to coordinate EOC operations. A member of the Sheriff’s OES staff shall serve as the EOC Director, Deputy EOC Director, General Staff (Section Coordinators) and EOC Coordinator positions. The team is responsible for advising the EOC Director on policy matters and assisting the EOC Director in developing priorities, strategy, rules, regulations, proclamations, and orders.

EOC Director

The EOC Director is responsible for the overall management of the County’s emergency response and recovery effort. The EOC Director determines the operational period and the priorities for the operational period. A Deputy EOC Director may be activated to support the EOC Director. A Deputy EOC Director has the same authorities as the EOC Director.

Public Information Officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state, and federal agencies.

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC and serves as a resource to the EOC Director.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should contact the Liaison Officer to ensure continuity of operations.

The Liaison Officer also serves as the multi-agency or inter-agency representative for the County of Ventura to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS/NIMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including

the sharing of critical resources and the prioritization of incidents.

Agency Representative

A representative from another agency assigned to the EOC with authority to speak for his/her agency within established limits.

Safety/Security Officer

The Safety/Security Officer is responsible for identifying and mitigating safety hazards and situations of potential County liability during EOC operations and ensuring a safe and secure working environment in the EOC.

Legal Officer

County Counsel serves as the Legal Officer and provides legal advice to the EOC Director in all legal matters relative to the disaster/emergency.

Multiagency Coordination Group

A Mac Group typically consists of Agency Administrators or their designees who are authorized to commit agency resources and funds. Their function is to support incident management through coordinating their collective resources, sharing incident information, implementing coordinated strategic policies to prevent and/or combat a growing disaster/emergency. To accomplish this objective, the MAC Group must establish a common operating plan.

MAC Group objectives in coordinating finances, equipment, personnel, and resources are:

- Establish priorities for response
- Allocate critical resources based on established priorities
- Establish and/or implement communication systems integration
- Insure Information coordination both internally and externally
- Establish Intergovernmental decision coordination Develop strategies and contingency plans

It is extremely important that MAC Group members have full authority from their respective agencies to commit resources, including equipment, personnel and fully represent their agency or department in MAC Group decisions.

MULTI-AGENCY COORDINATION GROUP	
SUPERVISOR: EOC Director	
PRIMARY DUTIES	<ul style="list-style-type: none"> • Activated only when needed. • Support the EOC Director. • Assist in making cooperative multi-agency decisions. • Support policy-level, resource prioritization and allocation decisions.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENT & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Upon arrival, identify yourself as a member of the Multiagency Coordination Group and report to the EOC Director. <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Notify your home agency/department of your role in the MAC. <input type="checkbox"/> Communicate MAC Group decisions to agency/department.
MEETINGS/ BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain a briefing from your staff about the disaster/emergency and impact on your Agency/Department's operational capability. <input type="checkbox"/> As appropriate, report to the EOC Director for a briefing and provide a status report of your Agency/Department.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> Open and maintain an individual Activity Log (ICS 214 Form). Make sure you note your check-in time on the Activity Log. (Activity Log can be found in the EOC at G:\EOC\New Incident Docs). Document messages received, action taken, decision justification and documentation, requests filled and EOC personnel, time on duty and assignments. <i>Precise information is essential for Cal OES and FEMA reimbursement requirements.</i> <input type="checkbox"/> Maintain all required records and documentation to support the After-Action/Corrective Action Report and the history of the disaster/emergency. Review situation reports as they are received. Verify information where questions exist. <input type="checkbox"/> Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your EOC organizational supervisor at the end of each operational period. Do NOT throw any paperwork (notes, memos, messages, etc.) away. This documentation can be used to support FEMA reimbursement.
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support the Director of Emergency Services to develop temporary emergency policies for managing the strategic aspects of the disaster/emergency. <input type="checkbox"/> Propose amended or new policies.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required. <input type="checkbox"/> Keep up to date on the situation and resources associated with your position. <input type="checkbox"/> Request additional resources through the appropriate Logistics Section Unit.

MULTI-AGENCY COORDINATION GROUP	
	<input type="checkbox"/> Support the allocation of available scarce resources based on incident prioritization and related criteria including the most effective and efficient use of those resources.
ONGOING ACTIVITIES	<input type="checkbox"/> Review your position responsibilities. <input type="checkbox"/> Assist the EOC Director in the preparation of the Action Plan, if requested. <input type="checkbox"/> Participate with other MAC representatives to prioritize incidents using established prioritization criteria and the best available situation analysis information. <input type="checkbox"/> Resolve emergency-related common issues with other MAC representatives. <input type="checkbox"/> Participate in strategic planning discussions. <input type="checkbox"/> Commit to engaging in all MAC Group discussions and responsibilities.

EOC DIRECTOR

PRIMARY: OES Assistant Director
ALTERNATE: As Designated
SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES

- Establish priorities and overall EOC objectives.
- Provide leadership of all EOC Sections and management and coordination of emergency response and recovery operations.
- Support all General Staff section coordinators.
- Provide executive decision making.
- Approve the EOC Action Plan.
- Responsible for the local emergency proclamation process (**See the County of Ventura Manual for Local Emergencies**).
- Ensure direct connection to the Multi-Agency Coordination/ Policy Group, if activated.
- Identify staffing needs and work with Logistics Section to provide support staff as needed.
- Ensure liaison with appropriate federal, state, county, cities, special districts, private and volunteer entities. (May be assigned to the Liaison Officer).
- Coordinate with affected county departments/agencies.
- Establish a Joint Information Center if needed.
- Coordinate incident-wide messaging.
- Manage VIPs and conduct VIP briefings.
- Ensure timely, accurate and actionable information is provided to public and the media via incident hotline, press releases, interviews, press conferences and social media.
- Provide technical support, guidance, and advice to the County’s appointed Recovery Director.
- Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings).
- Oversee the need for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident.
- Ensure all emergency response and recovery operations address disabilities and access and functional needs (DAFN) concerns.

READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT

Also see Common EOC responsibilities on page 77.

ACTIVATION & NOTIFICATIONS

- Establish, with input from General Staff, operational period and EOC priorities. (**See Planning Support Documentation- Standing Objectives**)
- Determine operational status and activation level based on incident size-up with OES Duty Officer at the Incident Command Post. Ensure EOC positions and ICS field positions are filled as needed.
- Mobilize/recall appropriate personnel for initial activation of the EOC.
- Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC.
- Ensure the EOC is properly set up and ready for operations.

EOC DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure county EOC personnel are notified and directed to report to the EOC. <input type="checkbox"/> Ensure the Liaison Officer notifies Cal OES that County EOC has been activated.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Establish the appropriate level of staffing for the EOC <i>(If position is not utilized, unit responsibility rests with EOC Director):</i> <ul style="list-style-type: none"> – Deputy EOC Director – EOC Coordinator – Public Information Officer – Liaison Officer – County Government – Liaison Officer – Other Representatives – Legal Officer – Safety / Security Officer – DAFN Coordinator – Operations Section Coordinator – Planning/Intelligence Section Coordinator – Logistics Section Coordinator – Finance/Administration Section Coordinator <input type="checkbox"/> Assign person to record EOC Director’s actions. <input type="checkbox"/> Assign staff to initiate check-in procedures. (See Forms in the Support Documentation for a copy of the Check-In Form.) <input type="checkbox"/> Identify staffing needs and work with the Logistics Section to provide support staff as needed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from current Incident Commander, or with persons responsible for public works, fire, EMS, and law enforcement operations to obtain incident status and information or from whatever sources are available. <input type="checkbox"/> Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include: <ul style="list-style-type: none"> – Current situation assessment – Identification of specific job responsibilities – Identification of co-workers within the job function and/or geographical assignment – Availability of communications – Location of work area – Identification of eating and sleeping arrangements as appropriate – Procedural instructions for obtaining additional supplies, services, and personnel – Identification of operational period work shifts – Prepare work objectives for Section staff <input type="checkbox"/> Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe. <input type="checkbox"/> Establish the frequency of briefing sessions. <input type="checkbox"/> Conduct periodic briefings for your Section and General Staff. Ensure that all organizational elements are aware of priorities.

EOC DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct periodic briefing sessions with the elected officials and other VIPs of relevant problems and decisions, as needed.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with the Plans Section Coordinator to determine need for the Planning P process. Establish the “Battle Rhythm” for the current operational period. <input type="checkbox"/> Schedule the first planning meeting. <input type="checkbox"/> Establish overall EOC priorities and develop objectives for the Management function. Make a list of key issues to be addressed by the Management Section with input from all General Staff. <input type="checkbox"/> Update EOC priorities and EOC objectives as needed. <input type="checkbox"/> Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period. <input type="checkbox"/> Approve the following documents or reports: <ul style="list-style-type: none"> – Situation Reports – Press Releases – EOC Action Plan – Damage Assessment Plan – Advance/Contingency Plans
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm the delegation of authority. Obtain any guidance or direction, as necessary. <input type="checkbox"/> Determine appropriate delegation of purchasing authority to the Supply/Acquisition Unit of the Logistics Section.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Request additional personnel to maintain a 24-hour operation as required. <input type="checkbox"/> Determine if support is required from other jurisdictions. Logistics Section will implement all Mutual Aid requests (except for law enforcement and fire).
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Provide overall leadership, management and emergency response and recovery operations support for all EOC Sections. <input type="checkbox"/> Provide executive decision making. <input type="checkbox"/> Ensure all department/agency actions support established EOC priorities. <input type="checkbox"/> Carry out responsibilities of all other EOC Sections not currently staffed. <input type="checkbox"/> Keep the Sheriff or designee and other Sheriff Command Staff informed of the incident and EOC activities. <input type="checkbox"/> Develop and issue in coordination with the Sheriff or designee and County Counsel rules, regulations, proclamations, and orders, as appropriate (See the County of Ventura Manual for Local Emergencies).

EOC DIRECTOR

- Consider activating the Multi-Agency Coordination Group to address countywide issues (i.e. reduced hours of operations for regular county business), continuity of government and continuity of operations issues. Ensure a direct connection to the Multi-Agency Coordination Group, if activated.
- Ensure Liaison Officers are coordinating and communicating with appropriate federal, state, county, cities, special districts, private and volunteer entities.
- Coordinate with affected county departments/agencies.
- Set priorities for restoration of county services.
- Maintain situational awareness and meet with Operations Section Coordinator to ensure ongoing awareness of all field activities/issues.
- In conjunction with the PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination. Establish a Joint Information Center if needed. Ensure information being released is accurate and timely.
- Authorize PIO to release information to the media and to access the Emergency Alert System (EAS).
- Establish and maintain contacts with cities, special districts, non-governmental agencies, and private sector, as necessary.
- Coordinate with the EOC Coordinator to manage VIPs and conduct VIP briefings.
- Provide technical support, guidance, and advice to the County's appointed Recovery Director.
- Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings).
- Coordinate with DAFN Coordinator to ensure emergency response and recovery operations address DAFN concerns, especially evacuations, communications, and mass care/sheltering operations.
- Determine if there is a need for Compensation-for-injury and Claims Specialists and coordinate with the County's Risk Manager, as needed to ensure:
 - The investigation of all accidents, if possible.
 - Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.
 - All witness statements are obtained pertaining to claim and review for completeness.
 - A log of all injuries, potential claims and existing claims occurring during the disaster is maintained.
 - Compensation-for-injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.
 - Logs and forms are complete, accurate and timely and compliant with County requirements and policies
 - Insurance claims relative to damage to County property are prepared and submitted with insurers.

EOC DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing or Psychological First Aid as appropriate in coordination with Personnel Unit of the Logistics Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Authorize deactivation of sections, branches, or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning). <input type="checkbox"/> Ensure that the Liaison Officer notifies higher level EOCs and appropriate organizations of planned time for demobilization. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Ensure that all required forms or reports are completed prior to demobilization. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s). <input type="checkbox"/> Deactivate the EOC and close out logs when the emergency no longer requires activation. <input type="checkbox"/> Proclaim termination of the emergency and proceed with recovery operations.
TERMINATION	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a final situation report stating the end of EOC operations. <input type="checkbox"/> Working with the CEO's office, ensure smooth transition from EOC response to recovery operations, as necessary. Provide on-going technical guidance on recovery activities. <input type="checkbox"/> Ensure EOC is in proper working condition and ready for the next EOC activation. <input type="checkbox"/> Schedule Incident Debriefing. Complete EOC evaluations ICS 226 form (ICS 226 can be found in the EOC at G:\EOC\New Incident Docs). <input type="checkbox"/> Assist with the development of a Final AAR.

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EOC DEPUTY DIRECTOR	
PRIMARY:	OES staff
ALTERNATE:	As Designated
SUPERVISOR:	EOC Director
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Serve as the EOC Director in his/her absence. • Assist EOC Director with establishing priorities and EOC overall objectives. • Assist EOC Director with leadership for EOC Sections and management and coordination of emergency response and recovery operations. • Support all General Staff section coordinators. • Assist EOC Director with executive decision making. • Approve the EOC Action Plan if EOC Director is not available. • Responsible for the local emergency proclamation process if EOC Director is not available (See the County of Ventura Manual for Local Emergencies). • Ensure direct connection to the Multi-Agency Coordination/ Policy Group, if activated. • Identify staffing needs and work with Logistics Section to provide support staff as needed. • Ensure liaison with appropriate federal, state, county, cities, special districts, private and volunteer entities. (May be assigned to the Liaison Officer). • Coordinate with affected county departments/agencies. • Establish a Joint Information Center if needed. • Coordinate incident-wide messaging. • Manage VIPs and conduct VIP briefings. • Ensure timely, accurate and actionable information is provided to public and the media via incident hotline, press releases, interviews, press conferences and social media. • Provide technical support, guidance, and advice to the County's appointed Recovery Director. • Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings). • Ensure all emergency response and recovery operations address disabilities and access and functional needs (DAFN) concerns.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director to establish, with input from General Staff, operational period and EOC priorities. (See Planning Support Documentation - Standing Objectives). <input type="checkbox"/> Assist EOC Director with determining operational status and activation level based on incident size-up with OES Duty Officer at the Incident Command Post. Ensure EOC positions and ICS field positions are filled as needed. <input type="checkbox"/> Assist EOC Director to mobilize/recall appropriate personnel for initial activation of the EOC.

EOC DEPUTY DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director to activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, report to the alternate EOC. <input type="checkbox"/> Ensure the EOC is properly set up and ready for operations. <input type="checkbox"/> Ensure county EOC personnel are notified and directed to report to the EOC. <input type="checkbox"/> Ensure the Liaison Officer notifies Cal OES that County EOC has been activated.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director to establish the appropriate level of staffing for the EOC <i>(If position is not utilized, unit responsibility rests with EOC Director)</i>: <ul style="list-style-type: none"> – EOC Coordinator – Public Information Officer – Liaison Officer – County Government – Liaison Officer – Other Representatives – Legal Officer – Safety / Security Officer – DAFN Coordinator – Operations Section Coordinator – Planning/Intelligence Section Coordinator – Logistics Section Coordinator – Finance/Administration Section Coordinator <input type="checkbox"/> Assign person to record EOC Deputy Director’s actions. <input type="checkbox"/> Work with EOC Director to assign staff to initiate check-in procedures. (See Forms in the Support Documentation for a copy of the Check-In Form.) <input type="checkbox"/> Assist EOC Director to identify staffing needs and work with the Logistics Section to provide support staff as needed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain briefing from current Incident Commander, or with persons responsible for public works, fire, EMS, and law enforcement operations to obtain incident status and information or from whatever sources are available. <input type="checkbox"/> Assist EOC Director with briefing incoming EOC Section personnel prior to their assuming their duties. Briefings should include: <ul style="list-style-type: none"> – Current situation assessment – Identification of specific job responsibilities – Identification of co-workers within the job function and/or geographical assignment – Availability of communications – Location of work area – Identification of eating and sleeping arrangements as appropriate – Procedural instructions for obtaining additional supplies, services, and personnel – Identification of operational period work shifts – Prepare work objectives for Section staff <input type="checkbox"/> Ensure that all EOC management team meetings, General Staff meetings and policy decisions are documented by a scribe. <input type="checkbox"/> Assist EOC Director to establish the frequency of briefing sessions.

EOC DEPUTY DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director to conduct periodic briefings for your Section and General Staff. Ensure that all organizational elements are aware of priorities. <input type="checkbox"/> Assist EOC Director to conduct periodic briefing sessions with the elected officials and other VIPs of relevant problems and decisions, as needed.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director in coordination with the Planning Director to determine need for the Planning P process. Establish the “Battle Rhythm” for the current operational period. <input type="checkbox"/> Assist EOC Director to schedule the first planning meeting. <input type="checkbox"/> Assist EOC Director to establish overall EOC priorities and develop objectives for the Management function. Make a list of key issues to be addressed by the Management Section with input from all General Staff. <input type="checkbox"/> Assist EOC Director to update EOC priorities and EOC objectives as needed. <input type="checkbox"/> Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC management team in the absence of the EOC Director.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period. <input type="checkbox"/> Approve the following documents or reports in the absence of the EOC Director: <ul style="list-style-type: none"> – Situation Reports – Press Releases – EOC Action Plan – Damage Assessment Plan – Advance/Contingency Plans
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director to confirm the delegation of authority. Obtain any guidance or direction, as necessary. <input type="checkbox"/> Assist EOC Director to determine appropriate delegation of purchasing authority to the Supply/Acquisition Unit of the Logistics Section.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Request additional personnel to maintain a 24-hour operation as required. <input type="checkbox"/> Determine if support is required from other jurisdictions. Logistics Section will implement all Mutual Aid requests (except for law enforcement and fire).
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Assist EOC Director with overall EOC leadership, management and emergency response and recovery operations. <input type="checkbox"/> Assist EOC Director with executive decision making. <input type="checkbox"/> Assist EOC Director with all department/agency actions to ensure they support established EOC priorities. <input type="checkbox"/> Carry out responsibilities of all other EOC Sections not currently staffed.

EOC DEPUTY DIRECTOR

	<ul style="list-style-type: none"> <input type="checkbox"/> Keep the Sheriff or designee and other Sheriff Command Staff informed of the incident and EOC activities in the absence of the EOC Director. <input type="checkbox"/> Work with the EOC Director in coordination with the Sheriff or designee and County Counsel to develop and issue rules, regulations, proclamations, and orders, as appropriate (See the County of Ventura Manual for Local Emergencies). <input type="checkbox"/> Assist EOC Director with activating the Multi-Agency Coordination Group to address countywide issues (i.e. reduced hours of operations for regular county business), continuity of government and continuity of operations issues. Ensure a direct connection to the Multi-Agency Coordination Group, if activated. <input type="checkbox"/> Ensure Liaison Officers are coordinating and communicating with appropriate federal, state, county, cities, special districts, private and volunteer entities. <input type="checkbox"/> Assist EOC Director with coordination of affected county departments / agencies. <input type="checkbox"/> Assist EOC Director to set priorities for restoration of county services. <input type="checkbox"/> Maintain situational awareness and meet with Operations Section Coordinator to ensure ongoing awareness of all field activities/issues. <input type="checkbox"/> In conjunction with the EOC Director and PIO, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination. Establish a Joint Information Center if needed. Ensure information being released is accurate and timely. <input type="checkbox"/> Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) in the absence of the EOC Director. <input type="checkbox"/> Establish and maintain contacts with cities, special districts, non-governmental agencies, and private sector, as necessary. <input type="checkbox"/> Coordinate with the EOC Coordinator to manage VIPs and conduct VIP briefings. <input type="checkbox"/> Assist EOC Director with providing technical support, guidance, and advice to the County's appointed Recovery Director. <input type="checkbox"/> Coordinate EOC tasks with EOC sections that overlap with short term recovery (i.e. Local Assistance Center, Damage Assessment, Town Halls/ Community Meetings). <input type="checkbox"/> Coordinate with DAFN Coordinator to ensure emergency response and recovery operations address DAFN concerns, especially evacuations, communications, and mass care/sheltering operations. <input type="checkbox"/> Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing or Psychological First Aid as appropriate in coordination with Personnel Unit of the Logistics Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Authorize deactivation of sections, branches, or units when they are no longer required. Approve the Demobilization Plan (drafted by Planning). <input type="checkbox"/> Ensure that the Liaison Officer notifies higher level EOCs and appropriate organizations of planned time for demobilization.

EOC DEPUTY DIRECTOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Ensure that all required forms or reports are completed prior to demobilization. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s). <input type="checkbox"/> Deactivate the EOC and close out logs when the emergency no longer requires activation. <input type="checkbox"/> Proclaim termination of the emergency and proceed with recovery operations.
TERMINATION	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a final situation report stating the end of EOC operations. <input type="checkbox"/> Working with the CEO's office, ensure smooth transition from EOC response to recovery operations, as necessary. Provide on-going technical guidance on recovery activities. <input type="checkbox"/> Ensure EOC is in proper working condition and ready for the next EOC activation. <input type="checkbox"/> Schedule Incident Debriefing. Complete EOC evaluations ICS 226 form (ICS 226 can be found in the EOC at G:\EOC\New Incident Docs). <input type="checkbox"/> Assist with the development of a Final AAR.

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PUBLIC INFORMATION OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Serve as the dissemination point for all media releases related to County impacts and activities. • Establish a Joint Information Center if needed. • Ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status, relief programs and services and other information. • Maintain a relationship with the media representatives and hold periodic press conferences as required. • Provide news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident. • If multiple agencies and/or jurisdictions are affected and response operations are expected over 24 hours, a Joint Information Center (JIC) may be activated. If a JIC is established the PIO shall coordinate with and may send a representative to the JIC.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Notify PIO's in the field that the PIO function has been established in the EOC. Distribute PIO phone numbers and contact information. <input type="checkbox"/> Notify local media of PIO contact numbers.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Establish the appropriate level of PIO staffing for the EOC: <ul style="list-style-type: none"> – Joint Information Center Staff – Hotline Supervisor / Call Takers <input type="checkbox"/> Determine need for additional PIO personnel and request approval from the EOC Director. Forward the request to Logistics Section. <input type="checkbox"/> Provide staffing and telephones to handle incoming media and public calls. <input type="checkbox"/> Consider establishing and staffing a hotline to answer inquiries from the public as needed. <input type="checkbox"/> Establish staff to monitor a rumor control function to identify false or erroneous information. Develop procedure to be used to correct such information. <input type="checkbox"/> Determine staffing requirements for a Joint Information Center if needed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend all Section meetings and briefings. <input type="checkbox"/> Arrange for meetings between media, county officials or incident level PIOs for information on specific incidents. <input type="checkbox"/> Provide periodic briefings and press releases about the disaster/emergency throughout the affected areas. Refer media representatives to incident level PIOs for specific information. <input type="checkbox"/> Periodically prepare briefings for elected officials or VIPs, as needed, and directed by the EOC Director.

PUBLIC INFORMATION OFFICER	
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and DLAN and other appropriate areas. <input type="checkbox"/> Ensure the EOC Director approves press releases before distribution. <input type="checkbox"/> Maintain file copies of all information releases. <input type="checkbox"/> Prepare, update, and distribute a Disaster Assistance Information Directory to the public with locations to obtain food, shelter, supplies, health services, etc. <input type="checkbox"/> Prepare materials describing any health risks, appropriate self-help or first aid actions and other appropriate survival measures. <input type="checkbox"/> Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation guidance, evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters. <input type="checkbox"/> Develop a fact sheet for field personnel to distribute to residences and local businesses, as appropriate (include information about water and electrical outages/shortages, water supply stations, health services, etc.). <input type="checkbox"/> Ensure file copies are maintained of information released and posted in the EOC. <input type="checkbox"/> Provide copies of all releases to the EOC Director. <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of each work shift.
POLICIES	<ul style="list-style-type: none"> <input type="checkbox"/> Implement county PIO/media procedures (See Ventura County Public Information Annex Plan). <input type="checkbox"/> Obtain approval from the EOC Director for the release of all information. <input type="checkbox"/> Secure guidance from the EOC Director regarding the release of available information, and authorization to access the Emergency Alert System (EAS) and the cable system, if needed (See Ventura County Public Information Annex Plan). <input type="checkbox"/> Be sure that all elected officials, departments, agencies and response organizations in the count are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate all media events with the EOC Director. <input type="checkbox"/> Respond to information requests from the EOC Director and EOC management team. <input type="checkbox"/> Keep the EOC Director advised of all unusual requests for information and of all major, critical, or unfavorable media comments. <input type="checkbox"/> Determine requirements for support to the PIO function at other EOC levels.

PUBLIC INFORMATION OFFICER

- Coordinate with Incident Commanders and field PIOs to work with the media at incidents.
- Assist in planning with adjacent jurisdictions for media visits, as appropriate.
- Establish a Joint Information Center (if required) and work with Logistics for facility and equipment needs.
- Coordinate with an activated Op Area JIC to:
 - Ensure coordination of local, state, and federal and the private sector public information activities.
 - Obtain technical information (health risks, weather, etc.).
- Schedule and post times and locations of news briefings.
- Ensure the following tasks are completed as needed:
 - Press releases
 - Media interviews
 - Town halls / Community meetings
 - VIP briefings
 - Sandwich boards
- Obtain, process, and summarize information in a form usable in presentations (maps, fact sheets, pictures, status sheets and related visual aids) for media.
- Determine which radio and TV stations are operational (**See Ventura County Public Information Annex Plan**).
- Broadcast emergency information/updates on cable television, either through message board or live taping of EOC Director or designee.
- Record all interviews that you give.
- Interact with other branches/groups/units to provide and obtain information relative to public information operations.
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- Maintain an up-to-date picture of the situation for presentation to media.
- Arrange for tours and photo opportunities when staffing levels and time permit. Coordinate VIP tours with Liaison Officer, and EOC Director.
- Monitor broadcast media to:
 - Get general information
 - Identify and correct inaccurate information
 - Identify and address any rumors
- Coordinate with the DAFN Coordinator to ensure that announcements, information, and materials are appropriate, translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight, and mobility impaired; etc.).
 - Warn all non-English speaking and hearing-impaired persons of the emergency/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written, and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.

PUBLIC INFORMATION OFFICER	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Utilizing 9-1-1 translation services and video services to contact the deaf. <input type="checkbox"/> Utilize all available public information dissemination methods for persons who have sight impairments, speak a foreign language and all other DAFN populations including: <ul style="list-style-type: none"> – TDD/TDY (for foreign language translation) – Mental Health client list – In Home Support Services (IHSS) client list – Adult Protective Services list – Children Protective Services list – Veterans Services list – Area Agency on Aging client list – Superintendent of Schools student lists – Southern California Edison (Listing of Persons with Durable Medical Equipment) – Ventura County 2-1-1 <input type="checkbox"/> Issue timely and consistent advisories and instructions for life safety, health, and assistance (See Ventura County Public Information Annex Plan). <input type="checkbox"/> Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.

EOC COORDINATOR	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Facilitate the overall functioning of the EOC. • Support all Management staff and General Staff. • Assist the EOC Director in providing orientations for VIPs and other visitors. • Interact with other sections and branches/groups/units within the EOC to obtain information assist in coordination and ensure the proper flow of information.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Identify staffing needs and work with the Logistics Section to provide support staff as needed into Sections requiring support.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Facilitate requests for support or information.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain situational awareness and meet with Operations Section Coordinator and/or Plans Section Coordinator to ensure ongoing awareness of all field activities/issues. <input type="checkbox"/> Support all General Staff section coordinators. <input type="checkbox"/> Familiarize all EOC staff with EOC equipment, troubleshoot any potential equipment issues. <input type="checkbox"/> Ensure EOC is functioning smoothly and identify any issues to the EOC Director <input type="checkbox"/> Arrange and coordinate any VIP tours with PIO and EOC Director.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.

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LIAISON OFFICER – GOVERNMENT

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Responsible for serving as the point of contact for all local, state and federal government (cities, county, state, federal, and special districts) and the County EOC. • Ensure that the following responsibilities are addressed as required: <ul style="list-style-type: none"> – Serve as a liaison between the County EOC and all affected local government (cities, county, state, federal, and special districts) and identify unmet needs. – Manage VIPs and conduct VIP briefings (coordinate with the EOC Coordinator). – Provide timely, accurate and actionable information to County Department heads.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS / STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings. <input type="checkbox"/> Conduct periodic briefings for local, state and federal government representatives as needed.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Maintain active roster of local, state and federal government agency representatives located at the EOC. Roster should be distributed internally on a regular basis. <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Serve as the central coordination point for all county departments/agencies. Ensure two-way communication is established. <input type="checkbox"/> Develop a list of all impacted local government (cities, county, state and federal) agencies and identify unmet needs. <input type="checkbox"/> Provide information from affected local government (cities, county, state and federal) agencies to Operations Section and Planning and Intelligence Section. <input type="checkbox"/> Keep the EOC Director apprised of all local government (cities, county, state and federal) agency issues.

LIAISON OFFICER – GOVERNMENT

	<input type="checkbox"/> Ensure local government (cities, county, state and federal) representatives on site: <ul style="list-style-type: none">– Have signed into the EOC– Understand their role in the EOC– Know their work locations– Understand the EOC organization and floor plan.
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.

LIAISON OFFICER – NON-GOVERNMENTAL EXTERNAL AGENCIES

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Responsible for serving as the point of contact with all non-governmental, volunteer organizations and private sector external representatives) and the County EOC. • Ensure that the following responsibilities are addressed as required: <ul style="list-style-type: none"> – Serve as a liaison between the County EOC and all affected non-governmental external representative and identify unmet needs. – Manage VIPs and conduct VIP briefings (coordinate with the EOC Coordinator). – Provide timely, accurate and actionable information to County Department heads.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings. <input type="checkbox"/> Conduct periodic briefings for non-governmental external agency representatives as needed.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Maintain active roster of non-governmental external agency representatives located at the EOC. Roster should be distributed internally on a regular basis. <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Serve as the central coordination point for all external representatives. Ensure two-way communication is established. <input type="checkbox"/> Develop a list of all impacted external agencies and identify unmet needs. <input type="checkbox"/> Provide information from affected external agencies to Operations Section and Planning and Intelligence Section, as appropriate. <input type="checkbox"/> Ensure external agency representatives on site: <ul style="list-style-type: none"> – Have signed into the EOC – Understand their role in the EOC – Know their work locations – Understand the EOC organization and floor plan.

LIAISON OFFICER – NON-GOVERNMENTAL EXTERNAL AGENCIES

	<ul style="list-style-type: none"><input type="checkbox"/> Determine if additional representation is required from:<ul style="list-style-type: none">– Community based organizations– Private organizations– Utilities not already represented– Other agencies<input type="checkbox"/> Keep the EOC Director apprised of all external agency issues.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.

LEGAL OFFICER

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Provide legal counsel to the EOC on legal matters pertaining to emergency response and recovery efforts. Assist in the preparation of proclamations, ordinances and legal documents (See the County of Ventura Manual for Local Emergencies). Advise the Multi-Agency Coordination/Policy Group, EOC Director and Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies. Clarify legal responsibilities and/or potential liabilities. Maintain legal information, records and reports relative to the emergency. Participate as a member of the EOC management team when requested by EOC Director.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Prepare documents relative to evacuations, curfews, and demolition of hazardous structures or conditions, as needed, <input type="checkbox"/> Prepare proclamations, emergency ordinances and other legal documents required by the Board of Supervisors and the EOC Director (See the County of Ventura Manual for Local Emergencies). <input type="checkbox"/> Provide personnel and equipment time records to the EOC Director at the end of work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Develop rules, regulations and laws required for the acquisition and/or control of critical resources.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions. <input type="checkbox"/> Advise the EOC Director on areas of legal responsibility and identify potential liabilities. <input type="checkbox"/> Advise the Multi-Agency Coordination/Policy Group, EOC Director and Management and General staff of the legality and/or legal implications of contemplated emergency actions and/or policies. <input type="checkbox"/> Keep the EOC Director advised of your status and activity.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.

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DAFN COORDINATOR

SUPERVISOR: EOC Director

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Serve as a central coordination point for DAFN population concerns. • Determine the scope of the incident and the impact on DAFN populations. • Determine which DAFN populations are impacted. • Ensure emergency communications, evacuations and mass care and sheltering activities address DAFN needs and comply with local, state and federal guidelines and standards. • Provide advice and assistance pertaining to DAFN concerns with other Sections as they manage resources and activities. • Coordinate with Care and Shelter Branch, ARC, emergency welfare agencies and cities to support DAFN needs.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirements and request additional support as required.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings. <input type="checkbox"/> Present and discuss potential issues related to people with disabilities and others with access and functional needs with Operations and Logistics Section Coordinators at the beginning-of-shift briefing.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Request trained and qualified and culturally / diverse competent staff to work with non-English speaking when needed. <input type="checkbox"/> Assist the Logistics Section, as requested to provide supplies, facility modifications and resource allocation to support people with disabilities and others with access and functional needs. <input type="checkbox"/> Deploy Ventura County Functional Assessment and Support Teams (FAST) at onset of evacuation and shelter activation by Care and Shelter Branch, if needed. <input type="checkbox"/> Utilize California State FAST resources as needed to support the DAFN population: <ul style="list-style-type: none"> – Activate the FAST if required, via the California Department of Health Services. – Ensure staff is available to provide accessibility to the facility and auxiliary aid services within the shelter. – Provide for alternative forms of communications (TTD/TTY, pictographs, large print, captions, etc.).

DAFN COORDINATOR	
	<ul style="list-style-type: none"> – Ensure staff and resources for triage of DAFNs shelter clients including physical and mental health needs. – Provision resources for in-shelter service/companion animals.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Monitor impacted DAFN populations during evacuation and shelter activities to ensure adequate support. <input type="checkbox"/> Monitor and assist with message development/translation, as needed, including alert/warning messages to ensure DAFN populations are reached. <input type="checkbox"/> Assist PIO with press releases to address DAFN populations. <input type="checkbox"/> Keep the EOC Director apprised of all issues pertaining to DAFN populations. <input type="checkbox"/> Maintain awareness of operations, including trends, changes in services and other variables that may indicate a need for service delivery adjustments as related to people with disabilities and others with access and functional needs. <input type="checkbox"/> Obtain situation reports from Operations twice during each operational period (depending on the length of the period) to maintain situational awareness and identify any impacts to the DAFN population. <input type="checkbox"/> Assist the PIO to mitigate or resolve issues related to accessibility of emergency notification systems and any other related items concerning communications systems. <input type="checkbox"/> Assist the Operations Section, Care and Shelter Branch to provide sheltering, tracking, shelter communications and resources, medical shelters, mental and behavioral health, medical equipment in shelters, service animals, mass feeding, and recovery. <input type="checkbox"/> Coordinate with the Care and Shelter Branch and the PIO to provide regularly updated information on the location of shelters suitable for DAFN populations. <input type="checkbox"/> Assist the Operations Section Law Enforcement Branch to mitigate or resolve issues related to emergency notification, evacuation, accessible vehicles (e.g., paratransit), evacuee tracking, and other transportation-related items. <input type="checkbox"/> Monitor the progress of evacuation planning/operations (evacuation and re-entry) to assure that persons with disabilities, access and functional needs are being accommodated. <input type="checkbox"/> Assist the Operations Section, Medical/Health Branch to identify people with disabilities and others with access and functional needs and medical needs and to mitigate or resolve issues related to medical shelters and equipment and mental and behavioral health. <input type="checkbox"/> Keep the EOC Director advised of your status and activity.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Monitor post-incident public messages to assure that information regarding recovery programs is provided in various languages and through other methods that reach impacted disabilities, access and functional needs populations. <input type="checkbox"/> Assist the Recovery Coordinator with identifying accessible locations for Local Assistance Centers or Disaster Assistance Centers, if implemented.

SAFETY/SECURITY OFFICER	
SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Ensure that all facilities used in support of EOC operations have safe operating conditions. Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist. Stop or modify all unsafe operations. Provide twenty-four hour a day security for EOC facilities. Control personnel access to facilities in accordance with policies established by the EOC Director.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour safety/security staffing requirements and request additional support as required.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend and participate in Management Section meetings and briefings.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Assist Management function in developing Section objectives for the EOC Action Plan. <input type="checkbox"/> Participate in the EOC Planning P process.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Determine needs for special communication resources. Make needs known to the Logistics Section.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support Safety and Security Officers in the field to ensure safety and security of field operations for employees and volunteers. <input type="checkbox"/> Tour the entire EOC area and determine the scope of on-going operations and learn the location of fire extinguishers, fire hoses and emergency pull stations. <input type="checkbox"/> Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc. <input type="checkbox"/> Provide executive security as appropriate or required. <input type="checkbox"/> Coordinate security for EOC critical facilities, supplies or materials, as needed. <input type="checkbox"/> Establish or relocate security positions as dictated by the situation. <input type="checkbox"/> Determine needs for special access facilities. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements. <input type="checkbox"/> Be familiar with particularly hazardous conditions in the facility. <input type="checkbox"/> Ensure that the EOC is free from environmental threats (i.e., radiation exposure, air purity, water quality, etc.).

SAFETY/SECURITY OFFICER	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide guidance regarding actions to be taken in preparation for aftershocks, If the event that caused activation is an earthquake. <input type="checkbox"/> Assist in any EOC evacuation. <input type="checkbox"/> Assist in sealing off any dangerous areas. Provide access control as required. <input type="checkbox"/> Keep the EOC Director advised of safety and security conditions. <input type="checkbox"/> Coordinate with the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.

OPERATIONS SECTION - GENERAL INFORMATION**PURPOSE**

To enhance response capabilities within the County of Ventura during an all hazards event, including support to all phases of emergency management. It is the policy of this Section that the priorities of responses are:

- Protect life, property and environment.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.

OVERVIEW

The Operations Section's primary responsibility is to coordinate the response operations of various elements involved in the disaster/emergency and to request resources as needed. These elements may include:

- Law Branch
- Fire Branch
- Medical/Health Branch
- Care and Shelter Branch
- Infrastructure Branch
- Building and Safety Branch
- Alert & Warning Branch
- Radio Operators
- Support Staff
- Technical Specialist

OBJECTIVES

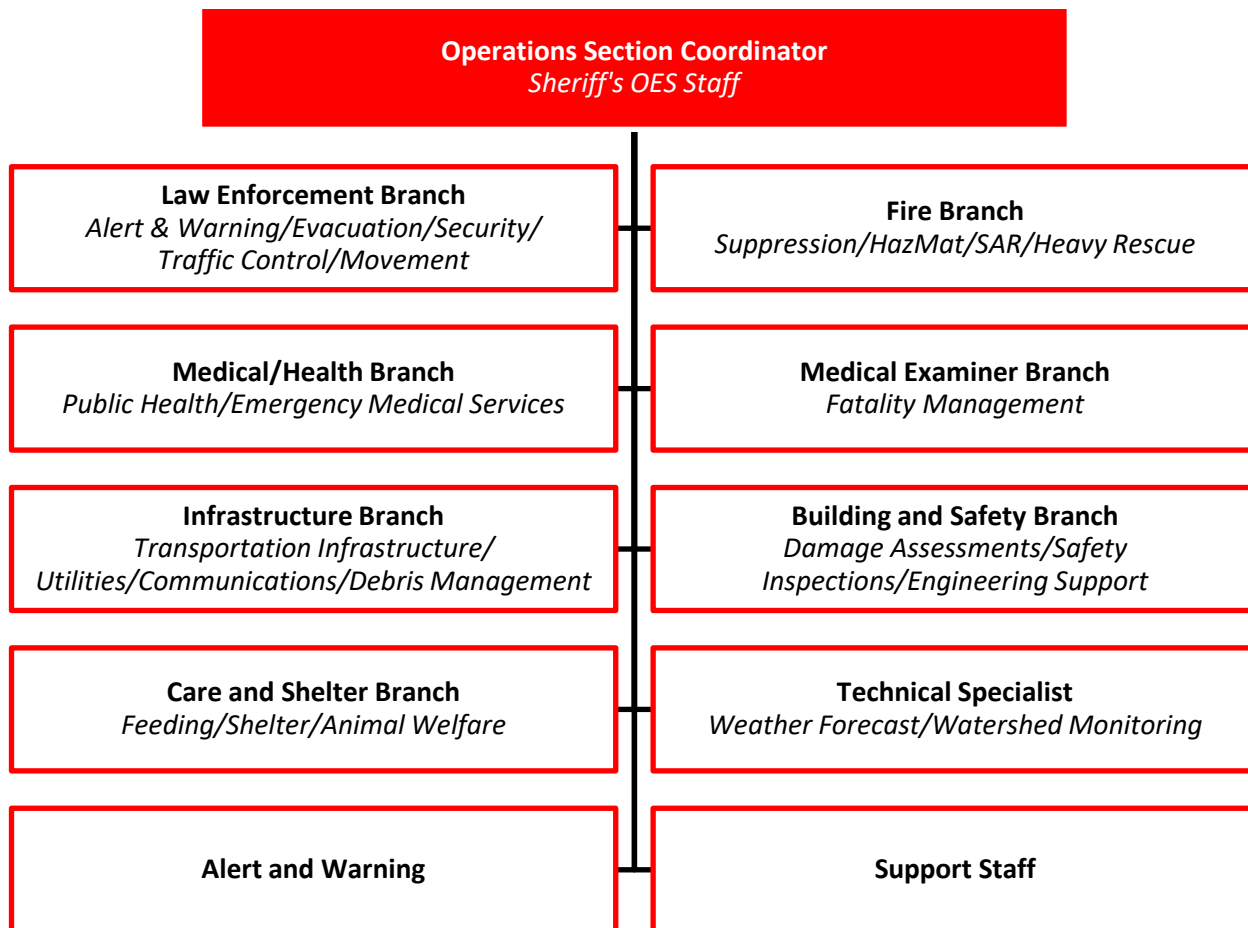
The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and the NIMS will be followed.
- Existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- Operational periods will be determined by the EOC Director and should be event driven.

OPERATIONS SECTION ORGANIZATION CHART



OPERATIONS SECTION STAFF

The Operations Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Law Enforcement
- Fire
- Medical/Health
- Medical Examiner
- Infrastructure
- Building and Safety
- Care & Shelter
- Technical Specialist
- Alert and Warning
- Support Staff

The Operations Section Coordinator may activate additional units as necessary to fulfill an expanded role.
Operations Section Coordinator

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating the County's operations in support of the disaster/emergency response through implementation of the County's EOC Action Plan and for coordinating requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for procurement and resources management

Law Enforcement Branch

This Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas and ordering and coordinating appropriate mutual aid resources.

Fire Branch

This Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, Urban Search and Rescue and hazardous material elements of the incident.

Medical/Health Branch

This Branch coordinates appropriate emergency medical response. The Ventura County Health Care Agency is responsible for managing personnel, equipment and resources to provide the best patient care possible.

Medical Examiner Branch

This Branch coordinates Medical Examiner resources for the collection, identification and disposition of deceased persons and human remains.

Infrastructure Branch

The Infrastructure Branch is responsible for coordinating all Infrastructure operations; maintaining public facilities, surveying utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, inspections, etc. as needed.

Building and Safety Branch

This Branch is responsible for the evaluation and inspection of all County-owned and private structures damaged in an incident.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for evacuees and will coordinate efforts with the Ventura County Human Services Agency and the American Red Cross Ventura County and other volunteer agencies. For animal sheltering issues, the Care and Shelter Branch will coordinate with Ventura County Animal Services.

Technical Specialist

The Technical Specialist provides specialized skills such as weather forecasting and watershed monitoring. Depending on the emergency/disaster additional technical specialists may be added.

Alert and Warning

Alert and Warning receives direction for the Law Enforcement Branch and is responsible for implementing County alert and warning systems to warn the public of an emergency/disaster.

Support Staff

Support staff assist any of the Branches within the Operations Section, as needed. As Operations Support Staff, Auxiliary Communications Services (ACS) radio operators support Operations Section staff by maintaining communications with other ACS operators throughout the county.

OPERATIONS SECTION COORDINATOR	
PRIMARY:	OES Staff
ALTERNATE:	As Designated
SUPERVISOR:	EOC Director
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law Enforcement, Medical/Health, Medical Examiner, Public Works, Care and Shelter and Building and Safety. • Establish and maintain mobilization/demobilization areas for incoming mutual aid resources. • Develop and ensure that the EOC Action Plan’s operational objectives are carried out. • Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required. • Exercise overall responsibility for the coordination of activities within the Section. • Report to the EOC Director on all matters pertaining to Section activities.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational. <input type="checkbox"/> Establish field communications with established Incident Command Posts or DOCs, if activated.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> – Current situation assessment – Identification of specific job responsibilities – Identification of co-workers within the job function and/or geographical assignment – Availability of communications – Location of work area – Identification of eating and sleeping arrangements as appropriate – Procedural instructions for obtaining additional supplies, services, and personnel

OPERATIONS SECTION COORDINATOR	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Identification of operational period work shifts <input type="checkbox"/> Meet with other activated Section Coordinators, as needed. <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. Ensure the development of Operations Section objectives. (See Planning/Intelligence Support Documentation – Action Planning. Action Plan forms can be found in the EOC at G:\EOC\New Incident Docs). <input type="checkbox"/> Work closely with each Branch leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Work closely with Logistics Section – Support Staff to develop a Communications Plan.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide copies of the any reports to the Documentation Unit of the Planning/Intelligence Section at end of each operational period. <input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Provide resources to the field as needed. <input type="checkbox"/> Determine resources committed and resource needs. <input type="checkbox"/> Identify, establish, and maintain mobilization areas for operations-related equipment and personnel that come through Mutual Aid, as needed. Authorize release of equipment and personnel to incident commanders in the field. <input type="checkbox"/> Review suggested list of resources to be released and initiate recommendations for their release. Notify the Situation/Resources Status Unit of the Planning/Intelligence Section.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Receive, evaluate, and disseminate information relative to the Operations Section. <input type="checkbox"/> Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation/Resources Status Unit of the Planning/Intelligence Section. <input type="checkbox"/> Obtain and review major incident reports from the Situation/Resources Status Unit and additional field operational information that may pertain to or affect Section operations. Provide information to appropriate branches.

OPERATIONS SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Incident Commanders and DOCs, if activated to support any field activities. <input type="checkbox"/> Coordinate with Law Enforcement, Fire, Medical/Health Branches and Incident Commanders, as appropriate, to determine the need for In-Place Sheltering or evacuations. Coordinate notification orders with these branches, the Alert and Warning staff and the PIO. <input type="checkbox"/> Coordinate the designation of primary and alternate evacuation routes for each incident with Law Enforcement, Fire and Infrastructure Branches. <input type="checkbox"/> Coordinate with the Situation/Resources Status Unit in the Planning Section to ensure primary and alternate evacuation routes are displayed on the situation maps. <input type="checkbox"/> Coordinate any display or mapping needs with the Planning/Intelligence Section. <input type="checkbox"/> Coordinate the activities of all departments and agencies involved in the operations. <input type="checkbox"/> Provide all relevant emergency information to the PIO. <input type="checkbox"/> Ensure that intelligence information from Branch leaders is made available to the Planning/Intelligence Section. <input type="checkbox"/> Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) (see Operations Support Documentation – NWS.) <input type="checkbox"/> Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Demobilize Operations Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. Provide any financial information to Finance/Administration Section Coordinator. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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LAW ENFORCEMENT BRANCH	
PRIMARY:	OES Staff
ALTERNATE:	As Designated
SUPERVISOR:	Operations Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Coordinate movement and evacuation operations during the disaster/emergency. Alert and notify the public of the impending or existing emergency. Activate any public warning systems. Coordinate law enforcement, search and rescue and traffic control operations during the disaster/emergency. Coordinate the provision of security at incident facilities. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC. Supervise the Law Enforcement Branch.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that on-duty Law Enforcement personnel have been alerted and notified of the current situation and that off-duty Law Enforcement personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures. <input type="checkbox"/> Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities. <input type="checkbox"/> Alter normal patrol procedures to accommodate the emergency situation, if needed. <input type="checkbox"/> Notify Watch Commander of status. <p>Alerting/Warning of Public (See Alerting and Warning Annex)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Fire and Medical/Health Branches and field units to designate area to be warned and/or evacuated. <input type="checkbox"/> Coordinate with DAFN Coordinator to evaluate the affected or potentially affected area to determine the population demographics. <input type="checkbox"/> Develop and coordinate with the PIO the warning/evacuation message to be delivered. At a minimum the message should include: <ul style="list-style-type: none"> – Identification of agency making notification – Nature of the emergency and exact threat to public – Threat areas – Time available for evacuation – Evacuation routes – Location of evacuee assistance center – Radio stations carrying instructions and details <input type="checkbox"/> Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider the following dissemination methods: <ul style="list-style-type: none"> – Notifying law enforcement units to use loudspeakers and sirens to announce warning messages.

LAW ENFORCEMENT BRANCH	
	<ul style="list-style-type: none"> – Determining if helicopters are available and/or appropriate for announcing warnings. – Using automated notification systems, cable TV, local radio stations and social media to deliver warning or emergency messages upon approval of the EOC Director (Coordinate implementation with Alert and Warning staff). – Using the Emergency Alert System (EAS) for local radio and television delivery of warnings. (See Alerting and Warning Annex). – VCAAlert - to deliver warning or emergency messages to selected residences upon approval of the EOC Director. (Coordinate implementation with Alert and Warning staff). – Using cadets, Disaster Services Workers reserves, and other County personnel as necessary to help with warnings. Request through the Logistics Section. <p><input type="checkbox"/> Ensure that dispatch notifies special facilities requiring warning/notification (i.e., hospitals, schools, government facilities, special industries, etc.)</p> <p><input type="checkbox"/> Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs populations of the emergency situation/hazard by:</p> <ul style="list-style-type: none"> – Using bilingual employees whenever possible. – Translating warnings, written and spoken, into appropriate languages. – Contacting media outlets (radio/television) that serve the languages you need. – Utilizing video phones and 9-1-1 translation services to contact persons with hearing impairment. – Using pre-identified lists and non-governmental organizations with outreach to people with access and functional needs. <p><input type="checkbox"/> Check vacated areas to ensure that all people have received warnings.</p>
ASSIGNMENTS/ STAFFING	<p><input type="checkbox"/> Clarify any issues regarding your authority and assignment.</p> <p><input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required.</p> <p><input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.</p>
MEETINGS / BRIEFINGS	<p><input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.</p>
ACTION PLANNING	<p><input type="checkbox"/> Participate in the EOC Director’s action planning meetings.</p> <p><input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Law Enforcement objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.)</p> <p><input type="checkbox"/> Set Sheriff’s Department priorities based on the nature and severity of the disaster/emergency.</p>
DOCUMENTATION	<p><input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.</p>

LAW ENFORCEMENT BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Estimate need for law enforcement mutual aid. <input type="checkbox"/> Serve as the Ventura County Operational Area Law Enforcement Mutual Aid Coordinator and coordinate any law enforcement mutual aid requests from cities with the Cal OES Southern Region Law Enforcement Mutual Aid Coordinator. <input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations. <input type="checkbox"/> Establish a multi-purpose staging area as required for incoming law enforcement mutual aid resources.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions. <input type="checkbox"/> Ensure that Law Enforcement personnel have completed status checks on equipment, facilities, and operational capabilities. <input type="checkbox"/> Ensure that all relevant communication systems are operational. <input type="checkbox"/> Ensure that field units begin safety/damage assessment survey of critical facilities and report status information back through the Law Enforcement Branch. Forward information to the Planning/Intelligence Section. <input type="checkbox"/> Review situation reports as they are received. Verify information where questions exist. <input type="checkbox"/> Refer all media contacts to PIO and provide information to the PIO on matters relative to public safety. <input type="checkbox"/> Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.). <input type="checkbox"/> Coordinate with Ventura County Animal Services for all animal services needed. <p>EVACUATION ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement the evacuation portion of the EOC Action Plan and/or support field operations. <input type="checkbox"/> Establish emergency traffic routes in coordination with the Infrastructure Branch, CHP, CalTrans and other affected city EOCs, as appropriate. <input type="checkbox"/> Coordinate with the Infrastructure Branch, CalTrans and CHP to determine capacity and safety of evacuation routes and time to complete evacuation. <input type="checkbox"/> Ensure that evacuation routes do not pass through hazard zones. <input type="checkbox"/> Ensure that VC-Alert is employed to assist with evacuations. (Coordinate with Alert and Warning staff). <input type="checkbox"/> Coordinate with Ventura County Animal Services to assist with animal evacuations.

LAW ENFORCEMENT BRANCH

- Assist Infrastructure Branch with identifying and clearing debris from critical routes required to support emergency response vehicles.
- Identify alternate evacuation routes where necessary.
- Coordinate with the DAFN Coordinator, HSA and EMSA to identify persons/facilities that may have special evacuation requirements; i.e. people with access and functional needs, hospitalized, elderly, institutionalized, incarcerated etc.
 - Check status
 - Evacuate if necessary
 - Coordinate with the Transportation Unit of the Logistics Section for special transportation needs, i.e. wheelchair lift-equipped buses, transit buses, and paratransit vans.
 - Make sure the individuals are not separated from their durable medical equipment, i.e. wheelchairs, and walkers or service animals.
- Consider use of County and Ventura County Transportation Commission (VCTC) vehicles if threat is imminent. Coordinate use of County and VCTC vehicles (buses, vans, etc.) with the Transportation Unit of the Logistics Section.
- Establish evacuation assembly points, traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Infrastructure Branch to obtain necessary barricades and signs.

SECURITY ACTIVITIES

- Coordinate security for critical facilities and resources (consider vehicle security and parking at incident facilities).
- Enforce curfew and emergency orders, as identified in the EOC Action Plan.
- Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic, as required.
- Coordinate assisting fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas, when needed.
- Coordinate with Infrastructure Branch for street closures and boarding up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security and relocate if necessary.
- Develop procedures for safe re-entry into evacuated areas.

LAW ENFORCEMENT BRANCH	
	<p>MAJOR AIR CRASH ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify the Federal Aviation Agency or appropriate military command for air crash incidents. <input type="checkbox"/> Request temporary flight restrictions, as necessary <p>FLOODING AND/OR DAM FAILURE ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify all units in and near inundation areas of flood arrival time. <input type="checkbox"/> Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed. <input type="checkbox"/> Coordinate with PIO and Alert and Warning staff to notify radio stations to broadcast warnings and post to social media. <p>ADDITIONAL ACTIONS IN RESPONSE TO TSUNAMI WARNING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use routes and Reunification Areas identified in the Ventura County Operational Area Tsunami Response Guide to evacuate portions of the County in and near tsunami inundation areas. <input type="checkbox"/> Ensure that VC-Alert is employed to assist with evacuations. (Coordinate with the Alert and Warning staff). <input type="checkbox"/> Establish assembly areas for population being evacuated, if needed. <input type="checkbox"/> Coordinate with VCTC to confirm pick up points for individuals with limited transportation resources. <input type="checkbox"/> Coordinate with Ventura County Animal Services to assist in evacuating animals in the inundation area. <input type="checkbox"/> Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed. <input type="checkbox"/> Coordinate with PIO and Alert and Warning staff to notify radio stations to broadcast warnings and post to social media.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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FIRE BRANCH	
PRIMARY: Fire Battalion Chief as designated by Fire ALTERNATE: As Designated SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate fire prevention, control and suppression, emergency medical, hazardous materials incidents and Urban Search and Rescue (USAR). • Implement that portion of the EOC Action Plan appropriate to the Fire Branch.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ACTIVATION & NOTIFICATIONS	<input type="checkbox"/> Ensure on-duty Fire personnel have been alerted and notified of the current situation. <input type="checkbox"/> Ensure off-duty Fire personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures. <input type="checkbox"/> Notify appropriate local, state, and federal response agencies.
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Fire objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.) <input type="checkbox"/> Set Fire Department priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Estimate need for fire mutual aid. <input type="checkbox"/> Serve as the Ventura County Operational Area Fire & Rescue Mutual Aid Coordinator and coordinate any fire and rescue mutual aid requests from cities with the Cal OES Southern Region Law Enforcement Mutual Aid Coordinator.

FIRE BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the Logistics Section for supplies, equipment, personnel, and transportation for field operations. <input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources. <input type="checkbox"/> Establish a multi-purpose staging area as required for incoming fire mutual aid resources. <input type="checkbox"/> Update the Regional Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the impact of the disaster/emergency on the Fire Department's operational capacity <input type="checkbox"/> Report to the Operations Section Coordinator when: <ul style="list-style-type: none"> – EOC Action Plan needs modification – Additional resources are needed or surplus resources are available – Significant events occur <input type="checkbox"/> Support Fire Incident Commanders as requested. <input type="checkbox"/> Advise EOC staff on dangers associated with fire/hazardous materials. <input type="checkbox"/> Coordinate fire, hazardous materials and search and rescue operations. <input type="checkbox"/> Assist in dissemination of warning to the public. <input type="checkbox"/> Provide for radiation monitoring and decontamination operations and implement the Radiological Protection Procedures if needed. <input type="checkbox"/> Determine if current and forecasted weather and wind conditions will complicate fires, hazardous material, releases, major medical incidents and/or other potential problems. <input type="checkbox"/> Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required Ventura County Health Care Agency, Cal OES, shipper, manufacturer, CHEMTREC, etc. <input type="checkbox"/> Ensure proper clean-up arrangements are made with Ventura County Environmental Health. <input type="checkbox"/> Provide support for decontamination operations. <input type="checkbox"/> Support appropriate emergency medical care and transportation of injured to appropriate facilities. <input type="checkbox"/> Provide fire protection and safety assessment of shelters. <input type="checkbox"/> Coordinate firefighting water supplies with the Infrastructure Branch. Obtain water system status and report to field Incident Commander or Command Post.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

MEDICAL/HEALTH BRANCH	
PRIMARY:	As designated
ALTERNATE:	As designated
SUPERVISOR:	Operations Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Share information and intelligence with the Medical Health Operational Area Coordinator (MHOAC), or designee. Monitor and support all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident. Assess medical casualties and needs. Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan. Coordinate preventive health services and other health-related activities and advise on general sanitation matters. Identify available medical resources and coordinate mobilization of these resources, as required.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all on-duty EMS personnel have been alerted and notified of the current situation. <input type="checkbox"/> Ensure all off-duty EMS personnel have been notified of callback status, (when they should report) in accordance with current department emergency procedures. <input type="checkbox"/> Establish communications with ambulance companies, hospitals, health care facilities, residential care and skilled nursing facilities and Health Care Agency's DOC. <input type="checkbox"/> Establish contact with the RDMHS, CalEMSA Duty Officer, and CDPH Duty Officer. Provide initial notification as well as ongoing updates.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director's action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Medical/Health objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.) <input type="checkbox"/> Set EMS Agency priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.

MEDICAL/HEALTH BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned medical/health resources. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Estimate need for medical/health mutual aid. <input type="checkbox"/> Gather information and intelligence related to medical and health resource requests from cities and other medical/health entities. Process resource requests in consultation/coordination with MHOAC/MHOAC designee. <input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources. <input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations. <input type="checkbox"/> Coordinate with EMS Agency Duty Officer to ensure multi-purpose staging area as required for incoming medical/health mutual aid resources has been established, when appropriate.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Assess the impact of the disaster/emergency on the County's EMS system's operational capacity <input type="checkbox"/> Report to the Operations Section Coordinator when: <ul style="list-style-type: none"> – EOC Action Plan needs modification – Additional resources are needed or surplus resources are available – Significant events occur <input type="checkbox"/> Support Medical/Health field crews as requested. <input type="checkbox"/> Perform an initial assessment of the medical/health needs and possible impact on available county resources. Areas of review should include status of health care infrastructure (hospitals, ambulance companies, skilled nursing and residential care facilities), injuries and deaths. <input type="checkbox"/> Coordinate with Care and Shelter Branch) for the care of people with DAFN issues in established county shelters. Establish medical care stations, if needed. <input type="checkbox"/> Ensure that emergency medical support and hospital care is in place for disaster victims during and after an incident. <input type="checkbox"/> Gather and disseminate information related to number of casualties and relay information to MHOAC/MHOAC designee. <input type="checkbox"/> Identify hospitals, residential care and skilled nursing facilities that could be expanded into emergency treatment centers for disaster victims. <input type="checkbox"/> In the event of an evacuation, coordinate with other Operations Section Branches to ensure individuals with medical needs are appropriately transported and sheltered.

MEDICAL/HEALTH BRANCH

- Ensure continued medical care for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.
- Ensure first aid stations appropriate to the incident or emergency are established for emergency workers.
- Inform the Logistics Section of any mutual aid resource requests you have made through the RDMHS at Cal OES to avoid duplicate requests.
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Provide the PIO the locations of shelters, first aid facilities, Field Treatment Sites, public health hazards and mitigation procedures.
- Monitor patient tracking information on Reddinet and provide updates to MHOAC/MHOAC designee and Operations Section Coordinator, as needed.
- Obtain status information on county water systems related to location and extent of hazardous materials spills/releases and water contamination. Relay information to MHOAC/MHOAC designee.
- Coordinate inspection of health hazards in damaged buildings.
- Ensure public health and safety messages are developed and issued by the Health Officer and coordinated with the Public Information Officer.
- Coordinate with Operational Area health agencies in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the Medical Examiner, If it is determined that an unusual incident has occurred and begin identifying the potential cause and the population that is at risk. Poll emergency rooms, pediatricians, infectious disease doctors, veterinary clinics for unusual levels of outbreaks.
- Ensure information related to medical prophylaxis and treatment measures has been shared with EOC Section Coordinators.
- Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.
- Implement the Radiological Protection Procedures as needed.
- Coordinate with health agencies in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of food and other consumables, etc.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders, if NDMS is responding to assist.
- Work with County Animal Services to remove and dispose of dead/injured animals.
- Coordinate with the Medical Examiner (ME) to monitor contamination associated with mass casualties, if requested.
- Coordinate any requests for Critical Incident Stress Management for emergency responders. **(See Support Documentation for CISM procedures).**
- Assess the need to provide mental/behavioral health services to the public and coordinate the provision of these services, if needed.

MEDICAL/HEALTH BRANCH

**DEACTIVATION /
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 78.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

MEDICAL EXAMINER BRANCH	
PRIMARY:	Chief Medical Examiner
ALTERNATE:	Assistant Chief Medical Examiner and Chief Operating Officer
SUPERVISOR:	Operations Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Oversee the implementation of the Ventura County Operational Area Mass Fatality Plan. Establish and oversee an interim system for managing fatalities resulting from the disaster/event. Establish and oversee the operation of temporary morgue facilities and Family Assistance Centers and maintain detailed records for information relative to each facility. Investigates and examines all of the remains many of which may not be intact, by performing full, partial, limited or external examinations. Determine Cause and Manner of death and confirm the identity of the decedent.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that Medical Examiner (ME) notification has been made to the Cal OES REOC. <input type="checkbox"/> Notify Public Health if contaminated or exposed decedents are involved. <input type="checkbox"/> Ensure next of kin is notified as soon as possible. Coordinate with Law Enforcement, Behavioral Health, Emergency Medical Services and Human Services Agency.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Medical Examiner objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.) <input type="checkbox"/> Set Medical Examiner priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Advise body recovery personnel involved in recovery operations of the specific documentation requirements. <input type="checkbox"/> Maintain list of known dead and a log of body recovery operations. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

MEDICAL EXAMINER BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Estimate need for medical examiner mutual aid. <input type="checkbox"/> Coordinate medical/examiner mutual aid with the Regional Coroner/Medical Mutual Aid Coordinator at Cal OES, Southern Region. <input type="checkbox"/> Coordinate with Planning and Logistics Sections for tracking and accountability of ordered resources. <input type="checkbox"/> Procure body bags, tags, gloves, masks, stretchers, and other support items, as needed. <input type="checkbox"/> Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations. <input type="checkbox"/> Establish a multi-purpose staging area as required for incoming medical examiner mutual aid resources. <input type="checkbox"/> Update the Regional Coroner/Medical Mutual Aid Coordinator at Cal OES on major problems, actions taken and resources available or needed.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate the removal, identification and disposition of the dead. <input type="checkbox"/> Establish temporary morgue facilities, as needed. <input type="checkbox"/> Coordinate with local morticians for assistance. <input type="checkbox"/> Arrange for cold storage locations and transportation for temporary body storage. <input type="checkbox"/> Arrange for Critical Incident Stress Management for all personnel involved in medical examiner operations through the Logistics Section, if needed. <input type="checkbox"/> Provide data on casualty counts to the Cal OES REOC. <p>Additional Actions in Response to Flooding and/or Dam Failure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate relocation of morgue facilities if they are located in flood-prone or dam inundation areas. <input type="checkbox"/> Oversee the reburial of any coffins that may be washed to the surface of inundated cemeteries. <p>Additional Actions in Response to Biological or Hazardous Material Incident</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify decedents and notify Public Health if contaminated or exposed decedents are involved. <input type="checkbox"/> Implement the Radiological Protection Procedures as needed.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

CARE AND SHELTER BRANCH	
PRIMARY: Human Services Agency ALTERNATE: American Red Cross (ARC), Ventura County SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Identify the care and shelter needs for the County in coordination with the DAFN coordinator. Coordinate with the ARC, emergency welfare agencies and cities for emergency mass feeding and to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster survivors. Coordinate with the PIO to encourage residents to go to the nearest shelter. Provide for the safety and well-being of household pets and service animals during evacuations and sheltering.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ACTIVATION & NOTIFICATIONS	<input type="checkbox"/> Contact Ventura County Chapter of the ARC and request an ARC liaison for the County EOC, if need is established. <input type="checkbox"/> Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Care and Shelter objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning. Action Plan can be found in the EOC at G:\EOC\New Incident Docs). <input type="checkbox"/> Set Care and Shelter priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Coordinate procurement and distribution of supplies through the Logistics Section.

CARE AND SHELTER BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the DAFN Coordinator to locate or request any specialized volunteers to assist with DAFN population needs.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the ARC in the identification, opening, relocating and closing of shelter operations. Coordinate with adjacent communities if needed. Confirm that shelter locations are ADA compliant and coordinate with PIO to include ADA shelter compliant information in public information messages. <input type="checkbox"/> Determine the need for an evacuation center or mass care shelter. <input type="checkbox"/> Ensure Building & Safety has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock. <input type="checkbox"/> If evacuation is ordered, open evacuation centers in low risk areas and inform public of locations (via the PIO). <input type="checkbox"/> Manage Care and Shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.) <input type="checkbox"/> Coordinate with the Logistics Section to contact volunteer agencies and deploy county staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs. <input type="checkbox"/> Coordinate with the Medical/Health Branch for sheltering of residential care and populations that may have disabilities, access and functional needs, i.e., persons needing communication assistance, persons that are not mobile, persons that have special needs associated with maintaining their independence, persons that may need to be supervised, and people that have transportation needs. <input type="checkbox"/> Coordinate with the Medical/Health Branch for provision of mental health support at shelter locations as needed. <input type="checkbox"/> Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards. <input type="checkbox"/> Coordinate with the ARC, other volunteer organizations and private sector if mass feeding or other support is required at county shelters or spontaneous shelter sites, e.g. in parks, schools, etc. <input type="checkbox"/> Coordinate with the Logistics Section to provide communications where needed to link mass care facilities, the EOC and other key facilities. <input type="checkbox"/> Coordinate with Logistics Section, Transportation Unit for the transportation needs of people in the shelter. Ensure provided transportation can accommodate persons with disabilities, access and functional needs and that appropriate information regarding DAFN shelter capabilities is communicated to emergency agencies and evacuation coordinators throughout the EOC to avoid the transport of DAFN populations to non-compliant shelter locations. <input type="checkbox"/> Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any County expenditures, damages, casualties and numbers and types of persons sheltered. <input type="checkbox"/> Ensure adequate food supplies, equipment and other supplies to operate mass care facilities. <input type="checkbox"/> Request that the ARC establish Reception Centers as needed to reunite rescued individuals with their families and to provide other necessary support services.

CARE AND SHELTER BRANCH	
	<p>Animal Services Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Ventura County Animal Services for care of sheltered person’s animals and to provide for the overall management of animal care issues for the County. <input type="checkbox"/> Provide information about animal rescues, shelters, and other emergency situations involving animal disaster care. <input type="checkbox"/> Set animal care priorities for response efforts, and ensure that all actions are accomplished within the priorities established. <input type="checkbox"/> Ensure safe and prompt evacuation of domestic animals when in danger. <input type="checkbox"/> Assist with the set-up of a temporary animal shelter at designated mass care and shelter locations as needed. Coordinate all activities with the HSA and ARC. <input type="checkbox"/> Provide shelter and/or confinement, proper feeding, routine care, and medical triage and treatment to affected animals during an emergency/disaster and the immediate recovery period afterwards. <input type="checkbox"/> Ensure security of all Animal Services facilities. <input type="checkbox"/> Coordinate the removal and disposal of dead/injured animals. <input type="checkbox"/> Ensure safe decontamination of animals that may have come in contact with toxic substances during the course of an emergency/disaster. <input type="checkbox"/> Provide special care needed by service animals and support their co-evacuation with their service partner.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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INFRASTRUCTURE BRANCH	
PRIMARY:	Ventura County Public Works Agency
ALTERNATE:	Ventura County Public Works Agency
SUPERVISOR:	Operations Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate transportation (harbors, roads, highways, airports, and rail), utilities (water, power, and gas) and communications (wired, data, cable and wireless) activities. • Receive and process field resource requests for Public Works resources. If Public Works DOC is activated, field units will request resources through the Public Works DOC. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders. • Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment. • Determine the need for and location of general staging areas for unassigned resources. Coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations. • Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements. • As needed, coordinate the procurement and distribution of potable water and coordinate with the Medical/Health Branch on water purification notices. (See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.)
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Notify transportation officials (Caltrans) of County’s emergency status and coordinate assistance, as required. <input type="checkbox"/> Contact DHS District Office of Drinking Water, Ventura County Health Care Agency - Public Health, local water utilities, Fire Department, Law Enforcement and other sources to compile situation information including: <ul style="list-style-type: none"> – Cause and extent of water system damage – Estimated duration of system outage – Geographical area affected – Population affected – Actions taken to restore system – Resources needed to reactivate system – Emergency potable water needs (quantity and prioritized areas)
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.

INFRASTRUCTURE BRANCH	
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Public Works objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning and the EOC Action Plan in the Forms Section.) <input type="checkbox"/> Set Public Works priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities. <input type="checkbox"/> Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate. <input type="checkbox"/> Coordinate with the Logistics Section to identify and obtain potable water resources. (If necessary, recommend that EOC Director request mutual aid to identify and/or obtain water resources. (A list of approved commercial vendors is maintained by the Food and Drug Branch of DHS and is available through the Regional EOC [REOC] Water Chief). <input type="checkbox"/> Coordinate with the Logistics Section to identify and secure staff resources needed to operate water distribution points. (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources). <input type="checkbox"/> Allocate available resources based on requests and EOC priorities.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Assure that all emergency equipment has been moved from unsafe areas. <input type="checkbox"/> Mobilize personnel, heavy equipment and vehicles to designated general staging areas. <input type="checkbox"/> Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities. <input type="checkbox"/> Determine status of evacuation routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis. <input type="checkbox"/> Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event. <input type="checkbox"/> Coordinate with the Supply/Acquisition Unit of the Logistics Section for sanitation service during an emergency. <p>Debris Management Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate clean-up and recovery operations during disaster/emergency events.

INFRASTRUCTURE BRANCH

- Coordinate the clearing of debris from waterways to prevent flooding and draining of flooded areas, as needed.
- Coordinate a Debris Management Team to facilitate clean-up operations, which addresses:
 - Disaster Event Analysis/Waste characterization analysis
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris
 - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
 - Expect normal refuse volumes to double after a disaster
 - Develop a list of materials to be diverted
 - Make diversion programs a priority
 - Get pre-approval from FEMA, if federal disaster, for recycling programs
 - Determine debris removal/building deconstruction and demolition needs
 - Coordinate with Building and Safety to determine if a contractor will be needed to remove debris from private property or perform demolition services.
 - The County may need to provide deconstruction or demolition services at no cost as many structure owners don't have earthquake insurance.
 - The County should seek reimbursement of deconstruction or demolition services provided at no cost to the property owner if the property owner does have insurance that covers this type of service
 - Select debris management program(s) from the following:
 - Curbside collection – source separation of wood, concrete, brick, metals and Household Hazardous Waste
 - Drop-off sites for the source separation of disaster debris
 - Household Hazardous Waste – collection event or curbside program
 - Identify temporary storage/processing sites, if necessary
 - Determine capacity needs
 - Selection of sites will depend on type of debris and proximity to where debris is generated
 - Coordinate with FEMA, if federal disaster, regarding reimbursement for temporary sites and sorting which may require moving materials twice
 - Identify facilities and processing operations to be used
 - Determine contract needs:

INFRASTRUCTURE BRANCH	
	<ul style="list-style-type: none"> - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts and, - Document how contract price was developed • Establish a public information program for debris removal • Establish program length and develop monitoring and enforcement program • Prepare report of program activities and results • Prepare documentation for reimbursement <p>Water Issues</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards. (See Operations Support Documentation – Emergency Potable Water-Procurement and Distribution and Water – Concept of Operations.) <input type="checkbox"/> Determine the need to staff a Water Task Group and secure resources through the Logistics Section. <input type="checkbox"/> Evaluate and prioritize potable water needs (quantity/location/duration: minimum 2 gallons per person per day). <input type="checkbox"/> Identify and secure locations for water distribution points (e.g., parks, community center, fairgrounds, shelters, etc.). <input type="checkbox"/> Consult with DHS District Office, water utilities and PIO for appropriate public information announcements and media interface. <input type="checkbox"/> Transmit to Finance/Administration Section costs associated with the purchase and distribution of potable water.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

BUILDING AND SAFETY BRANCH	
PRIMARY: Building Official ALTERNATE: Building Official District Supervisor SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Coordinate the inspection for re-occupancy of key county facilities. • Provide inspections of each shelter site prior to occupancy. • Provide the technical, engineering support as requested for other Operations Section Branches, i.e. Urban Search and Rescue teams. • Coordinate investigation and safety assessment of damage to buildings, structures and property within the County for the purpose of: <ul style="list-style-type: none"> - Identifying life-threatening hazardous conditions for immediate abatement. - Inspecting and identifying buildings and property for re-occupancy and posting and declaring unsafe conditions. - Determining the cost and percentage of damage to all buildings, structures and properties. • Provide safety assessment information and statistics to the Situation/Resource Status Unit of the Planning/Intelligence Section. • Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes. • Coordinate incoming Building and Safety mutual aid resources.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Alert and stage Building and Safety assessment teams as needed. <input type="checkbox"/> Brief all personnel on Department Emergency Operating Procedures and assignments.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is compliant with OSHA requirements. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator. <input type="checkbox"/> Brief all personnel on Building and Safety procedures and assignments.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Coordinate with Section Coordinator in the development of the Operations Section objectives for EOC Action Plan. Ensure Building and Safety objectives are incorporated. (See Planning/Intelligence Support Documentation – Action Planning. Action Plan Forms can be found in the EOC at G:\EOC\New Incident Docs).

BUILDING AND SAFETY BRANCH	
	<ul style="list-style-type: none"> <input type="checkbox"/> Set Building and Safety priorities based on the nature and severity of the disaster/emergency.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Activate data tracking system to document and report safety assessment information and forward to the Situation/Resource Status Unit of the Planning/Intelligence Section. <input type="checkbox"/> Provide detailed safety assessment information to the Planning/Intelligence Section with associated loss damage estimates. <input type="checkbox"/> Provide documentation to Legal Officer on those structures which may need to be demolished in the interest of public safety. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Develop a preliminary estimate of the need for mutual aid assistance, after completion of the safety/damage survey. <input type="checkbox"/> Request mutual aid building inspectors through California Building Officials (CALBO) in coordination with County OES. <input type="checkbox"/> Coordinate incoming Building and Safety mutual aid resources. <input type="checkbox"/> Arrange for necessary communications equipment from the Communications Unit of the Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.) <input type="checkbox"/> Allocate available resources based on requests and EOC priorities.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain initial damage/safety assessment information from Fire Branch, Law Enforcement Branch, Infrastructure Branch, and other branches/units as necessary. <input type="checkbox"/> Coordinate with the ARC and other sources for additional damage/safety assessment information. <input type="checkbox"/> Oversee the inspection of county facilities and coordinate with city Building Officials in the Operational Area regarding local jurisdictional needs. <input type="checkbox"/> Activate the Operational Area Safety/Damage Assessment Plan Annex, which includes the inspection of the following critical facilities (priority) and other facilities: <ul style="list-style-type: none"> – EOC – Police stations – Fire Stations – *Hospitals – *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.) – *Public schools – County facilities

BUILDING AND SAFETY BRANCH

- Potential hazardous materials facilities, including gas stations
- Designated shelters
- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures-commercial, industrial and residential
- *Mobile homes/modular structures
- Single-family dwellings

*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available and they may not be able to respond in a timely during the initial stages of the disaster/emergency.

- Use a three-phase approach to inspection based upon existing disaster/emergency intelligence:
 - General Area Survey of structures
 - ATC-20 Rapid Inspection
 - ATC-20 Detailed Inspection

Be prepared to start over due to aftershocks.

- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.
- Track the information on damaged buildings inspected to determine the location, type and amount of potential debris.
- Implement procedures for posting of building occupancy safety status using ATC-20 guidelines.
- Assess the need to require potentially unsafe structures to be vacated.
- Provide structural evaluation of mass care and shelter facilities in coordination with the Care & Shelter Branch.
- Provide public school inspection reports to the Division of the State Architect.
- Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.
- Support Building Inspectors and Safety Officers in the field to ensure safety of field operations for employees and volunteers.
- Coordinate with the Infrastructure Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- Provide policy recommendations to appropriate County officials for:
 - Emergency Building and Safety ordinances.
 - Expediting plan checking and permit issuance on damaged buildings.
- Coordinate with the PIO to establish public information and assistance hotlines.
- Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections.
- Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety;

BUILDING AND SAFETY BRANCH	
	<p>insurance carriers and other local, state and federal agencies.</p> <p><input type="checkbox"/> If needed, request law enforcement escort of safety assessment and inspection personnel.</p>
DEACTIVATION / DEMOBILIZATION	<p><input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78.</p> <p><input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.</p> <p><input type="checkbox"/> Ensure that any open actions are completed before demobilization.</p> <p><input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).</p>

ALERT & WARNING BRANCH	
PRIMARY: OES Staff ALTERNATE: OES Staff SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Coordinate the implementation of alert and warning notifications using various notification platforms, i.e. VCAAlert, Emergency Alert System (EAS) and Wireless Emergency Alert (WEA). (See Alert and Warning Annex for more information).
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ACTIVATION & NOTIFICATIONS	<input type="checkbox"/> Implement alert and warning notifications.
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings, if requested.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<input type="checkbox"/> Coordinate with Operations Section Coordinator and PIO to identify alert and warning needs. <input type="checkbox"/> Determine the appropriate notification platform(s) to use for alert and warning notifications. <input type="checkbox"/> Utilize all available public information dissemination methods for persons who have sight impairments, speak a foreign language and all other DAFN populations including: <ul style="list-style-type: none"> – TDD/TDY (for foreign language translation) – Mental Health client list – In Home Support Services (IHSS) client list – Adult Protective Services list – Children Protective Services list – Veterans Services list – Area Agency on Aging client list – Superintendent of Schools student lists – Southern California Edison (Listing of Persons with Durable Medical Equipment) – Ventura County 2-1-1

ALERT & WARNING BRANCH

**DEACTIVATION /
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 78.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

OPERATIONS SUPPORT STAFF	
PRIMARY: Fire, Law and ACS	
SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Support the activated Branches in the Operations Section, as needed.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS / STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings, if requested.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support the activated Branches in the Operations Section. <input type="checkbox"/> ACS operators establish and maintain communications with Incident Command Posts, city EOC radio operators and other EOC facilities. <input type="checkbox"/> Forward incident information to the appropriate Branch in Operations.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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PLANNING/INTELLIGENCE SECTION - GENERAL INFORMATION**PURPOSE**

To enhance the capability of the County to respond to emergency incidents by collecting, evaluating, displaying and disseminating information.

OVERVIEW

The Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization, anticipates and develops plans to address changing events in the field, and gathers and documents information.

OBJECTIVES

The Planning/Intelligence Section ensures that safety/damage assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, County departments and the Cal OES Regional EOC (REOC) via the EOC or Watch Commander. This Section is responsible for preparing the EOC Action Plan (with input from Management Section Staff, and Section Coordinators). The Planning/Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning/Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and safety/damage assessment information.
- Display incident information in the EOC using maps, visual aids and DLAN.
- Prepare and maintain charts and lists that reflect the incident status and location of resources (personnel, equipment and vehicles).
- Disseminate intelligence information to the EOC Director, Management Staff, General Staff and the Cal OES REOC.
- Coordinate Geographic Information Systems (GIS) mapping and documentation of the incident.
- Compile summary safety/damage assessment reports for dissemination to other sections, County departments, Cal OES, and FEMA.
- Document damage and estimate financial losses.
- Determine the Op Area's post-event condition.
- Provide Planning/Intelligence support to other sections.
- Prepare the Op Area's EOC Action Plan.
- Prepare the Op Area's After-Action/Corrective Action Report after EOC demobilization.
- Initiate the post-disaster recovery plan and assist with the transition to a Recovery Organization.
- Maintain proper and accurate documentation of all actions taken to ensure that all records are preserved for future use, Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

The Planning/Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and the NIMS will be followed.
- All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved.
- Operational periods will be determined by the EOC Director. Operational periods should be event driven.

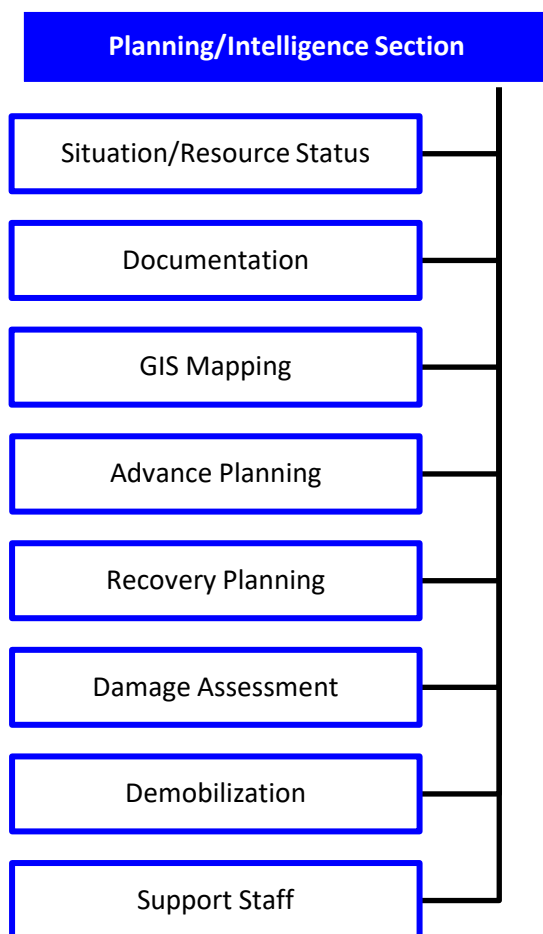
SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning/Intelligence Section.

When to Activate

The Planning/Intelligence Section may be activated when the County's EOC is activated or upon the order of the EOC Director.

PLANNING/INTELLIGENCE SECTION ORGANIZATION CHART



PLANNING/INTELLIGENCE SECTION STAFF

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific units. The following may be established as the need arises:

- Situation/Resources Status Unit
- Documentation Unit
- GIS Mapping Unit
- Advance Planning Unit
- Recovery Planning Unit
- Damage Assessment Unit
- Demobilization Unit
- Technical Specialist

The Planning/Intelligence Section Coordinator may activate additional units as necessary to fulfill an expanded role.

The Planning/Intelligence Section Coordinator is responsible for overseeing all demobilization post-disaster. All Planning/Intelligence staff will account for all equipment, personnel, and supplies at the end of any operation.

Planning/Intelligence Section Coordinator

The Planning/Intelligence Section Coordinator, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.
- Prepare the EOC organization for transition to recovery operations to restore the County to pre-disaster condition as quickly and effectively as possible.

Situation/Resources Status Unit

This Unit is responsible for the collection, organization, evaluation, analysis and display of incident and resource status information. The unit supports the Documentation Unit. This Unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

Documentation Unit

This Unit is responsible for initiating and coordinating the preparation of the County's EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

GIS Unit

This Unit is responsible for gathering and compiling disaster/emergency information and providing various map products regarding the disaster/emergency. The GIS Unit will work with the Situation/Resources Status Unit and the PIO to ensure accurate and rapid dissemination of disaster/emergency information.

Advance Planning Unit

This Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings.

Recovery Planning Unit

This Unit is responsible for initial recovery operations and for preparing the EOC organization for transition to a recovery operations organization to restore the County to pre-disaster condition as quickly and effectively as possible.

Damage Assessment Unit

This Unit is responsible for maintaining detailed records of safety/damage assessment information and supporting the documentation process. This unit may contain a field operations section that will conduct initial damage assessments from the affected areas in the field as well as an analysis section that will receive, analyze and compile the information from the field section as well as intelligence from other sources.

Demobilization Unit

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

Support Staff

Support staff support any of the Units within the Planning Section, as needed.

PLANNING SECTION COORDINATOR	
PRIMARY: OES Staff ALTERNATE: As Designated SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Collect, evaluate, verify, display, analyze and disseminate incident information & intelligence. • Prepare status reports, displays incident information, maps, advance / damage assessment plans. • Oversee the preparation/documentation of the EOC Action Plan. • Exercise overall responsibility for the coordination of branch/group/unit activities within the Section. • Report to the EOC Director on all matters pertaining to Section activities.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Planning Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> – Current situation assessment – Identification of specific job responsibilities – Identification of co-workers within the job function and/or geographical assignment – Availability of communications – Location of work area – Identification of eating and sleeping arrangements as appropriate. – Procedural instructions for obtaining additional supplies, services, and personnel – Identification of operational period work shifts <input type="checkbox"/> Meet with other activated Section Coordinators, as needed. <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Conduct periodic Planning Section briefings and identify forthcoming operational needs.

PLANNING SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Direct the coordination of periodic disaster/emergency and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Initiate the EOC Action Plan development process for the current and forthcoming operational periods in coordination with the EOC Director. <input type="checkbox"/> Facilitate Planning P process and hold meetings/briefings to prepare the EOC Action Plan. <input type="checkbox"/> Prepare/document the EOC Action Plan with input from the EOC Director and General Staff. The EOC Action Plan elements include the overall incident objectives, EOC section objectives and strategies/support activities required for one operational period, generally 12 to 24 hours. <input type="checkbox"/> Participate in the EOC Director’s action planning meetings and coordinate with the EOC Director to confirm the lead for the action planning meetings. <input type="checkbox"/> Ensure the development of the Planning Section objectives. (See Planning/Intelligence Support Documentation – Action Planning.) <input type="checkbox"/> Work closely with each Unit leader to ensure Planning/Intelligence Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Work with Logistics Section in the development of a Communications Plan.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Review major incident reports and field operational information that may pertain to or affect Section operations. <input type="checkbox"/> Review and approve reconnaissance, County status and safety/damage assessment reports for transmission by the Situation/Resources Status Unit to Cal OES. <input type="checkbox"/> Develop a plan for initial recovery operations and transition to the long-term recovery organization with input from Section Coordinators. <input type="checkbox"/> Ensure that your Section logs and files are maintained. <input type="checkbox"/> Provide copies of the any reports to the Documentation Unit at end of each operational period. <input type="checkbox"/> Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping Unit and Cost Recovery Unit of the Finance/Administration Section at the end of each operational period.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Prepare and maintain displays, charts and lists that reflect the status and location of critical resources: personnel, equipment and vehicles. <input type="checkbox"/> Ensure that available critical resources are not overlooked by EOC staff. <input type="checkbox"/> Identify the need for use of special resources. <input type="checkbox"/> Keep up to date on situation and resources associated with your Section. <input type="checkbox"/> Make recommendations to the Planning/Intelligence Section Coordinator of resources that are not deployed or should be activated.

PLANNING SECTION COORDINATOR	
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Review responsibilities of branches in your Section. Develop plan for carrying out all responsibilities. <input type="checkbox"/> Direct the Situation/Resource Status Unit leader to initiate collection and display of significant disaster/emergency events, safety/damage assessment information and resource status information. <input type="checkbox"/> Ensure coordination of collection and dissemination of disaster/emergency information and intelligence with other sections. Ensure Situation/Resource Status Unit develops information on the impact of the emergency from within the EOC and outside agencies and departments. <input type="checkbox"/> Ensure that the Situation/Resource Status Unit determines the status of the transportation system into and within the affected area in coordination with the Facilities/Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units. <input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period. <input type="checkbox"/> Assemble information on alternative strategies. <input type="checkbox"/> Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, County EOC section staff, and County departments. <input type="checkbox"/> Ensure internal coordination between branch/group/unit leaders. <input type="checkbox"/> Ensure status and display boards are current. <input type="checkbox"/> Update status information with other sections as appropriate. <input type="checkbox"/> Resolve problems that arise in conducting your Section responsibilities. <input type="checkbox"/> Refer all contacts with the media to the Public Information Officer (PIO). <input type="checkbox"/> Begin planning for recovery. Ensure Recovery Planning Unit is activated and supported.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Demobilize Planning Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. Provide any financial information to Finance/Administration Section Coordinator. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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SITUATION/RESOURCE STATUS UNIT	
PRIMARY:	As Designated
ALTERNATE:	As Designated
SUPERVISOR:	Planning Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Collect, organize and analyze situation information from EOC sources. • Provide current situation assessments based on analysis of information received. • Develop situation reports for dissemination to Planning/Intelligence Section Coordinator, EOC Director, and other section coordinators to initiate the action planning process. • Transmit approved reports to Cal OES. • Develop and maintain current maps, resource status and other displays. • Maintain tracking records of critical resource allocation and use. • Assess, verify and prioritize situation and resource status information into situation intelligence briefings and situation status reports. • Provide incoming intelligence information directly to appropriate EOC Sections, summarize and provide current information on central maps and displays. • Monitor and ensure the orderly flow of disaster/emergency intelligence information within the EOC.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Meet with the Planning/Intelligence Section Coordinator and EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs. <input type="checkbox"/> Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation/Resource Status Unit information.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.

SITUATION/RESOURCE STATUS UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain a master list of all assigned critical resources (these are mutual aid resources and other critical resources not already being tracked). <input type="checkbox"/> Prepare and maintain displays, charts and lists that reflect the status and location of critical resources, transportation and support vehicles. <input type="checkbox"/> Make recommendations to the Planning/Intelligence Section Coordinator of available resources that are not deployed or should be activated.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Direct the collection, organization and display of disaster/emergency status for all EOC sections (especially for the PIOs / Joint Information Center (JIC) / Hotline). Information to include: <ul style="list-style-type: none"> – Location and nature of the disaster/emergency – Special hazards – Number of injured persons – Number of deceased persons – Road closures and disaster routes – Shelters, type, location and number of people that can be accommodated <input type="checkbox"/> Possible information sources include: <ul style="list-style-type: none"> – In the EOC: <ul style="list-style-type: none"> ○ Briefings ○ EOC Action Plan ○ Section Reports ○ Intelligence Reports ○ Field observations ○ Casualty information ○ Aerial reports and photographs ○ On duty personnel from other Sections – Public Safety Radio Traffic <ul style="list-style-type: none"> ○ Monitor Sheriff, Fire and CHP Computer Aided Dispatching (CAD) – County Departments <ul style="list-style-type: none"> ○ Establish communication with impacted departments – Monitor DLAN <ul style="list-style-type: none"> ○ Reports from stakeholders (Cities, County Departments, NGOs, Special Districts) – Social Media Channels – Utility Companies <ul style="list-style-type: none"> ○ So Cal Edison (Outage Map) ○ So Cal Gas – Members of the Public - Hotline – Media <ul style="list-style-type: none"> ○ TV & Radio <input type="checkbox"/> Direct the collection of photographs, videos, and/or sound recordings of disaster/emergency events, as appropriate. <input type="checkbox"/> Display and disseminate incident information in the EOC utilizing: <ul style="list-style-type: none"> – DLAN

SITUATION/RESOURCE STATUS UNIT	
	<ul style="list-style-type: none"> - Maps - Websites - White Boards (if applicable) - Easel Pads (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Maintain communication with EOC Sections to gather incident information. <input type="checkbox"/> Provide information to the PIO for use in developing media and other briefings. <input type="checkbox"/> Make a list of key issues to be addressed. <input type="checkbox"/> Determine weather conditions, current and upcoming. Keep current weather information posted. <input type="checkbox"/> As appropriate, assign "field observers" to gather information.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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DOCUMENTATION UNIT	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Maintain accurate and complete records of disaster/emergency events. Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections. Provide direction on document collection and retention. Provide documentation and copying services to EOC staff. Archive all incident documents for legal, analytical & historical purposes. Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director's action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Archive (electronically) all incident documents for legal, analytical & historical purposes. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a process for collecting and filing all materials associated with the incident (hard copy and electronically). <input type="checkbox"/> Work with all EOC Sections and provide direction on how, where and when documents are collected and retained. <input type="checkbox"/> Coordinate with Situation/Resource Status Unit to display and disseminate incident information in the EOC utilizing: <ul style="list-style-type: none"> – DLAN – Maps – Websites – White Boards (if applicable)

DOCUMENTATION UNIT	
	<ul style="list-style-type: none"> <li style="margin-left: 20px;">– Easel Pads (if applicable) <input type="checkbox"/> Establish copying service and respond to authorized copying requests.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

GIS MAPPING UNIT	
PRIMARY:	Information Technology Services
ALTERNATE:	Information Technology Services
SUPERVISOR:	Planning Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Collect, analyze and visually display geographic information. • Determine Planning Section needs for maps and GIS products and services. • Participate in planning meetings to stay abreast of changing map requirements. • Gather and compile spatial data from different incident-sections. • Develop and maintain current maps (locations and types of incidents) in coordination with the Situation/Resource Status Unit. • Provide status reports, maps and workflow information.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Meet with the Planning Section Coordinator and EOC Director to determine needs for planning meetings and briefings, determine if there are any special information needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Prioritize GIS requests according to incident priorities. <input type="checkbox"/> Operate specialized GIS production equipment: <ul style="list-style-type: none"> – ARC GIS desktop – ARC GIS online for web maps – Garmin inReach – GPS Units & GPS receivers – Plotter (BAM) <input type="checkbox"/> Collect, analyze and visually display geographic information: <ul style="list-style-type: none"> – Evacuations – Road Closures

GIS MAPPING UNIT	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Shelter Locations <input type="checkbox"/> Convert mapping requests into GIS products quickly and effectively for EOC and Incident Command Post (if applicable): <ul style="list-style-type: none"> – Interactive Maps for public consumption – Static Maps/Hard Copy and Digital – GIS data creation – Graphs & Charts <input type="checkbox"/> Coordinate with the Situation/Resource Status Unit to display and disseminate incident information in the EOC utilizing: <ul style="list-style-type: none"> – DLAN – Maps – Websites – White Boards (if applicable) – Easel Pads (if applicable) <input type="checkbox"/> Continually obtain information from other Planning/Intel functions and Operations Section. <input type="checkbox"/> Provide mapping products for the PIO(s) or Joint Information Center, If requested.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

ADVANCE PLANNING UNIT	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Develop issues and requirements related to a time period, normally 36 to 72 hours (or longer) in advance. Prepare special reports and briefings as necessary for use in strategy and/or planning meetings. Monitors situations to anticipate future problem(s) and develop contingency plans to address the problem(s).
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure long-term (24-72 hours) situation/analysis planning. <input type="checkbox"/> Continuously monitor situation to anticipate future problem(s) and develop contingency plans to address the problem(s). <input type="checkbox"/> Prepare contingency plans if necessary. <input type="checkbox"/> Assist with short-term recovery planning and assist with transition to a long-term recovery organization (See <i>Ventura County Operational Area Disaster Recovery Plan</i> for more information).
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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RECOVERY PLANNING UNIT	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Prepare the EOC organization for transition to a recovery operations organization. (See <i>Ventura County Operational Area Disaster Recovery Plan</i> for long-term actions and procedures).
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<input type="checkbox"/> Identify issues to be prioritized by the EOC Director on restoration of county services. <input type="checkbox"/> In coordination with the Building and Safety Branch of the Operations Section: <ul style="list-style-type: none"> – Establish criteria for temporary entry or re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe. – Establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners’ and business owners’ rights are considered to the fullest extent and that arrangements are made for appropriate hearings, if at all possible. – Ensure that buildings considered for demolition that come under Historical Building classification follow the special review process which should be adopted as part of the emergency procedures. (Demolition of historic structures requires a “Certificate of Appropriateness” from the Planning Commission. An alternate process should be adopted after proclamation of a disaster/emergency giving this authority to the County Planner.)

RECOVERY PLANNING UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with Finance Section for public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements. <input type="checkbox"/> Coordinate with Legal Officer on emergency authorities; actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions. <input type="checkbox"/> Prepare the EOC organization for transition to Recovery Operations. (See <i>Ventura County Operational Area Disaster Recovery Plan</i> for long-term actions and procedures).
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

DAMAGE ASSESSMENT UNIT	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Planning Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Develop the overall operational area damage assessment plan / activities and the initial damage estimate figures. • Manage Damage Assessment Program / Crisis Track Software. • Ensure Rapid Damage Assessment and Initial Damage Estimates are completed. • Coordinate with all relevant stakeholders from local, state and federal entities to conduct damage assessments. • Work with State and Federal government to coordinate the Preliminary Damage Assessment (PDA) process. • Maintain detailed records on damaged areas, structures and damage estimates. • Provide PDA estimates to the Planning and Intelligence Section Coordinator.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Develop the damage assessment plan for an incident. <input type="checkbox"/> Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Utilize Crisis Track Software for all damage assessment activities. Coordinate with the Situation/Resource Status Unit to display and disseminate incident information in the EOC utilizing: <ul style="list-style-type: none"> – DLAN – Maps – Websites – White Boards (if applicable)

DAMAGE ASSESSMENT UNIT	
	<ul style="list-style-type: none"> <li style="margin-left: 40px;">– Easel Pads (if applicable) <input type="checkbox"/> Assist in identifying locations for assessments/ parcels in Crisis Track. <input type="checkbox"/> Ensure damage assessment unit is working with Logistics/Personnel Unit to identify personnel to conduct Rapid Damage Assessments and Initial Damage Estimates. <input type="checkbox"/> Coordinate with all relevant stakeholders from local, state and federal entities to conduct damage assessments. <input type="checkbox"/> Manage and support damage assessment teams in the field. <input type="checkbox"/> Maintain constant communication with EOC Operations Section to coordinate field assessment teams. <input type="checkbox"/> Provide just in time training on the Crisis Track software team as needed. <input type="checkbox"/> Ensure PDA analysis is conducted. <input type="checkbox"/> Compile list of damage and associated preliminary damage estimates. Make sure to include: <ul style="list-style-type: none"> – Structural property damage (estimated dollar value) – Public and private – Personal property damage (estimated dollar value) – Damage assessment information on roads, bridges and highways, the communications infrastructure: wired, data, cable and wireless from the Logistics Section, Communications Unit. – Additional safety/damage assessment information from the American Red Cross, utility companies and other sources. <input type="checkbox"/> Work with GIS Mapping Unit to develop visual products to display damage information. <input type="checkbox"/> Provide final estimates/products to Planning & Intelligence Section Coordinator. <input type="checkbox"/> Coordinate with the Situation/Resource Status Unit to display incident information in the EOC, especially for the PIOs / Joint Information Center (JIC).
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

DEMOBILIZATION UNIT	
PRIMARY:	As Designated
ALTERNATE:	As Designated
SUPERVISOR:	Planning Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization. • Develop demobilization strategy and plan with Section Coordinators. • Prepare written demobilization plan or procedures for all responding departments and agencies if necessary. • Follow through on the implementation of the plan and monitor its operation.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Prepare a Demobilization Plan that includes the following: <ul style="list-style-type: none"> - Release plan strategies and general information - Priorities for release (according to agency and kind and type of resource) - Phase over or transfer of authorities - Completion and submittal of all required documentation - Notify Cal OES of demobilization plan <input type="checkbox"/> Obtain approval of the Demobilization Plan from the EOC Director and distribute the plan once it is approved. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Obtain identification and description of surplus resources. <input type="checkbox"/> Establish “check-in” stations, as required, to facilitate the return of supplies, equipment and other resources.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with field level Demobilization Unit Leaders, as appropriate.

DEMOBILIZATION UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Review the organization and current staffing to determine the likely size and extent of demobilization effort. <input type="checkbox"/> Request General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority. <input type="checkbox"/> Coordinate with the Agency Representatives to determine: <ul style="list-style-type: none"> – Agencies not requiring formal demobilization – Personal rest and safety needs – Coordination procedures with cooperating/assisting agencies <input type="checkbox"/> Evaluate logistics and transportation capabilities to support the demobilization effort. <input type="checkbox"/> Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities. <input type="checkbox"/> Ensure unresolved issues are assigned for resolution following deactivation. <input type="checkbox"/> Supervise execution of the Demobilization Plan.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

PLANNING SUPPORT STAFF	
SUPERVISOR: Operations Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Support the activated Branches in the Planning Section, as needed.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings, if requested.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Support the activated Branches in the Planning Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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LOGISTICS SECTION -GENERAL**PURPOSE**

To provide supplies, facilities, services, equipment and other logistical support to an incident that are not already tied to existing mutual aid systems/processes.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. This Section provides all necessary personnel, supplies and equipment procurement support except for Fire and Law Enforcement resources procured through prior agreements.

OBJECTIVES

The Logistics Section ensures that other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section except for those resources obtained through already established mutual aid agreements.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine logistical support needs and prepare for expected operations and long-term requirements.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The SEMS and the NIMS will be followed.
- All existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will be determined by the EOC Director. Operational periods should be event driven.

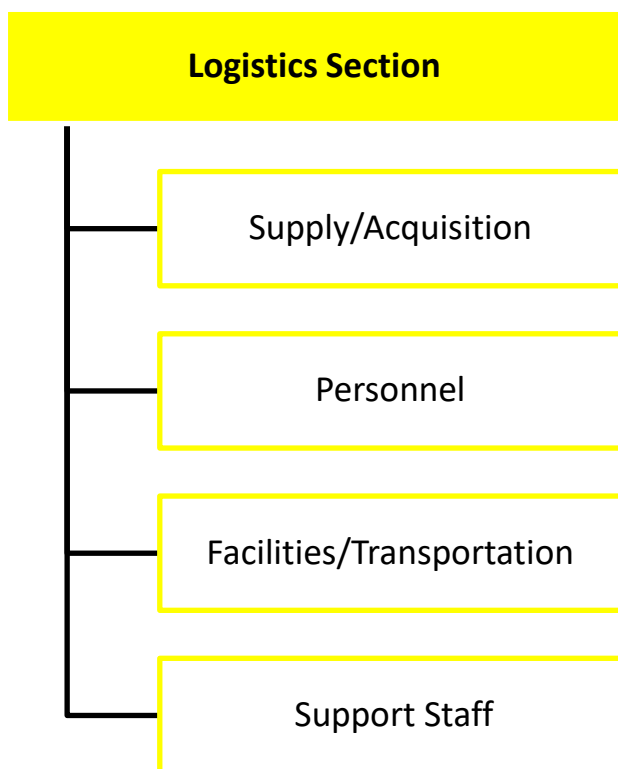
SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Logistics Section.

WHEN TO ACTIVATE

The Logistics Section may be activated when the County's EOC is activated or upon the order of the EOC Director.

LOGISTICS SECTION ORGANIZATION CHART



LOGISTICS SECTION STAFF

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Supply Acquisition
- Personnel
- Facilities / Transportation
- Support Staff

The Logistics Section Coordinator may activate additional units as necessary to fulfill an expanded role.

Logistics Section Coordinator

The Logistics Section Coordinator, a member of the EOC Director’s General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. The Logistics Section Coordinator in supporting the EOC response will need to:

- Understand the current situation
- Predict probable resource needs
- Prepare alternative strategies for procurement and resources management

Supply Acquisition Unit

This Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources.

Personnel Unit

This Unit is responsible for obtaining, coordinating and allocating all non-fire and non-law enforcement mutual aid personnel support requests, for registering volunteers as Disaster Services Workers and for managing EOC personnel issues and requests.

Facilities/ Transportation Unit

This Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission. This unit is also responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

Support Staff

Support Staff are activated as necessary to support the EOC operation and may include functions such as information systems personnel to manage all radio, data and telephone needs of the EOC staff.

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LOGISTICS SECTION COORDINATOR	
PRIMARY:	OES Staff
ALTERNATE:	As Designated
SUPERVISOR:	EOC Director
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Oversee procurement and allocation of supplies. • Responsible for requests not tied to existing mutual aid chains. • Coordinate delivery of supplies. • Works closely with Finance Section to track procurement costs. • Identify and schedule EOC personnel and identify staffing shortages. • Acquire Technical Specialists based on needs. • Coordinate Emergency Management Mutual Aid process. • Responsible for management and coordination of affiliated and unaffiliated (or spontaneous) volunteers during an emergency. • Provides set-up, maintenance, and demobilization of incident support facilities. • Responsible for coordinating transportation resources required to move people, equipment, and essential supplies. • Responsible for coordination of donations management, includes internal organizational elements and resources as well as external partner agencies. • Liaison with Incident Command Post personnel as needed for Logistical needs. • Manage radio, data and telephone needs of the EOC.
<p>READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.</p>	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency. <input type="checkbox"/> Consider requesting Ventura County Transportation Commission to send a representative to co-lead the Transportation Unit if the disaster/emergency may require transit resources. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> – Current situation assessment – Identification of specific job responsibilities – Identification of co-workers within the job function and/or geographical assignment – Availability of communications

LOGISTICS SECTION COORDINATOR	
	<ul style="list-style-type: none"> – Location of work area – Identification of eating and sleeping arrangements as appropriate. – Procedural instructions for obtaining additional supplies, services, and personnel – Identification of operational period work shifts <ul style="list-style-type: none"> <input type="checkbox"/> Meet with EOC Director and Section Coordinators to identify immediate resource needs. <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Conduct periodic Logistics Section briefings and identify forthcoming operational needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Prepare work objectives for Section staff and make staff assignments. <input type="checkbox"/> Work closely with each Unit leader to ensure Logistics Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Ensure a Communications Plan is developed for the EOC Action Plan. Assign to the Logistics Support Staff. <input type="checkbox"/> Following Action Planning meetings, ensure orders for additional resources have been placed and are being coordinated within the EOC and field units.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift. <input type="checkbox"/> Ensure that your Section logs and files are maintained. <input type="checkbox"/> Oversee the development of a communications plan for response activities as needed.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for resource needs. <input type="checkbox"/> Keep up to date on situation and resources associated with your Section. <input type="checkbox"/> Identify the need for use of special resources. <input type="checkbox"/> Identify service/support requirements for planned and expected operations. <input type="checkbox"/> Oversee the allocation of personnel, equipment, services, transportation and facilities required to support emergency management activities. <input type="checkbox"/> Oversee the management and coordination of affiliated and unaffiliated (or spontaneous) volunteers during an emergency. <input type="checkbox"/> Ensure Emergency Management Mutual Aid process is coordinated if needed. <input type="checkbox"/> Resolve problems associated with requests for supplies, facilities, transportation, communication and food. <input type="checkbox"/> Keep the Cal OES Logistics Coordinator apprised of overall situation and status of resource requests via the EOC or the Watch Commander.

LOGISTICS SECTION COORDINATOR	
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period. <input type="checkbox"/> From Planning/Intelligence Section Coordinator, obtain and review major incident reports and field operational information to anticipate and/or follow-up with resource needs. <input type="checkbox"/> From Planning/Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. <input type="checkbox"/> Meet with Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section. <input type="checkbox"/> Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section. <input type="checkbox"/> Provide situation and resources information to the Situation/Resource Status Unit of the Planning/Intelligence Section on a periodic basis. <input type="checkbox"/> Ensure internal coordination between branch/group/unit leaders. <input type="checkbox"/> Update status information with other sections as appropriate. <input type="checkbox"/> Resolve problems that arise in conducting your Section responsibilities. <input type="checkbox"/> Ensure all contacts with the media are fully coordinated first with the PIO.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Demobilize Logistics Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. Provide any financial information to Finance/Administration Section Coordinator. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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SUPPLY ACQUISITION UNIT	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Oversee procurement and allocation of supplies. Responsible for requests not tied to existing mutual aid chains. • Provide supplies for the EOC, field operations and other necessary facilities. • Determine if the required items exist within the County supply system. • Manage all equipment rental agreements. • Procure items within limits of delegated authority from EOC Director. • Arrange for the delivery of the items requisitioned, contracted for or purchased. • Maintain records to ensure a complete accounting of supplies procured and monies expended. Ensure that all records identify scope of work and site-specific work location. • Support activities for restoration of disrupted services and utilities. <p>PROCUREMENT POLICY: The procurement of resources will follow the priority outlined below:</p> <ol style="list-style-type: none"> 1. Resources within the County inventory (County-owned). 2. Other sources that may be obtained without direct cost to the County. 3. Resources that may be leased/purchased within spending authorizations.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Coordinate closely with the Operations Section Coordinator to establish priorities for resource needs. <input type="checkbox"/> Maintain constant communication with the Finance Section. <ul style="list-style-type: none"> – Ensure all purchases are appropriate and within county emergency purchasing rules & regulations. – Ensure spending thresholds are adhered.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Ensure all resource records identify scope of work and site specific locations. <input type="checkbox"/> Provide updated reports on resource status to Situation/Resource Status Unit. <input type="checkbox"/> Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

SUPPLY ACQUISITION UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Follow established spending thresholds and seek appropriate approvals for each item procured: <ul style="list-style-type: none"> – EOC Logistics Section Coordinator = <\$2,500 – EOC Director/ EOC Deputy Director = <\$14,999 – Assistant Sheriff / Under Sheriff / Sheriff = >\$15,000 <p>(See Logistics Support Documentation – Logistics Request Process.)</p> <input type="checkbox"/> Review, verify and process requests from other sections for resources. Confirm that the request has not been previously filled through another source. <input type="checkbox"/> Determine if needed resources are available from County stocks, mutual aid sources or other sources. Arrange for delivery if available. <input type="checkbox"/> Determine availability and cost of resources from private vendors. Confirm that the vendor accepts purchase orders as payment, prior to completing the order. <input type="checkbox"/> Determine if the vendor/provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Facilities/Transportation Unit. <input type="checkbox"/> Escalate significant resource request(s) that cannot be met through local action and suggest alternative methods to solve the problem if possible. <input type="checkbox"/> Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster/emergency operation facilities, including mass care shelters. <input type="checkbox"/> Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operations Section. <input type="checkbox"/> Coordinate with the Infrastructure Branch in the Operations Section to procure and coordinate water resources for consumption, sanitation and firefighting. <input type="checkbox"/> Obtain and coordinate necessary medical supplies and equipment for persons with disabilities and access and functional needs. <input type="checkbox"/> Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments, as needed. <input type="checkbox"/> Continuously monitor pending status orders in system (DLAN).
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain information regarding: <ul style="list-style-type: none"> – Resources readily available – Resources requests – Status of shipments – Priority resource requirements – Shortfalls <input type="checkbox"/> Coordinate with other branches/groups/units as appropriate on resource requests received from Operations Section to ensure there is no duplication of effort or requisition.

SUPPLY ACQUISITION UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Issue purchase orders for needed items within dollar limits of authority delegated to Unit. <input type="checkbox"/> Notify Finance Section of procurement needs that exceed delegated authority and obtain needed authorizations and paperwork, as necessary. <input type="checkbox"/> Verify cost data in any pre-established vendor contracts with Finance Section. <input type="checkbox"/> Coordinate the ordering of food and potable water associated with mass care shelters and mass feeding locations with the appropriate Operations Section Branches and Red Cross representatives(s). <input type="checkbox"/> Establish a plan for field and EOC feeding operations, as appropriate. Coordinate with EOC Operations Section to avoid duplication. (See Logistics Support Documentation – Emergency Response Feeding.) <input type="checkbox"/> Coordinate the provision of veterinary care and feeding of animals with Ventura County Animal Services. <input type="checkbox"/> Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations. <input type="checkbox"/> Continually update communications availability information with the Logistics Support staff. Revise contact methods with suppliers as improved communications become available. <input type="checkbox"/> Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist. <input type="checkbox"/> Arrange for storage, maintenance and replenishment or replacement of equipment and materials. <input type="checkbox"/> Support activities for restoration of utilities to critical facilities. <input type="checkbox"/> Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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PERSONNEL UNIT	
PRIMARY: Sheriff's OES ALTERNATE: As Designated SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid EOC personnel support requests received. • Identify sources and maintain an inventory of EOC personnel and volunteer resources. Request personnel resources from those agencies as needed. • Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system. • Assign personnel within the EOC as needs are identified. • Coordinate emergency management mutual aid (EMMA).
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Working with Section Coordinators, identify EOC personnel needs. Develop a staffing roster/schedule for next operational period. Utilize the Roster A/B on the EOC shared drive to develop staffing model.(Hard Copy in Job Aid Binder) <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director's action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency. <input type="checkbox"/> Ensure recruitment, registration, mobilization and assignment of volunteers. <input type="checkbox"/> Coordinate with the Cal OES Southern Region EOC for additional personnel needs or to request personnel resources through the Emergency Managers Mutual Aid program. <ul style="list-style-type: none"> – Work with requesting/providing jurisdiction(s) to identify position needs. – Identify personnel for deployment or requested. – Ensure MOA/MOU is in place.

PERSONNEL UNIT	
	<ul style="list-style-type: none"> – Coordinate travel, lodging and transportation. – Coordinate Demobilize process. <input type="checkbox"/> Ensure the organization, management, coordination and channeling of services from citizens and volunteer groups during and following the emergency. <input type="checkbox"/> Request technical expertise personnel resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels or mutual aid channels.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Identify staffing shortages. <input type="checkbox"/> Update EOC organization chart for each operational period. <input type="checkbox"/> Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions. <input type="checkbox"/> Issue ID cards to Disaster Service Workers as appropriate. <input type="checkbox"/> Maintain information regarding: <ul style="list-style-type: none"> – Personnel/volunteers processed – Personnel/volunteers allocated, assigned and on standby by agency/location – Special personnel requests by category not filled <input type="checkbox"/> Develop a system for tracking personnel/volunteers processed by the Unit. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit. <input type="checkbox"/> Coordinate with Safety/Security Officer to ensure that training for assigned response staff and volunteers includes safety and hazard awareness and is compliant with OSHA requirements. <input type="checkbox"/> Obtain crisis counseling for emergency workers. (See Logistics Support Documentation-CISM). <input type="checkbox"/> Coordinate feeding, shelter and care of personnel, employee’s families and volunteers with the Supply Acquisition Unit, Facilities/Transportation Unit and the Care and Shelter Branch. <input type="checkbox"/> Establish a plan for childcare for County employees as needed. Coordinate with Facilities/Transportation Unit for suitable facilities. <input type="checkbox"/> Assist and support employees and their families who are also disaster/emergency victims. <input type="checkbox"/> Develop a plan for communicating with those agencies and non-governmental agencies having personnel resources capable of meeting special needs, i.e. persons with disability and access and functional needs <input type="checkbox"/> Coordinate transportation of personnel and volunteers with the Facilities/Transportation Unit. <input type="checkbox"/> Coordinate with the PIO and provide the specific content of any broadcast item desired, if a call for volunteers is needed or anticipated <input type="checkbox"/> Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

PERSONNEL UNIT

**DEACTIVATION /
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 78.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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FACILITIES/TRANSPORTATION UNIT	
PRIMARY:	As Designated
ALTERNATE:	As Designated
SUPERVISOR:	Logistics Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to accomplish the mission. • Coordinate with other EOC branches/groups/units for support required for facilities/transportation. • Support activities for restoration of disrupted services and utilities to facilities. • Coordinate with Finance/Administration Section on any claims or fiscal matters relating to facility/transportation operations. • Close out each facility when no longer needed. • Coordinate the transportation of emergency personnel and resources by all available means. • Coordinate all public transportation resources. If needed, activate a co-lead (Ventura County Transportation Commission) to assist with this coordination. • Coordinate the Disaster Route Priority Plan with the Operations Section.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Coordinate with the Operations Section Coordinator to establish priorities for facility or transportation resource needs.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Establish a transportation plan for movement of: <ul style="list-style-type: none"> – Personnel, supplies and equipment to the EOC, field units, shelters and other facilities. – Individuals to medical facilities as requested by Operations Section. – Emergency workers and volunteers to and from risk area. – Dependents and families of emergency workers as requested by the Care and Shelter Branch. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.

FACILITIES/TRANSPORTATION UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Consider providing facilities for sheltering essential workers, employee’s families and volunteers. Coordinate with the Care and Shelter Branch. <input type="checkbox"/> Coordinate with Ventura County Animal Services to provide facilities for animal boarding as required. <input type="checkbox"/> Coordinate water resources for drinking, sanitation and firefighting at all facilities. <input type="checkbox"/> If vendor contracts are required for procurement of specific facility/transportation resources or services, refer the request to the Finance/Administration Section for development of necessary agreements. <input type="checkbox"/> Coordinate the receipt of incoming resources to facilities. <input type="checkbox"/> Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster/emergency operation facilities. <input type="checkbox"/> Coordinate with local transportation agencies to establish availability of resources for use in evacuations and other operations as needed. If needed, activate a co-lead (Ventura County Transportation Commission) to assist with this coordination. <input type="checkbox"/> Maintain inventory of support and transportation vehicles (staff cars, passenger vans, buses, pick-up trucks, light/heavy trucks). <input type="checkbox"/> Arrange for fueling of all transportation resources.
ONGOING ACTIVITIES	<p>FACILITIES ACTIVITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide setup, maintenance, and demobilization of incident support facilities. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer utilized. <input type="checkbox"/> Maintain information in the Unit regarding: <ul style="list-style-type: none"> – Facilities opened and operating – Facility managers – Supplies and equipment at the various locations – Specific operations and capabilities of each location <input type="checkbox"/> Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly. <input type="checkbox"/> As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services and locking or otherwise securing the facility. <input type="checkbox"/> Coordinate the acquisition of required space to include use permit and agreement or restriction negotiations, as the requirement for emergency-use facilities is identified. <input type="checkbox"/> In coordination with the Operations Section, provide support to facilities used for disaster/emergency response and recovery operations; i.e., staging areas, shelters, local application centers (LACs), etc. <input type="checkbox"/> Identify and forward: <ul style="list-style-type: none"> – Communications requirements to the Logistics Support Staff. – Equipment, material and supply needs to the Supply Acquisition Unit.

FACILITIES/TRANSPORTATION UNIT

- Personnel needs to the Personnel Unit.
- Security requirements to the Safety/Security Officer.
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.
- Account for personnel, equipment, supplies and materials provided to each facility.
- Ensure that operational capabilities are maintained at facilities.
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.
- Work with DAFN Coordinator to ensure all structures are safe for occupancy and that they comply with DAFN requirements.
- Ensure all facilities have water resources for consumption, sanitation and firefighting.

TRANSPORTATION ACTIVITIES

- Coordinate with the Planning/Intelligence and Operations Sections to determine available disaster routes.
- Coordinate with Fire, Law Enforcement and Public Works on road closures and traffic light outage information and ensure information is displayed in the EOC.
- Coordinate with Cal Trans and CHP for highway status.
- Coordinate use of disaster routes with the Operations Section.
- Participate in evacuation route planning, transportation routes and transportation resources needed to support operations.
- Coordinate with other sections and branches/groups/units to identify transportation priorities.
- Coordinate with the Operations Section on the movement of persons with disabilities and access and functional needs. Coordinate with paratransit companies as necessary.
- Coordinate with the Ventura County Animal Services for transportation of animals as required.
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.
- Prepare schedules, as required, to maximize use of available transportation.
- Provide Situation/Resource Status Unit of Planning Section with current information regarding transportation vehicles (location and capacity). Notify Situation/Resource Status Unit of all vehicle status change.
- Establish mobilization areas for vehicles as directed.
- Coordinate with staff and agency representatives to ensure adherence to service and repair policies.
- Ensure that vehicle usage is documented by activity and date and hours in use.

FACILITIES/TRANSPORTATION UNIT

**DEACTIVATION /
DEMOBILIZATION**

- See Deactivation/Demobilization in Common EOC Responsibilities on page 78.
- Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.
- Ensure that any open actions are completed before demobilization.
- Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

LOGISTICS SUPPORT STAFF	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Logistics Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Support the activated Branches in the Logistics Section, as needed.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine 24-hour staffing requirement and request additional support as required. <input type="checkbox"/> Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefings and meetings conducted by the Section Coordinator. <input type="checkbox"/> Provide a briefing on EOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones, computer and radio systems.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Assist in identifying section specific objectives to be accomplished during the current Operational Period. <input type="checkbox"/> Provide communications briefings as requested at action planning meetings. <input type="checkbox"/> Prepare the Communications Plan as a part of the EOC Action Plan.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Coordinate with all operational units to establish a Communications Plan (component of the EOC Action Plan) to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers. (See Logistics Support Documentation – Communications Plan). <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Assist with the deployment of resources in the field.
ONGOING ACTIVITIES	<input type="checkbox"/> Serve as a liaison between the EOC and the Incident Command Post. <input type="checkbox"/> Ensure deployment of EOC resources procured for the Sheriff’s Command Post. <input type="checkbox"/> Serve as a section scribe to document all section objectives and activities. <input type="checkbox"/> Assist other unit leads as needed. <input type="checkbox"/> Ensure staffing and repair of communications equipment. <input type="checkbox"/> Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed. <input type="checkbox"/> Coordinate with volunteer and private sector organizations to supplement communications needs, as necessary.

LOGISTICS SUPPORT STAFF	
	<ul style="list-style-type: none"> <input type="checkbox"/> Protect equipment from weather, aftershocks, electromagnetic pulse, etc. <input type="checkbox"/> Coordinate needed telephone data lines. <input type="checkbox"/> Support activities for restoration of computer services.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

FINANCE/ADMINISTRATION SECTION - GENERAL**PURPOSE**

To enhance the capability of the County to respond to disasters/emergencies by providing financial support and coordination for County disaster/emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- Protect life, property and environment.
- Provide continuity of financial support to the County and community.
- Cooperate with the other sections of the County's disaster/emergency response team.
- Document the County's costs and recovery of those costs as allowable.
- Maintain a positive image for the County in its dealings with the community.

OVERVIEW

The Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the county functioning during a disaster/emergency. These systems include:

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery documentation

The extent of the disaster/emergency will determine the extent to which the Finance/Administration Section will mobilize. In a low-level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

OBJECTIVES

The Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

A. For all disasters/emergencies:

1. Notify the other sections and Ventura County departments that the disaster response accounting will be centralized for the disaster/emergency.
2. Determine the extent to which Ventura County's computer systems are accessible and/or usable.
3. Determine if Ventura County's bank can continue handling financial transactions.
4. Maintain, as best possible, the financial continuity of Ventura County (payroll, payments, and revenue collection).
5. Disseminate information about the disaster accounting system to other sections and departments as necessary.
6. Upon declaration of a disaster by the State and/or Federal Governments, coordinate with disaster affected agencies to initiate the recovery process of Ventura County costs.
7. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
8. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

- B. For disasters/emergencies where Ventura County's computer systems and bank are accessible and usable:**
1. Inform the Ventura County departments and other sections that the payroll and payments processing will be handled on a "business-as-usual" basis except that disaster accounting will be centralized for disaster/emergency-related costs.
 2. Continue with objectives A.5 through A.8 above.
- C. For disasters/emergencies where Ventura County's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:**
1. Inform Ventura County departments and the other sections that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
 2. Continue with objectives A.4. through A.8. above.
- D. For disasters/emergencies where Ventura County's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:**
1. Inform Ventura County departments and the other sections that disaster accounting procedures will be necessary for the next payroll and all critical payments.
 2. Activate other Finance/Administration Section Units as necessary.
 3. Continue with objectives A.4 through A.8 above.

CONCEPT OF OPERATIONS

The Finance/Administration Section will operate under the following policies during a disaster/emergency as the situation dictates:

- SEMS and NIMS will be followed.
- All existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors.
- All on-duty personnel are expected to remain on duty until properly relieved.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recovery and the Documentation Units. These units will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance/Administration Section Coordinator.

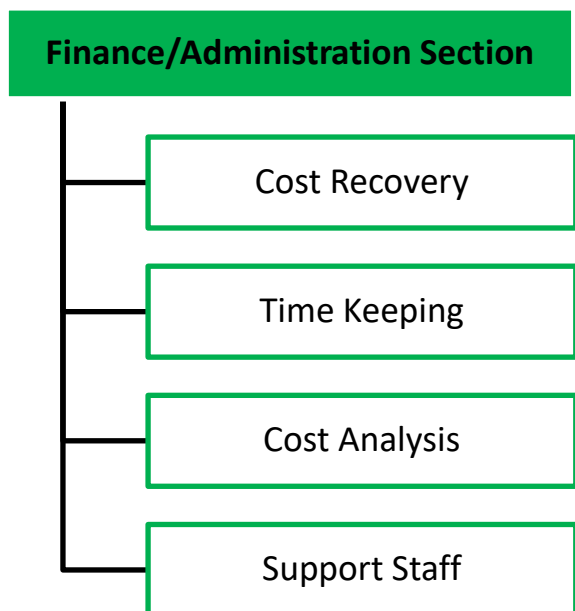
SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Finance/Administration Section.

When to Activate

The Finance/Administration Section may be activated when the County's EOC is activated or upon the order of the EOC Director.

FINANCE/ADMINISTRATION SECTION ORGANIZATION CHART



FINANCE/ADMINISTRATION SECTION STAFF

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Cost Recovery Unit
- Time Keeping Unit
- Cost Analysis Unit
- Support Staff

The Finance/Administration Section Coordinator may activate additional units to fulfill an expanded role if necessary.

Finance/Administration Section Coordinator

The Finance/Administration Section Coordinator supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Cost Recovery Unit

This Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintaining records that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

Time Keeping Unit

This Unit is responsible for tracking hours worked by paid personnel, volunteers, contract labor, mutual

aid and all others and ensuring that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. The Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Project Worksheets.

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Cost Analysis Unit

This Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

Support Staff

Support Staff are activated as necessary to support the Finance/Administration Section.

FINANCE/ADMINISTRATION SECTION COORDINATOR	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: EOC Director	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Activate and maintain Disaster Accounting System and procedures. • Track all response costs associated with the EOC activation and Incident Command Post(s) activities if applicable. • Seek cost recovery (FEMA, Cal OES or responsible party) of response and recovery costs. • Assist the Logistics Section in ensuring all purchases are appropriate and within county emergency purchasing rules & regulations. • Provide cost-effective analysis of all purchases conducted by the EOC. • Track incident burn rate. • Forecast the overall economic impact(s) to the county. • Ensure that daily personnel and equipment time recording documents are prepared and compliance with time policy is maintained. • Interface with Sheriff's Incident Command Post(s) to ensure proper documentation is being collected.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ACTIVATION & NOTIFICATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the operational status and appropriate level of activation based on situation as known. <input type="checkbox"/> Mobilize appropriate personnel for initial activation of the EOC. <input type="checkbox"/> Notify EOC Director when your Section is fully operational.
ASSIGNMENTS/ STAFFING	<ul style="list-style-type: none"> <input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Determine what Section positions should be activated and staffed. <input type="checkbox"/> Confirm that all key Finance Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency. <input type="checkbox"/> Request additional personnel for the Section to maintain a 24-hour operation as required. <input type="checkbox"/> Carry out responsibilities of your Section not currently staffed.
MEETINGS / BRIEFINGS	<ul style="list-style-type: none"> <input type="checkbox"/> Brief new or relief personnel in your Branch. Briefings should include: <ul style="list-style-type: none"> – Current situation assessment – Identification of specific job responsibilities – Identification of co-workers within the job function and/or geographical assignment – Availability of communications – Location of work area – Identification of eating and sleeping arrangements as appropriate. – Procedural instructions for obtaining additional supplies, services, and personnel – Identification of operational period work shifts

FINANCE/ADMINISTRATION SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Conduct a business meeting with the Logistics Section and review financial and administrative support requirements and procedures. <ul style="list-style-type: none"> – Review spending thresholds – Emergency Procurement rules & regulations <input type="checkbox"/> Conduct periodic Finance Section briefings and identify forthcoming operational needs. <input type="checkbox"/> Meet with other Section Coordinators as needed. <input type="checkbox"/> Brief the EOC Director on major problem areas that need or will require solutions. <input type="checkbox"/> Meet with assisting and cooperating agency representatives as required.
ACTION PLANNING	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Prepare work objectives for Section staff and make staff assignments. <input type="checkbox"/> Work closely with each Unit leader to ensure Finance Section objectives as defined in the current EOC Action Plan are being addressed. <input type="checkbox"/> Provide input in all planning sessions on finance and cost analysis matters.
DOCUMENTATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Cal OES. <input type="checkbox"/> Provide personnel and equipment time records for the entire Section to the Time Keeping Unit in the Finance Section at the end of each work shift. <input type="checkbox"/> Ensure that your Section logs and files are maintained.
RESOURCES	<ul style="list-style-type: none"> <input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78. <input type="checkbox"/> Coordinate with Logistics Section to support the acquisition of needed resources. <input type="checkbox"/> Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
ONGOING ACTIVITIES	<ul style="list-style-type: none"> <input type="checkbox"/> Authorize use of the Disaster Accounting System. (See Finance/Administration Support Documentation – Disaster Accounting.) <input type="checkbox"/> Make a list of key issues currently facing your Section to be accomplished within the next operational period. <input type="checkbox"/> Coordinate with the Logistics Section to: <ul style="list-style-type: none"> – Assist in ensuring all purchases are appropriate and within county emergency purchasing rules & regulations. – Ensure spending thresholds are adhered. <input type="checkbox"/> Oversee that cost-effective analysis of all purchases are conducted. <input type="checkbox"/> Develop the overall incident burn rate. <input type="checkbox"/> Forecast the overall economic impact(s) to the county. <input type="checkbox"/> Monitor your Section activities and adjust Section organization as appropriate.

FINANCE/ADMINISTRATION SECTION COORDINATOR	
	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel Unit of the Logistics Section. <input type="checkbox"/> Ensure internal coordination between branch/group/unit leaders. <input type="checkbox"/> Update financial and cost status information with other sections as appropriate. <input type="checkbox"/> Seek cost recovery if applicable from FEMA, CAL OES and/or responsible party. <input type="checkbox"/> Resolve problems that arise in conducting your Section responsibilities. <input type="checkbox"/> Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO). <input type="checkbox"/> Ensure that the payroll and revenue collection process continues. <input type="checkbox"/> Organize, manage, coordinate and channel the donations of money received during and following the emergency from citizens and volunteer groups. <input type="checkbox"/> Make recommendations for cost savings to the General Staff. <input type="checkbox"/> Keep the General Staff apprised of overall financial situation.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> Demobilize Finance Section staff when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Complete all required forms or reports and forward to the Documentation Unit, prior to demobilization. <input type="checkbox"/> Gather any financial records from EOC Sections. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).
TERMINATION	<ul style="list-style-type: none"> <input type="checkbox"/> Transition to Recovery Operations and support the Recovery Manager in tracking per project costs as directed by FEMA/Cal OES cost recovery and public assistance guidelines.

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COST RECOVERY UNIT	
PRIMARY:	Chief Executive Office
ALTERNATE:	OES Staff As Designated
SUPERVISOR:	Finance Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Track response costs associated with EOC activation and/or Incident Command Post and seek cost recovery from an applicable entity. Document information for reimbursement from the state and federal governments or other responsible party. Act as liaison with the disaster assistance agencies and insurance companies to coordinate the recovery of costs as allowed by law and ensure records are maintained that will pass audit. Coordinate documentation of costs with other sections and departments. Receive and allocate payments. After the EOC demobilizes, oversee the County's cost recovery team comprised of representatives from each department with emergency response costs.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment. <input type="checkbox"/> Identify County cost recovery team members before the EOC demobilizes.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director. <input type="checkbox"/> Inform all sections and departments that the Disaster Accounting System is to be used.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director's action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section Coordinator to provide input on cost recovery issues.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Prepare all required state and federal documentation using the appropriate forms to recover allowable disaster/emergency costs and ensure that all recovery documentation is accurately maintained. <input type="checkbox"/> Organize and prepare records for final audit. <input type="checkbox"/> Ensure that all financial records are maintained throughout the emergency. <input type="checkbox"/> Work with EOC sections and appropriate departments to collect all required documentation. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<input type="checkbox"/> Track all response costs associated with the EOC activation and Incident Command Post(s) if applicable.

COST RECOVERY UNIT	
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement the Disaster Accounting System and make decisions on cost codes and items to be tracked. (See Finance/Administration Support Documentation – Disaster Accounting.) <input type="checkbox"/> Assist in developing the incident burn rate. <input type="checkbox"/> Seek cost recovery if applicable from FEMA, CAL OES, insurance companies and/or responsible party and coordinate the maximum recovery of costs as allowed by law. <input type="checkbox"/> Maintain contact with Cal OES and FEMA for advice and assistance in obtaining maximum eligible funds for disaster/emergency costs. <input type="checkbox"/> Receive and allocate payments. <input type="checkbox"/> Provide analyses, summaries and estimates of costs for the Finance/Administration Section Coordinator, EOC Director, and County officials as required. <input type="checkbox"/> Ensure a County cost recovery team is identified before the EOC is demobilized. <input type="checkbox"/> Prepare submittal of disaster recover claims as necessary. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

TIME KEEPING UNIT	
PRIMARY:	As Designated
ALTERNATE:	As Designated
SUPERVISOR:	Finance Section Coordinator
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Track, record and report staff time for all personnel (county staff, volunteers, contract labor and mutual aid personnel resources) and equipment use and time working at the emergency/disaster. Ensure that time and equipment use records identify scope of work and site-specific work location. Establish and maintain a file for all personnel working at the emergency/disaster. Ensure that daily personnel time recording documents are prepared and are in compliance with specific County, Cal OES and FEMA time recording policies.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	PERSONNEL TIME RECORDER <ul style="list-style-type: none"> Initiate, gather, or update a time report from all applicable personnel assigned to the disaster/emergency for each operational period. (See Support Documentation – Forms for a sample of the Disaster Labor Record). Ensure that all records identify scope of work and site-specific work location. Ensure that daily personnel time recording documents are accurate and prepared in compliance with County policy: <ul style="list-style-type: none"> – Employee identification information is verified and correct – Volunteers assigned as Disaster Service Workers maintain detailed and accurate timecards – Time reports are signed Establish and maintain a file for employee time records within the first operational period for each person. Keep records on each shift (Twelve-hour shifts recommended). Maintain separate logs for overtime hours. Track all travel requests, forms, and claims. Maintain records security. Close out time documents prior to personnel leaving emergency assignment. Coordinate with the Personnel Unit of the Logistics Section.

TIME KEEPING UNIT	
	<p>EQUIPMENT TIME RECORDER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist sections and branches/groups/units in establishing a system for collecting equipment time reports and service records. Design and distribute Force Account and Rented Equipment Records. (See Support Documentation – Forms for copies of Disaster Force Account and Equipment Records). <input type="checkbox"/> Ensure that all records identify scope of work and site-specific work location. <input type="checkbox"/> Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators). Track the type of equipment used, make/model numbers, date and time of usage, operator name/agency affiliation, charges for fuel, parts, and services. Track county-owned equipment separate from rented equipment. <input type="checkbox"/> Maintain list of damaged or lost equipment (for billing and claims purposes) in coordination with Planning Section, Situation/Resource Status Unit. <input type="checkbox"/> Maintain records security. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
DEACTIVATION / DEMOBILIZATION	<ul style="list-style-type: none"> <input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

COST ANALYSIS UNIT	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Finance Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> Provide cost-effective analysis of all purchases conducted by the EOC. Assist the logistics section in ensuring all purchases are appropriate and within county emergency purchasing rules & regulations. Assist Finance Section Coordinator to develop the incident burn rate. Assist in forecasting the overall economic impact(s) to the county. Ensure that all financial records are maintained throughout the emergency. Analyze and prepare estimates of EOC costs. Maintain accurate record of EOC costs. Maintain actual costs for the use of all assigned resources.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Maintain a fiscal record of all expenditures related to the disaster/emergency. <input type="checkbox"/> Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director. <input type="checkbox"/> Maintain accurate information on the actual cost for the use of all assigned resources. <input type="checkbox"/> Ensure that EOC sections maintain proper supporting records and documentation to support claims. <input type="checkbox"/> Ensure that all financial documents are accurately prepared.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<input type="checkbox"/> Collect and record all cost data. (See Finance/Administration Support Documentation – Disaster Records and Forms). <input type="checkbox"/> With the Time Keeping Unit ensure that all pieces of equipment under contract and dedicated personnel are properly identified. <input type="checkbox"/> Make recommendations for cost savings to the Finance/Administration Section Coordinator. <input type="checkbox"/> Keep the Finance Section Coordinator informed of significant issues affecting the Section.
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan.

COST ANALYSIS UNIT

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| | <ul style="list-style-type: none"><input type="checkbox"/> Ensure that any open actions are completed before demobilization.<input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s). |
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FINANCE SUPPORT STAFF	
PRIMARY: As Designated ALTERNATE: As Designated SUPERVISOR: Finance Section Coordinator	
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Support the activated Branches in the Finance Section, as needed.
READ ENTIRE CHECKLIST AT BEGINNING OF SHIFT Also see Common EOC responsibilities on page 77.	
ASSIGNMENTS/ STAFFING	<input type="checkbox"/> Clarify any issues regarding your authority and assignment.
MEETINGS / BRIEFINGS	<input type="checkbox"/> Attend periodic briefing sessions conducted by the EOC Director.
ACTION PLANNING	<input type="checkbox"/> Participate in the EOC Director’s action planning meetings. <input type="checkbox"/> Attend planning meetings at the request of the Finance Section.
DOCUMENTATION	<input type="checkbox"/> See Documentation and Reports in Common EOC Responsibilities on page 77. <input type="checkbox"/> Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section. <input type="checkbox"/> Provide personnel and equipment time records to the Section Coordinator at the end of each work shift.
RESOURCES	<input type="checkbox"/> See Resources in Common EOC Responsibilities on page 78.
ONGOING ACTIVITIES	<input type="checkbox"/> Serve as a section scribe to document all section objectives and activities. <input type="checkbox"/> Assist other unit leads as needed.
DEACTIVATION / DEMOBILIZATION	<input type="checkbox"/> See Deactivation/Demobilization in Common EOC Responsibilities on page 78. <input type="checkbox"/> Demobilize when authorized by the EOC Director and follow the Demobilization Unit Leader/Demobilization Plan. <input type="checkbox"/> Ensure that any open actions are completed before demobilization. <input type="checkbox"/> Be prepared to participate and/or facilitate the hot wash and subsequent after-action report meeting(s).

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SUPPORT DOCUMENTATION

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MANAGEMENT SUPPORT DOCUMENTATION

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AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code

GC = Government Code

CCR = California Code of Regulations

PC = Penal Code

GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER

The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000 County Health Officer Appointment

“Each board of supervisors shall appoint a health officer who is a county officer.”

HSC § 101460 City Health Officer; Appointment.

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

HSC § 101400 Contracts For County Performance Of City Health Functions.

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

HSC § 101025 Duties Of Governing Body Of County

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

HSC § 101030 Enforcement Duties.

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

- (a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;
- (b) Orders including quarantine and other regulations prescribed by the department; and
- (c) Statutes related to public health.”

HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

- (a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.
- (b) Statutes relating to the public health.”

HSC § 101405 Powers of County Health Officers In City.

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

**EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY
DURING A PROCLAIMED EMERGENCY****GC § 8558 Degrees Of Emergency.**

Three conditions or degrees of emergency are established by this chapter:

- (a) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.
- (b) "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.
- (c) "Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

GC § 8630 Proclamation by local governing body.

- (a) "A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.
- (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.
- (c) The governing body shall review the need for continuing the local emergency at least once every 30 days until the governing body terminates the local emergency.
- (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

County Declaration of Local Emergency Applies to the Cities within the County**GC § 8630 Proclamation By Local Governing Body. Notes Of Decisions:****62 Ops.Atty.Gen. 710, 11-16-79**

In general. "When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently."

Health Officer's Authority During a Proclaimed Emergency**HSC § 101040 Authority To Take Preventive Measures During Emergency.**

"The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program."

Health Emergency

HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review. "Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall

not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

Health Officer's Authority during a Declared Health Emergency

HSC §101085 Health Emergencies; Powers Of Health Officials.

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

Personnel Resources Available to the Health Officer During a Health or Local Emergency**HSC § 101310 Health Emergencies.**

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster

The Authority To Order An Evacuation**PC § 409.5**

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

COMMUNICABLE DISEASE PREVENTION AND CONTROL**HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

HSC §120130 Isolation and Quarantine

...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

HSC §120175 Measures to Prevent Spread of Disease

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

HSC §120275 Violation of Isolation or Quarantine Order

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)**ARTICLE I - PURPOSE AND AUTHORITIES**

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II - GENERAL IMPLEMENTATION

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any; individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

ARTICLE III - PARTY STATE RESPONSIBILITIES

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural

disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

- ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.
- iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.
- iv. Assist in warning communities adjacent to or crossing the state boundaries.
- v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.
- vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.
- vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

- i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.
- ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.
- iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

ARTICLE IV – LIMITATIONS

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in

accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

ARTICLE V - LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

ARTICLE VI – LIABILITY

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE VII - SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII – COMPENSATION

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case

such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

ARTICLE IX – REIMBURSEMENT

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

ARTICLE X – EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI – IMPLEMENTATION

- A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.
- B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.
- C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII – VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII - ADDITIONAL PROVISIONS

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996

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OPERATIONS SUPPORT DOCUMENTATION

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**VENTURA COUNTY DISABLED, ACCESS AND FUNCTIONAL NEEDS (DAFN)
ROLES AND RESPONSIBILITIES**

Planning for and providing appropriate services for DAFN populations during disasters is coordinated by the County, specifically OES during emergency situations. Listed below are the departments, agencies and community/non-profit organizations that may play a role during a disaster, along with their respective responsibilities.

Ventura County

- **Sheriff Office of Emergency Services (OES)**

The Ventura County Office of Emergency Services (OES) has the lead responsibility in planning for effectively responding to the DAFN population during a disaster situation. Specific needs for the DAFN population will be determined during a disaster operation. Specific resources, equipment, personnel and technical information that will support DAFNs during an emergency will be provided by the DAFN Unit Coordinator that is part of the Operations Section in the County EOC.

- **Animal Services (AS)**

Provides shelter and care for all types of service/companion animals during emergencies and disasters at shelter locations.

- **Area Agency on Aging (AAA)**

The AAA provides services to people over the age of 60 and adults with disabilities allowing them to live in the community for as long as they chose to do so. Services include but are not limited to: information and assistance, options counselling, public benefit enrolment, home delivered meals, congregate meals, family caregiver services, home maker, chore, personal care, transportation to medical appointments, home share, fall prevention, health insurance counselling and long term case management. The VCAAA maintains a database of client information that could be used by the EOC in the event of an emergency to ensure that vulnerable seniors and adults with disabilities are located notified and evacuated if needed.

- **Health Care Agency (HCA)**

HCA plans for County-wide health related disasters with the following:

- Educate people in our communities;
- Conduct disaster drills;
- Plans for HCA's disaster operations;
- Works with any organization that wants to become better prepared for health-related disasters;
- Work with healthcare and other partners to prepare and respond to healthcare and medically vulnerable population needs during a disaster.

Key responsible departments within HCA include the following:

- **Behavioral Health (BH)**

Behavioral Health, through an array of multidisciplinary staff, provides outpatient services designed to treat severe symptoms of mental illness and assist individuals and their families in living successfully in the community. Behavioral Health also provides a range of outpatient

treatment services designed to help individuals coping with a substance use disorder. Behavioral Health maintains client information in various databases that could be used by the EOC in the event of an emergency to ensure that all clients are located, notified and evacuated if needed.

– **Public Health (PH)**

Public Health is assigned to provide services for the entire community, and plays a uniquely significant role during epidemic or pandemic flu response. Public Health also supports the response to mass casualty, mass decontamination events, and those that require the care of multiple wounded persons.

• **Human Services Agency (HSA)**

The Ventura County HSA is responsible for the implementation and maintenance of cost effective services that safeguard the physical, emotional and social wellbeing of the people of the County. During a disaster, HSA will assist in ensuring that all emergency services are accessible to the DAFN population. HSA staff members as a whole may also need to utilize their DOC to support their activities, especially communications, logistics, and media information provision functions. The Department will utilize its day-to-day resources to communicate and serve their normal client base (and possibly others as well) during a disaster operation. Key responsible divisions within HSA include the following:

– **In-Home Supportive Services (IHSS)**

HSA supports the County In-Home Supportive Services (IHSS) program. The program deals with medically fragile and elderly clients. The IHSS program maintains a database of clients that could be used by the EOC in the event of an emergency to locate and contact the affected population, ensuring that all clients are notified of the emergency and evacuated if needed.

– **Child and Family Services (CFS)**

CFS maintains its own response plan to support its staff members. In a disaster, CFS must identify and locate all children via phone call to foster parents, or by actually visiting if communications cannot be managed. CFS staff must also identify shelters and evacuation procedures for the children under State care, and in general, ensure that they are receiving adequate care.

• **Superintendent of Schools (SOS)**

The Superintendent of Schools office maintains an emergency telephonic call down to its school districts throughout the County. In turn, the schools each maintain an automated telephonic call down to the parents. The call down system provides the County a secondary call-out procedure that supports County-wide alerts. Each of the schools within the district is required to have their own emergency plans that provide for alerts, lock-down, evacuations, sheltering in place, and organizing their response actions.

Volunteer Organizations Active in Disasters (VOADs)

Volunteer Organizations Active in Disaster (VOADs) serve as a central organization for many local non-profit organizations that provide services during disaster operations. VOAD has a seat in the County EOC, to serve as the liaison between Operational Area operations and the local nonprofit and community groups. Key non-profit/non-governmental organization partners include:

- American Red Cross
- Mission Ventura
- Family Resource Centers
- 211/Family Interface
- Salvation Army
- Variety of neighborhood religious organizations
- Lifesigns, Inc. (ASL)
- The ARC
- United Way
- Tri-County GLAD

For-Profit Entities

These for-profit facilities are required to have plans in place to support their clients in the event of a disaster. Such plans include evacuation, sheltering, transportation, and long-term care. In the event of evacuation of a facility, the for-profit entities must plan to move their clients to like-facilities, and develop a Memorandum of Understanding (MOU) with this facility before a disaster occurs. Such entities are encouraged to conduct drills to ensure their readiness, and to coordinate with the county to ensure a coordinated understanding as to resource provisions in the event of a disaster. These private for-profit entities are often a key partner in resource provision to other facilities that suffer from disaster:

- Licensed Board and Care facilities
- Hospitals
- Mental health care facilities
- Private schools
- Language Line
- Network Interpreting Service
- Ojai Rexall Drugs Medical Supply Store
- Americare Medical Supply Store

State of California Entities

- **California Office of Emergency Services**
The California Office of Emergency Services (Cal OES) Office for Access and Functional Needs (OAFN) reports directly to the Agency's Chief of Staff. Their purpose is to identify the needs of people with disabilities and others with disabilities, access and functional needs before, during and after a disaster. Furthermore, their purpose is to integrate disability needs and resources into all aspects of the emergency management system.
- **California Department of Mental Health**
The State Department of Mental Health provides training support to local jurisdictions in their preparing for day-to-day and emergency services for those diagnosed with mental health issues.
- **California Department of Social Services**
The California Department of Social Services licenses the skilled nursing facilities and the board and care facilities. They have responsibility for ensuring preparedness plan for their facilities are in place as a stipulation of the licensing.

Federal Entities

- **Federal Emergency Management Agency**

The Federal Emergency Management Agency (FEMA) is the lead agency for emergency management in the nation. FEMA will activate the various Emergency Support Functions (ESFs) when the disaster has expanded beyond the capability of the County and State emergency services. FEMA includes considerations for populations with disabilities, access and functional needs. FEMA resources can be accessed via requests from the State of California, and specifically from an activated Regional EOC. Although planning considerations for the DAFN populations are comprehensively included throughout all emergency functions; the National Response Framework specifically mentions “special needs” disaster requirements in the following ESFs:

- **Transportation**

During mass evacuations, consistent with the Mass Evacuation Incident Annex, DHS/FEMA, provides transport for persons, including individuals with special needs, provided they meet the following criteria:

- Evacuees can be accommodated at both embarkation points and at destination general population Shelters.
 - Evacuees can travel on commercial long-haul buses, aircraft or passenger trains, or lift equipped buses.
 - Evacuees do not have medical needs indicating that they should be transported by Emergency Medical Services.

- **Mass Care, Emergency Assistance, Housing and Human Services**

HSA will support local, tribal, State, and Federal agencies, voluntary agencies and non-governmental organizations, and HCA in addressing the functional needs of special needs populations, as defined in the National Response Framework (NRF) Glossary. Functional needs may be present before, during, or after an incident in one or more areas, including but not limited to:

- Maintaining independence
 - Communication
 - Transportation
 - Supervision
 - Medical care

Individuals in need of additional response assistance may include those who have disabilities, which live in institutional settings, who are elderly, who are from diverse cultures, who have limited English proficiency or who are non-English speaking, who are children, or who are transportation disadvantaged.

- **FEMA Office of Disability Integration and Coordination**

The purpose of this FEMA office is to integrate and coordinate emergency preparedness, response and recovery for children and adults with disabilities and others with disabilities, access and functional needs. This office supports people pre-disaster, during disaster and during recovery operations.

ACCESS AND FUNCTIONAL NEEDS CONSIDERATIONS

The following information is provided to assist the County to better meet the needs of persons who have limitations in the areas of seeing, hearing, speaking, moving, breathing, understanding and learning.

For the purposes of emergency preparedness and response, “needs” are organized into 5 categories: **C**-Communication, **M** - Medical, **I**-Independence, **S**-Supervision and **T**-Transportation (C-MIST).

Communication: This category includes people who have limited or no ability to speak, see, hear or understand. During an emergency, people with communication needs may not be able to hear announcements, see signs, understand messages or verbalize their concerns.

Medical: People in this group require assistance in managing activities of daily living such as eating, dressing, grooming, transferring and going to the toilet. It includes managing chronic, terminal or contagious health conditions (such as ongoing treatment and administration of medications, IV therapy, catheters, tube feeding, dialysis, oxygen, operating life- sustaining equipment). During an emergency, people may be separated from family and friends. Early identification of these needs and intervention can avoid deterioration of health.

Independence: This includes people who are able to function independently if they have their assistive devices and/or equipment. Items consist of mobility aids (such as wheelchairs, walkers, canes, crutches); communication aids; medical equipment, (such as catheters, oxygen, syringes, medications); and service animals. Individuals may become separated from their assistive equipment and/or animals in an emergency. Those at risk whose needs are recognized and restored early are able to maintain their independence and manage in mass shelters. Effectively meeting their functional needs prevents secondary complications.

Supervision: People with supervision needs may include those who have psychiatric conditions (such as dementia, Alzheimer, Schizophrenia, depression or severe mental illness); addiction problems; brain injury, or become anxious due to transfer trauma. During an emergency, some people with mental illness may be able to function well while others require a more protected and supervised setting.

Transportation: Emergency response requires mobility and this category includes people who are unable to drive because of disability, age, temporary injury, poverty, addiction, legal restriction or have no access to a vehicle. Wheelchair accessible transportation may be necessary. Pre-planning evacuation needs helps prevent chaos during an emergency and many people can function independently once evacuated to safety.

FUNCTIONAL PLANNING AREAS TO CONSIDER⁴

COMMUNICATIONS

Any emergency hotline or information service such as 211 created for an emergency or disaster should include TTY/TDD (text telephone, also known as telecommunication device for the deaf) numbers, when available, or the instruction "TTY callers use relay." Make sure the same information is provided by the official spokesperson and is used on television and radio.

Frequently repeat the most essential emergency information in a simple message format that those with cognitive disabilities can follow.

Provide information in alternate formats (e.g. Braille, audio recording, large font, text messages, e-mails, etc.) whenever possible ahead of time based on the needs of the population.

Ensure that web-based information is accessible. Web accessibility is based on the principle that no potential Website visitors, including those with varied disabilities, should be precluded from accessing content or services the site provides. This is especially important when it comes to helping the public take self-preserving actions based on emergency management information.

When designing the Website, be certain it meets accessibility standards so that the information will be available to all visitors, including people with disabilities. The following are recommendations for compliance:

1. Avoid hidden texts/sections
2. Avoid pop-ups
3. Alt tags on images must be used
4. Use large print since small print is not in compliance
5. Avoid Flash media

WARNING AND NOTIFICATION

Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself. Use telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, E-mails, and even direct door-to-door contact with pre-registered individuals.

Local TV stations and cable TV providers should also use open-captioning for emergency communications.

EVACUATION

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to

⁴ American with Disabilities Act, *An ADA Guide for Local Governments – Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities*, <https://www.ada.gov/emergencyprepguide.htm>, June 10, 1019

independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. Special evacuation considerations include:

Durable Medical Equipment (DME)

In the past, people with disabilities were sometimes forced to leave expensive DME (augmentative communication devices, wheelchairs, walkers, respirators, etc.) at airports, bus loading areas, shelters, etc. Individuals should not be separated from their DME.

1. Tag all DME not easily replaced or that must be left behind with the owner's name.
2. Attempt to return a DME to an owner as soon as possible. Use systems similar to posting missing children's photos on specific web sites.

Service Animals

Service animals are not household pets and a person with a disability accompanied by a service animal may not be segregated in any public accommodation. While you cannot unnecessarily segregate persons who use service animals from others, you may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Many people with disabilities are utilizing service animals to maintain their independence in the community. The Americans with Disabilities Act provides protection and guidelines in the use of service animals in public places and work places. Like DME - service animals must remain with their owners. In addition – the county needs to be prepared to provide food, water and relief areas for service animals.

Here is a partial listing of service dog types.

1. Guide Dog or Dog Guide - assist people with visual impairments.
2. Mobility Dog - retrieve items, open doors, push buttons, also assisting people with disabilities with walking, balance and transferring from place to place.
3. Hearing Alert - assist people with a hearing impairment to sounds.
4. Seizure Alert/Seizure Response also known as Medical Alert – alerts to oncoming seizures and is trained to respond to seizures such as get help or stay with the person.
5. Medical Alert/Medical Response - alerts to oncoming medical conditions, such as: heart attack, stroke, diabetes, epilepsy, panic attack, anxiety attack or post-traumatic stress disorder.

Note: Not all people accompanied by a service animal have visible disabilities. Examples are: hearing, epilepsy, visual, heart disease and physiological/emotional conditions. Lack of a visible disability cannot be used as justification for turning away a service animal.

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. If you are not certain that an animal is a service animal, you *may* ask the person who has the animal: "Is this a service animal required because of a disability?" However, you *may not* ask if it is a service animal for any particular disability.

An individual may not be carrying documentation of his or her medical condition or disability.

Therefore, such documentation cannot be required as a condition for providing service to an individual accompanied by a service animal. You may not insist on proof or certification before permitting the service animal to accompany the person with a disability.

You may exclude any animal, including a service animal, from your facility when that animal's behavior poses a direct threat to the health or safety of others. For example, any service animal that displays vicious behavior towards other guests or customers may be excluded.

Although a public accommodation may exclude any service animal that is out of control, it should give the individual with a disability who uses the service animal the option of continuing to enjoy its goods and services without having the service animal on the premises.

SHELTERING AND MASS CARE

When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area.

If space permits, each shelter should offer low-stimulation "stress-relief zones." These areas should be available on a priority basis to people whose disabilities are aggravated by stress.

Each shelter should have a Functional Needs Coordinator (FNC). This person can be an employee of the County of Ventura; a representative from an agency that serves populations with access and functional needs; a pre-identified volunteer; or a person from the California FAST (Functional Assessment Service Team). If no FNC is available then the Shelter Manager will assume the FNC responsibilities. The FNC should:

- Ensure that all shelter locations can accommodate persons with disabilities.
- Ensure ample parking and that no barriers exist in pathways, entrances, sleeping and dining areas, toilet facilities, bathing facilities, first aid/medical facilities, recreation areas, and the routes to all of these areas.
- Ensure kitchen-access policies allow residents and volunteers with disabilities access to food and refrigerated medication.
- Ensure that at least some kinds of foods and beverages are available for people with dietary restrictions, such as diabetes or severe food allergies.
- Ensure that there is an effective way for people with disabilities to request and receive durable medical equipment and medication.
- Ensure that people with disabilities can request cots and beds, modifications to cots and beds, securing of cots and beds, and specific placement of cots, beds, or sleeping mats when needed.

Power and Refrigeration

Shelter locations should have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). Power and refrigeration should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration.

Accessible Communications

Shelter locations should provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Staff should be trained on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Staff should read printed information, upon request, to persons who are blind or who have low vision.

Shelters should also accommodate persons who are blind or have low vision by providing way-finding assistance to people to provide orientation to the shelter environment and assistance in locating shelter areas or features.

The following are options for providing assistive communications to people with access or functional needs:

- Audible announcements
- Bulletin Boards – all bulletin boards should be located in a central area and placed so their contents are accessible to people in wheelchairs. All materials posted should be written in large font – for example: Times New Roman 16 point or greater.
- On-Call sign-language interpreters
- Video Remote Interpreting – American Sign language only
- California Relay Service (711) – persons with speech disabilities

The availability of each of these methods will be based on available resources and if the appropriate service contracts can be negotiated by the County.

Unaccompanied Minors

Unaccompanied minors are persons under the age of 18 who have become separated from their parents or guardians and should be regarded as a vulnerable population who may be unable to care for themselves and/or may be at risk of abduction or other criminal activity. In addition, unaccompanied minors within the community may be unable to understand the scope of the emergency, access information, or know where to go for help.

Unaccompanied minors should be segregated from the general shelter population and placed in an area that can be continually monitored by shelter staff. In addition shelter staff with access to unaccompanied minors should be limited to those who have been cleared for access to children. One way to achieve this would be to assign teachers or substitute teachers from the Santa Monica-Malibu Unified School District to provide supervision of, and care for, unaccompanied minors.

Personal Attendants

Personal attendants should be allowed to remain in the same shelter as the person they assist or be allowed access to the shelter both inside and outside of the normal hours. Shelter personnel will not provide personal attendant care services to any shelter resident but will assist in coordinating personal care attendant services. If the shelter personnel are not able to coordinate personal care attendant services, the person should be referred to a medical shelter.

Service Animals

Federal regulations for a service animal differ from those for a household pet. Service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability,

including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. In addition to the provisions about service dogs, the revised Americans with Disabilities Act (ADA) regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

1. Whether the miniature horse is housebroken
2. Whether the miniature horse is under the owner's control
3. Whether the facility can accommodate the miniature horse's type, size, and weight
4. Whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility

People with disabilities who use service animals should not be separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. Shelters cannot unnecessarily segregate persons who use service animals from others, however, the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Special Needs Shelters

Individuals who require minimal support or assistance should not be directed to a shelter that provides a greater level of support services than what they need. For example, an elderly individual who functions without assistance in his or her home may be confused and in need of assistance in the shelter environment. A person with a cognitive or psychiatric disability may need direction with the change in daily routine. These individuals may be accommodated with minimal assistance in a general population shelter. Likewise, individuals with special needs usually function best when kept with their family or caregiver.

If a "special needs" or "medical" shelter is established, eligibility policies and procedures will be adopted to ensure that shelter personnel do not require people with disabilities to stay in these shelters solely because they have a disability. Special needs and medical shelters are intended to house people who are medically fragile, such as those who require hospital or nursing home care.

Medications and Replacement Medications

Public and private insurance programs frequently limit the amount of prescription drugs people can order at one time. This restriction therefore limits individuals who may need to fill prescriptions immediately following an emergency. The Los Angeles County Public Health Department will be the lead agency in replacement of prescriptions for persons dependent on medications and not able to access their regular supply of medication.

RE-ENTRY, TEMPORARY AND LONG TERM HOUSING

The needs of individuals with disabilities should be considered, too, when they leave a shelter or are otherwise allowed to return to their home. If ramps have been destroyed or blocked, people with mobility impairments will be unable to get into and out of their homes. People with access and functional needs are likely to face additional barriers in returning to their homes or in obtaining suitable housing that the non-disabled will not.

Re-Entry

Additional care must be taken in returning the disabled and elderly to their home environments. Conditions that would not pose a hazard to the able-bodied can pose a hazard to the disabled. Additionally, in many cases cleanup and simple repairs that will return a home to a usable state are beyond the capabilities of people with disabilities.

People with access and functional needs may require additional assistance during the re-entry phase. Prior to their leaving a shelter we will need to ensure that they are connected with either their support network or an outside organization that can evaluate their home and – if necessary - take corrective action to ensure that it is safe for that person. ENLA and/or VOAD may be able to provide referrals to organizations that can meet these needs.

Temporary Housing

Any temporary housing identified to be used after leaving the short-term shelters need to also meet the needs of persons with access and functional needs, i.e. have appropriate communication devices, such as TTY's, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals and have the necessary features such as ramps or electrical systems. People with access or functional needs will be given priority for temporary accessible housing.

The County can request assistance from State FAST members to coordinate transition from a shelter setting into the community. FAST members are trained and knowledgeable in regard to a variety of types of disability. They are able to assist in prevention of inappropriate institutionalization, and secure long-term health and mental health services.

Permanent and Replacement Housing

Lack of accessible housing opportunities for individuals with disabilities does and will continue to result in unnecessary and expensive institutionalization. Available data discloses that the costs of providing appropriate housing options for people with disabilities is well worth the investment because of the significant savings that results from enabling people with disabilities to live in the community, find employment, and pay taxes. People with access or functional needs should be given priority for accessible housing.

RESTORATION OF PUBLIC BUILDINGS AND SERVICES

In a disaster it is not only the county's residents and businesses that are disrupted but the county government will be disrupted as well. However this is also an opportunity to repair or rebuild older facilities that are not accessible to people with disabilities in a manner that makes those facilities accessible. Any damaged accessibility features should be addressed before a public building is returned to operation after repairs. In some cases ADA requirements can be used as justification for replacing a facility instead of repairing it.

Facilities constructed or altered because of emergency- or disaster-related damage must comply with the accessibility requirements of Title II of the ADA. Facilities constructed after January 26, 1992, and repairs to such facilities, must comply with Title II's new construction requirements. Alterations to facilities constructed before the ADA became effective, must comply with Title II's requirements for alterations to existing facilities. Alterations may not decrease accessibility.

In instances where critical infrastructure is destroyed, the recovery process presents an opportunity for urban planners to ensure new buildings meet accessibility requirements, where perhaps the old buildings

did not. This should be considered as part of the long term mitigation of future impacts on the community.

As Federal and/or State funding is received, the jurisdiction should recognize its obligations to involve special needs populations in the planning for community restoration.

PUBLIC AND DISASTER ASSISTANCE PROGRAMS

The recovery phase of a disaster is never easy, and the difficulties can be compounded for individuals with special needs. In addition to personal losses and injuries, individuals with special needs might lose vital connections with personal care providers, service animals, community liaisons, public transportation, neighbors, and other people integral to their everyday support network. These disconnections create disruptions in services that people with special needs rely on to participate in daily life.

Many people will need assistance, including the provision of individual case management support, with reestablishing and applying for human services programs and benefits. They may not be aware of the full array of services available to disaster victims and they may need assistance in completing forms, understanding eligibility requirements, and arranging for continuity of services. Local collaboration between planners and providers will be necessary to quickly and effectively reestablish human services support for persons with special needs. In addition, important information relating to the agency and recipient civil rights obligations, assistance options, and resources for those experiencing difficulty in accessing services, should be provided in multiple languages. Planning for the reestablishment of the human services infrastructure and alternate arrangements is best achieved during the initial stages of emergency planning with input from a local human services network. Keep in mind that local human service providers will need support in developing emergency plans for themselves as well as their constituents.

Outreach with Disability Advocacy Organizations and VOAD's

Jurisdictions most successful at recovering from disasters have established formal relationships with a variety of community organizations that provide a link to the special needs populations they serve. By working together on an ongoing basis to develop a joint plan of recovery, government agencies and community organizations will be better able to identify not only assets and capabilities, but also opportunities for improvement and cooperation.

Mental Health and Behavioral Services

Adequate support mechanisms should be planned to meet mental and behavioral health needs in the weeks and months following a disaster. Previous disasters have demonstrated that these stressful situations often lead to dramatic increases in suicide, domestic violence, and child abuse, as well as exacerbations of pre-existing physical and mental health issues. Mental health resources should be available and organizations serving individuals with special needs should be made aware of the availability of such resources and the means of accessing them. Ideally, assistance should be provided in familiar settings, such as schools, service provider offices, and community healthcare provider offices.

Considerations for Service and Assistance Programs

Continuity of operations plans need to address continuity of access to programs, services, and activities for people with disabilities. Programs relocated from damaged facilities must remain accessible to people with disabilities, whether the relocation is permanent or temporary.

1. Ensure that medical, social service, and other benefit programs are accessible to people with disabilities, including people who use wheelchairs, scooters, and other mobility aids and people

who use service animals.

2. Ensure that medical, social service, and other benefit programs do not have eligibility criteria that screen out or tend to screen out people with disabilities, or application processes or procedures that deny access to people with disabilities.
3. Establish policies and procedures to ensure that medical, social service, and other benefit programs provide effective communication to people with disabilities, including primary consideration of the method of communication preferred by an individual with a disability.
4. Make allowances at blockades, shelters, and other affected areas for access by attendants, home health aides, visiting nurses, service/guide animals, and other individuals crucial to the immediate healthcare needs of people with disabilities
5. Address how people with disabilities who are employed by businesses that are able to open soon after a disaster will get to work.

Each location providing public assistance and disaster assistance programs should provide translation and interpreter services to support the disaster assistance application process, medical care, and other services needed as a result of the disaster. Volunteer assistance provided by individuals with special needs can also help disaster victims receive the level of support they require during recovery operations.

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NATIONAL WEATHER SERVICE ISSUANCES

TYPES OF ISSUANCES

Outlook/Statement: There is a 30 percent chance that a hazardous weather event may develop.

Watch: There is a 50 percent chance that a hazardous weather event may develop.

Warning: There is an 80 percent chance that a hazardous weather event is imminent, or an event is already occurring; the event poses a threat to life or property.

Advisory: There is an 80 percent chance that a hazardous weather event is imminent, or an event is already occurring; the event is likely to cause significant inconvenience and could pose a threat to life or property if proper precautions are not taken..

SPECIFIC TYPES OF ISSUANCES

Flash Flooding:

Flash Flood Warning: Flash Flooding is occurring or imminent.

Flood Advisory: Flooding is occurring or imminent, but is not life threatening (nuisance flooding). This warning may be upgraded to a Flash Flood Warning if conditions worsen.

Flash Flood Watch: There is a good possibility of Flash Flooding, but it is neither occurring nor imminent (generally means the possibility exists within the next 24 hours).

Flash Flood Statement: Updates an existing Flash Flood Warning.

Severe Thunderstorm Warning: Issued on the observation of a funnel cloud, or severe thunderstorm (a thunderstorm is defined as severe when it is accompanied by 58 mph winds or 3/4" hail), or the indication of any of the above based on radar data.

Tornado Warning: Issued on the observation or radar detection of a tornado (funnel extending from the base of a cloud to the ground).

Severe Weather Statement: Follow-up product for Severe Thunderstorm and Tornado Warnings.

OTHER TYPES OF ISSUANCES

Tsunami Hazard

Non-Precipitation Hazards

- Air Stagnation Advisory
- Ashfall Advisory
- Blowing Dust Advisory
- Dense Fog Advisory/Warning
- Dense Smoke Advisory
- Dust Storm Warning

- Excessive Heat Warning/Watch
- Hard Freeze Warning/Watch
- Freeze Watch
- Frost Advisory
- High Wind Warning/Watch/Advisory

Winter Weather Hazards

- Blizzard Warning/Watch
- Winter Storm Warning/Watch
- Winter Weather Advisory

Fire Weather Hazards

- Fire Weather Watch
- Red Flag Warning

Coastal Hazards

- Coastal Flood Advisory/Statement/Warning/Watch
- High Surf Advisory
- Beach Hazards Statement (dangerous rip currents, tidal overflow, etc.)

Marine Hazards

Refer to the Appendix section for contact numbers for the National Weather Service.

EMERGENCY POTABLE WATER PROCUREMENT & DISTRIBUTION**INTRODUCTION**

The following procedures are designed to facilitate acquisition and distribution of alternative potable water. They set forth-specific activities that should be considered to evaluate emergency situations and then to procure and distribute potable water to critical locations if needed.

Primary Response Agency Roles and Responsibilities:

Agent:	Function:
Cities	Primary agency responsible for purchase and distribution of alternate source of potable water for populations within its jurisdiction. City EOCs Coordinate resources and manage operations for distribution of alternative potable water to affected populations.
Ventura County (Operational Area)	Operates Operational Area Emergency Operations Center (OAEOC), coordinates county resources and assists city EOC(s) in providing potable water to affected population(s).
California Office of Emergency Services	Coordinates federal, state, and regional resources to assist OAEOC(s) in providing alternative source of potable water to affected populations. Operates Regional Emergency Operations Center (REOC) and State Operations Center (SOC).
Federal Emergency Management Agency	Coordinates federal emergency response resources and provides alternate source of potable water to affected populations, as requested by the State.

Note: For the purpose of this document: "alternative potable water" and "emergency potable water" means water that is supplied from an alternative source and/or delivery system. Cal OES will assist local government in pursuing possible Federal reimbursement for costs incurred.

WATER CONCEPT OF OPERATIONS

During the initial hours following an emergency it is especially important to ascertain the scale of the emergency and the areas where the potable water supply and delivery system has been affected.

PROCUREMENT AND DISTRIBUTION PROCESS

Successful implementation of these procedures will require the support of public, private, and volunteer agencies. The following identifies the public, private, and volunteer agencies, which will play a part in the acquisition and distribution of emergency potable water and assigns to them specific roles and responsibilities.

OPERATIONAL AREA

The Ventura County Public Works is the primary agency responsible for the purchase and distribution of emergency potable water to populations within its jurisdiction.

CITIES

Provide alternate source of potable water to affected populations. Deploy Field Response personnel activate Local Emergency Operations Center(s) (LEOC) and coordinate with the Operational Area Emergency Operations Center (OAEOC). Implement duties pursuant to Field Response Agent, LEOC and OAEOC roles and responsibilities.

GOVERNOR'S EMERGENCY MANAGEMENT AGENCY (CAL OES)

If the Operational Area cannot provide enough alternate source of potable water to affected populations the Cal OES will activate Regional Emergency Operations Center(s) (REOC) and State Operations Center (SOC). Implement duties pursuant to REOC and SOC roles and responsibilities.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

Provide alternate source of potable water to affected populations, as requested by State. Implement duties pursuant to FEMA roles and responsibilities.

RESPONSIBILITY

The Department of Public Works is the lead agency for establishing and operating emergency potable water distribution sites.

The Department of Public Works is responsible for evaluating situation assessments and prioritizing resource allocation. When necessary, the water coordinator will activate a water task group to help establish or assist in the establishment and operation of the alternative potable water procurement and distribution program. The size, makeup and specific assignment of the water task group will be dependent on the magnitude of the problem at hand.

The Water Coordinator and Water Task Group will be staffed. The unit will report to the Infrastructure Branch.

Duties of the Water Coordinator/Water Task Group are as follows:

1. Serve as EOC primary contact for all potable water procurement and distribution matters.
2. Coordinate conference calls with other level EOC water coordinators to assess potable water needs.

3. Obtain consolidated situation information compiled by the Planning/Intelligence Section and other sources. This information would include:
 - cause and extent of water system damage
 - estimated duration of system outage
 - geographical area affected
 - population affected
 - actions taken to restore system
 - resources needed to reactivate system
 - emergency potable water needs (quantity and prioritized areas)
4. Prioritize distribution locations (include needs of critical facilities) and make recommendations to Infrastructure Branch Director who will discuss with the Operations Section Coordinator.
5. Identify and secure potable water resources with assistance from the Logistics Section, Procurement Unit.
6. Identify transportation and equipment needs and secure required resources through the Logistics Section, Supply Acquisition Unit.
7. Coordinate with State Water Resources Board, Division of Drinking Water (DDW), Public Health Officer, water utilities, and EOC Public Information Officer for appropriate public information announcements and media interface.
8. Document all information related to expenditures, resource commitments, contracts and other costs related to procurement and distribution of potable water and provide such information to the Finance and Administration Section.

EMERGENCY POTABLE WATER SUPPLY CONSIDERATIONS

When there is a need for emergency potable water, everyone should work with the Operational Area and with the State Water Resources Board, Division of Drinking Water and the County Public Health Officer. When there is a "Boil Water" advisory, the public should be advised to bring water to a rapid boil for 1-2 minutes. In the event of any other situation that may require supplying potable water, the Local EOC and Operational Area Emergency Operations Center EOC will utilize the following options in the order listed below.

Bottled Water

Water in one-gallon plastic containers is by far the most convenient and effective way to initially provide emergency water to the public. A list of approved commercial vendors is maintained by the State Department of Public Health, Food and Drug Branch, is available through the REOC Operations Section Water Coordinator.

The Regional EOC can arrange transportation, if necessary, with state assets. Water and beverage bottlers sometimes offer free bottled water and delivery.

Bulk Potable Water Deliveries: (If bottled water is not a viable option)

Bulk potable water deliveries are for limited use and should only be employed for immediate crisis situations when the first option is not available. Bulk potable water may also be needed for critical facilities such as hospitals, clinics and other health facilities.

Portions of the existing potable water system, or nearby systems, may continue to have potable water in their normal distribution systems. These sources are closest and easiest to access and should be used for bulk water deliveries.

National Guard water buffaloes (500 gallon trailers) are available in limited numbers and should only be used to support evacuation efforts and immediate crisis situations. The small volume necessitates that water tenders keep buffaloes filled.

Water Purification Systems: (If bulk potable water deliveries are not a viable option):

Commercial portable water purification systems are available where connection to an approved water source and some means of storing or distributing water is available. Approved and licensed commercial vendors can provide limited water storage (approximately 1,000 gallons). The State Department of Health Services Drinking Water Program or County Health Department must approve the water source to assure that the treatment is sufficient to deal with the level of contamination, and confirm the integrity of the system. The National Guard has limited purification capability, which should only be requested when all other options are exhausted.

PLANNING/INTELLIGENCE SUPPORT DOCUMENTATION

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ACTION PLANNING

EOC ACTION PLANNING (EOC)

The Action Planning process is an essential tool for the County, particularly in managing sustained emergency operations.

It is important that common County organizational priorities and objectives are maintained and pursued as determined by the Management team and General Staff (Section Coordinators). The Management team and General Staff need to have a good understanding of the current situation and an idea of where the situation is going to draft appropriate priorities and objectives. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. **The overall EOC Action Plan should be developed by the Planning/Intelligence Section and provided to the Emergency Operations Director.**

The Management team and General Staff shall determine the priorities and objectives for the next operational period. These may or may not be different from the operational priorities and objectives from the last period. This short list of organizational priorities and goals must be verifiable and measurable.

Once the priorities and goals are set, they should be communicated to the other sections, which in turn should communicate to their departments!! The Multi Agency Coordination Group must receive copies of the EOC action plan.

SUMMARY OF ACTIVITIES BY SECTION

MANAGEMENT	<ul style="list-style-type: none"> • Sets goals and priorities. • Approves EOC Action Plan
PLANNING/INTELLIGENCE	<ul style="list-style-type: none"> • Presents the verbal EOC Action Plan or the situation status report. • Prepares EOC Action Plan (document). • Collects, analyzes and displays information in the EOC • Compiles EOC Action Plan.
OPERATIONS	<ul style="list-style-type: none"> • Determines how to best support field operations.
LOGISTICS	<ul style="list-style-type: none"> • Determines how it will logistically support operations.
FINANCE/ADMINISTRATION	<ul style="list-style-type: none"> • Determines how it will financial support operations.

Action planning at the EOC is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan developed in the first hour based on Standing Objectives. **(See Standard Objectives in the Planning Support Documentation).** EOC Action Plans should be written. EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within EOC levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable)
- Statement of current priorities related to objectives
- Statement of strategy to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred)
- Assignments and actions necessary to implement the strategy
- Operational period designation: the time frame necessary to accomplish the actions
- Organizational elements to be activated to support the assignments (also, later EOC action plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required

FOCUS OF THE EOC ACTION PLAN

The primary focus of the EOC Action Plan should be on countywide issues. The plan sets overall priorities and objectives for the County as determined by the EOC Director. It can also include mission assignments to departments, provide policy and cost constraints, and include inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

THE PLANNING “P” TOOL (Found at the end of this section)

The Planning “P” is a guide to the process and steps involved in planning for an incident.

The Start of Each Planning Cycle

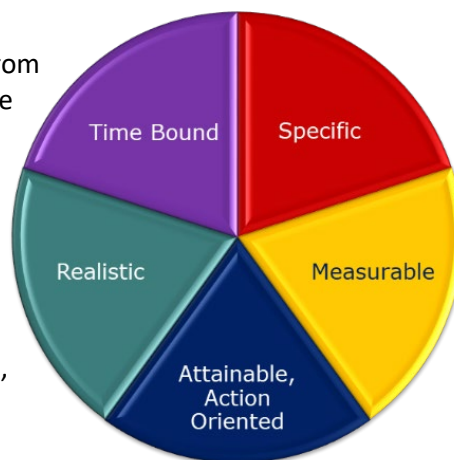
Phase 1: Understand the Situation

- **Initial Assessment:** Planning begins with a thorough size-up that provides information needed to make initial management decisions.
- **Prepare Incident Brief:** The EOC Director and the Planning Section Coordinator will use ICS – 201 Form to prepare the Incident Briefing for EOC staff. (ICS forms can be found in the EOC at G:\EOC\New Incident Docs).

- **Incident Briefing:** The EOC Director and/or the Planning/Intelligence Section Coordinator briefs EOC staff on the information that is currently known about the event.

Phase 2: Establish Objectives

- **Setting Incident Priorities:** The EOC Director with input from the General Staff establishes incident priorities for the incident.
- **Section Meetings:** Each Section Coordinator will meet with their staff and develop Section-specific objectives to accomplish the EOC priorities for the Operational Period. Each Section will fill-out the appropriate page in the EOC Action Plan for their specific Section. Objectives meet SMART parameters: **S**pecific, **M**easurable, **A**ttainable, **R**ealistic and **T**ime Bound.



Phase 3: Develop the Plan

- **Prepare for the Planning Meeting Section Coordinators Meeting:** The Planning/Intelligence Section will compile the Section Objectives submitted by each Section Coordinator and have the compilation ready for the Section Coordinators Meeting.
- **Section Coordinators Meeting:** The Planning/Intelligence Section Coordinator will present all the objectives to fine-tune the objectives and resolve any conflicts or duplication of efforts.
- **Prepare for the Planning Meeting:** The Planning/Intelligence Section Coordinator will revise the EOC objectives as needed and prepare the rest of the EOC Action Plan for the upcoming Planning Meeting.

Phase 4: Prepare and Disseminate the Plan

- **Planning Meeting:** Management and General Staff attend the Planning Meeting to review and validate the EOC Action Plan. The Planning/Intelligence Section Coordinator facilitates this meeting. The Agenda for the Planning Meeting is:
 - Provide situation and resource briefing – Planning Intelligence Coordinator
 - Provide priorities and policy issues – EOC Director
 - Provide Section Objectives – Management and General Staff
 - Provide a status on resources – Logistics Section Coordinator
 - Provide a Safety & Security Briefing – Safety/Security Officer
- **Finalize and approve the EOC Action Plan** – Planning/Intelligence Section Coordinator finalizes the EOC Action Plan and the EOC Director approves the EOC Action Plan

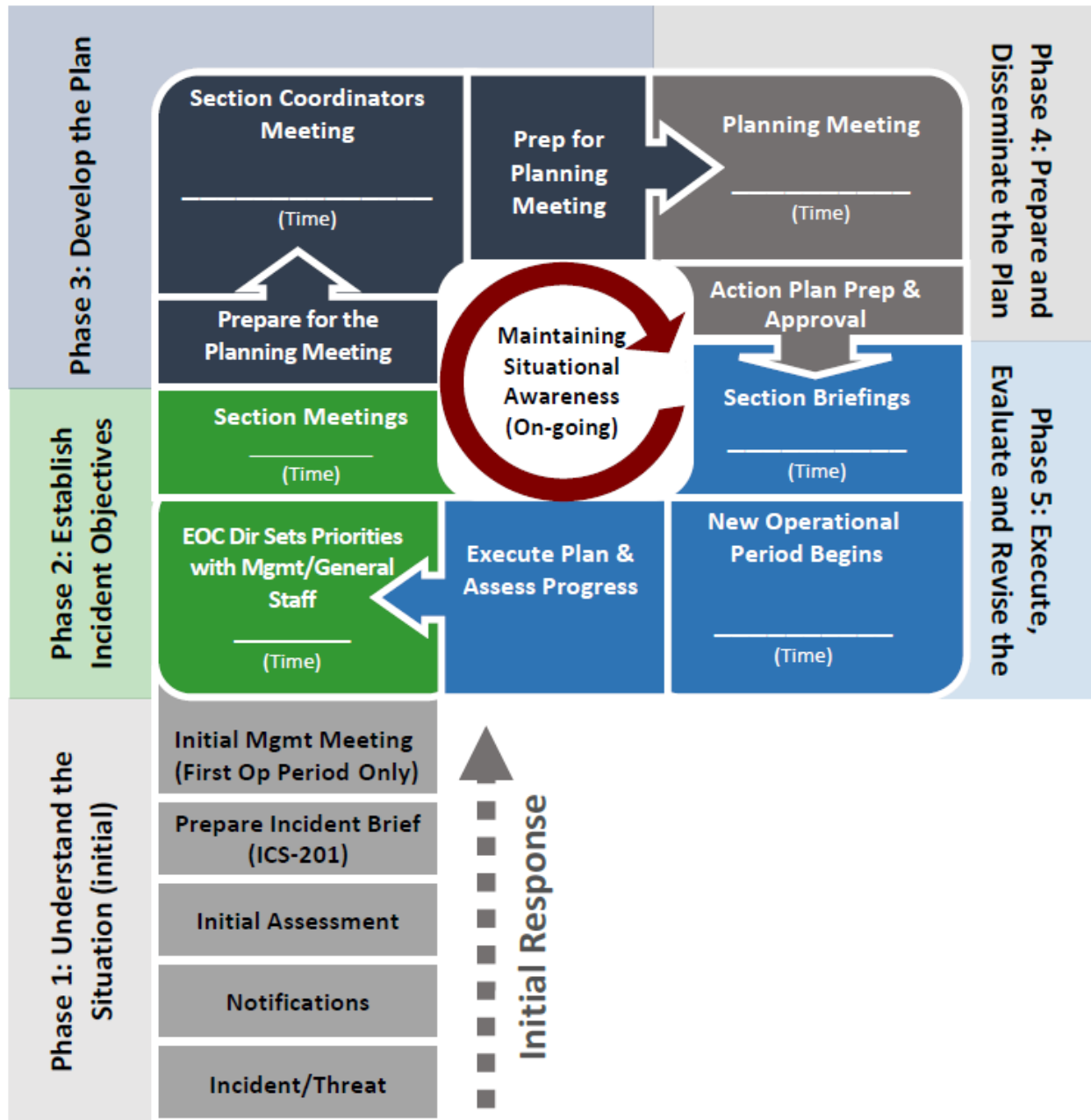
Phase 5: Execute, Evaluate and Revise the Plan

- **Section Briefings:** Each Section Coordinator goes back to their Section staff and provides them a briefing of the approved EOC Action Plan and outlines the areas pertinent for their Section.
- **New Operational Period (Shift Change Briefing):** Outgoing staff will brief the incoming staff on the EOC Action Plan, what has been accomplished and what is pending. Section Coordinators may

use the Shift Change Briefing Form to facilitate this process. **(The Shift Change Briefing Form is located in the Support Documentation – Forms of this plan).**

- **Execute Plan and Assess Progress:** The new shift of EOC staff will implement the developed EOC Action Plan and make adjustments as needed and start the process over again to develop a new EOC Action Plan for the next Operational Period.

PLANNING P TOOL



STANDING OBJECTIVES - EMERGENCY OPERATIONS CENTER

Objective	Responsible Group
1. Situational Awareness/Analysis a. Incident Information b. Information Analysis i. Current incident status ii. Incident potential information (12, 24, 48 and 72 hour projections) c. Intelligence and investigation d. Public information and understanding of incident i. Current ii. Potential	<div style="background-color: blue; color: white; text-align: center; padding: 5px;">Planning & Intelligence</div> <div style="background-color: red; color: white; text-align: center; padding: 5px;">Operations</div>
2. Determine Priority of Incident(s) a. Life safety b. Property threats c. High damage potential d. Incident complexity e. Environmental impact	<div style="background-color: black; color: white; text-align: center; padding: 5px;">Management</div> <div style="background-color: red; color: white; text-align: center; padding: 5px;">Operations</div>
3. Acquire/Allocate Critical Resources a. Critical resources acquired internally first b. As incidents expand, resources acquired externally	<div style="background-color: yellow; text-align: center; padding: 5px;">Logistics</div>
4. Crisis Information Management a. Consolidating and packaging incident information b. Internal dissemination of information c. External dissemination of information d. Monitor media reporting for accuracy	<div style="background-color: black; color: white; text-align: center; padding: 5px;">Management</div> <div style="background-color: gray; color: white; text-align: center; padding: 5px;">PIO</div>
5. Develop/Advise/Support Policy-Level Decisions a. Coordinate support, assist with policy-level decisions	<div style="background-color: black; color: white; text-align: center; padding: 5px;">Management</div> <div style="background-color: red; color: white; text-align: center; padding: 5px;">Operations</div>
6. Coordinate with Elected/Appointed Officials a. Keep elected officials informed b. Elected officials must clearly understand their role c. Connection between EOC and constituents	<div style="background-color: black; color: white; text-align: center; padding: 5px;">Management</div>
7. Coordination with County, State, Federal, Private and Non-Governmental Components a. Communication between system components/disciplines b. Communication with partners (Private, Governmental, NGO)	<div style="background-color: black; color: white; text-align: center; padding: 5px;">Management</div>

AFTER ACTION/CORRECTIVE ACTION REPORTS

(This information is based on the SEMS Guidelines, After Action Reports [6/22/11])

Introduction

The completion of after action reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the California Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

Legal Authorities

Section 2450 (a) of the SEMS Regulations states that..."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

Use of After Action Reports

After action reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities and transitional recovery activities
- The AAR captures an overview of response activities through the Close of Incident date, as determined by Cal OES
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of components of the SEMS
- Identification of areas for improvement and a description of the actions planned to correct areas needing improvement

The SEMS approach to the use of after action reports emphasizes the improvement of emergency management at all levels. The after action report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

After Action Process

It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of after action reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an after action report which involves several jurisdictions.

If appropriate, jurisdictional reports may become part of an overall operational area report.

Suggested processes for developing after action reports for local governments, state agencies, and for Cal OES are described below.

Local Government and State Agency Report Process

1. Assign Responsibility for after action report

This assignment should be initiated as early as possible during the response phase of any emergency which will require an after action report. Ideally, the person assigned should have a

background in the planning function, be familiar with emergency organization functions, and have an understanding of SEMS.

At both the field and EOC levels in SEMS the responsibility for initiating the after action report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the after action report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the after action report function to provide continuity.

While it may appear to be premature to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on-the-spot improvements.
- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.
- It allows for establishment of timelines and expedites the preparation of the AAR.
- Early assignment also allows for establishment of timelines and expedites the actual preparation of the after action report.

2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation;

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility
- Provides the foundation for development of the AAR and Corrective Action

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the after action report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during and actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- Cal EOC forms and locally developed "feeder" forms/reports that support the Cal EOC forms
- Written messages
- Function and position checklists

- Public information and media reports
- FEMA-developed forms
- Other forms or documentation

3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, other methods for gathering information include:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function.
- Critiques performed at various time frames after an operation. Some critiques may be conducted immediately after an event and may be fairly informal in approach. Others may be conducted substantially later and may employ more formal, carefully structured workshops.
- Surveys distributed to individuals and organizations after the fact which can be used either for direct input to the after action report or as a basis for workshop discussions.
- After action report research teams, whose function is to gather information, and perhaps, write the applicable portions of the after action report.

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal, agency-specific improvements?
- Does the survey/workshop process permit identification of external improvements? Improvements involving the SEMS levels?
- Are SEMS functions (planning/intelligence, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the after action report format?
- Does the research team understand its assignment and tasks?

4. AAR Preparation

A four step process to prepare the after action report for local governments and state agencies is recommended:

- a. Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample after action report.
- b. Use documentation and data to complete the online AAR Survey, as discussed later in these Guidelines.
- c. The AAR can be distributed for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.
- d. Prepare final after action report and forward it to the operational area, Cal OES Region, or Cal OES Headquarters, as appropriate.

Sample After Action Report Outline

The automated AAR Survey meets the AAR submittal requirements unless local requirements state otherwise. Where appropriate, OAs and State agencies are encouraged to use the automated AAR Survey for submittal of after action and corrective action information.

If an OA or State agency chooses to submit a written AAR, the following is an example of one way to structure an after action report. Other options are possible. The format of the report should fit the situation, and there is no requirement to force the report into a single structured format.

1. Introduction and Background:
 - a. Type/location of event (describe and attach maps if available)
 - b. Chronological Summary (provide description and list items such as key evacuations, areas destroyed, etc.)
 - c. Date/Time and content of Proclamations/Declarations
2. Discussion of Response at Designated SEMS Levels:
Cover the levels appropriate to the jurisdiction and situation. Include:

Summary of response
Conclusions
2. Recommendations (will be summarized at the end)
 - a. Field Response Level
 - Command
 - Operations (includes Air Operations)
 - Planning/Intelligence
 - Logistics (includes Communications) Finance/Administration (if activated)
 - b. Local Government Level
 - Emergency Operations Center (EOC) Department Operations Center (DOC) Special Districts
 - Other local government support
 - Community Based Organizations

(Note: For each item above, discuss Management, Operations, Planning/Intelligence, Logistics, Finance/Administration, and multi or interagency coordination as appropriate.)
 - c. Interaction with the Operational Area (discuss as appropriate)
 - d. Interaction with the Regional Level
 - Regional EOC (REOC)
 - Other State Agencies (if not part of REOC)
 - e. Interaction with State above Regional Level (discuss as appropriate)
 - f. Interaction with Federal Agencies (discuss as appropriate)

3. Interacting Systems, Agencies and Programs
 - a. Mutual Aid Systems (Law Enforcement, Fire and Rescue, Medical and others if used)
 - b. Cooperating Agencies
 - Utilities (telephone, electric, gas, etc.)
 - American Red Cross
 - Salvation Army
 - Others (as appropriate)
 - c. Telecommunications and Information Processing
 - Field Level
 - Local Government
 - Operational Area
 - Interface with Region
 - Interface with State
 - d. Training Needs (Consider all levels)
 - e. Recovery Activities to Date
 - f. Summary of Principal Recommendations
 - g. References
 - Maps
 - Charts
 - Bibliography
 - Other Items (as appropriate)

Corrective Action Plan for Improvements

This section of the report can be done separately or included as appropriate. Submitting Corrective Action Plan separately may allow the responding agency time to consider the plans for improvement and action needed to bring the improvements to fruition. Corrective Actions will be entered in the Cal OES Corrective Action Database and progress on each corrective action will be provided periodically by each responding agency. Cal OES may develop and disseminate reports outlining the status of the corrective actions taken to date.

It should describe for each of the principal recommendations:

- Description of actions to be taken
- Associated costs
- Timetable for completion

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LOGISTICS SUPPORT DOCUMENTATION

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CONSIDERATIONS FOR FEEDING - EOC SUPPORT AND FIELD STAFF

- Coordinate all feeding operations for the EOC, support and field personnel.
- Establish a feeding plan, which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.
- Set meal schedules. Consider the impact of curfews on businesses you may use.
- Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.
- Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).
- Arrange with local catering services or restaurants for in-house feeding.
- Establish a personnel-feeding account for EOC, support and field personnel at local restaurants.
- Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.
- Coordinate acquisition, preparation and service of meals.
- Be aware of and provide for special diets.
- Arrange for and coordinate cleanup of eating, food preparation and serving areas.
- Provide snacks/water/coffee/beverages for EOC, support and field personnel.
- Consider a chit or voucher system at the location set up for feeding operations to identify those employees' meals, which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. **Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employer's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster adjuster.**
- Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.
- Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.
- Encourage all EOC staff to take regular meal and snack breaks.

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REQUESTING CRITICAL INCIDENT STRESS MANAGEMENT (CISM) PROCEDURES

MISSION STATEMENT

The Ventura County Critical Incident Stress Management (CISM) Program consists of multidimensional stress management services for Ventura County emergency service personnel.

GOALS

Education

1. To incorporate stress management training for emergency services personnel.
2. To provide team member training.
3. To provide information and enhance community awareness regarding CISM.

Post-incident Support

1. To provide one-on-one crisis intervention, defusing, debriefings and demobilizations.
2. To provide follow-up support when needed.

Referrals

1. To provide additional information and referrals.
2. To assist emergency services personnel seeking specialized services.

LEAD AGENCY

The Ventura County Emergency Medical Services will serve as the Lead Agency for the Critical Incident Stress Management Program. It will be the responsibility of the lead agency to:

- Provide a team selections committee
- Provide a Program Coordinator
- Support the activities of the CISM Program
- Provide office support to program activities

PROGRAM COORDINATORS

The Program Coordinator is responsible for the overall management of the CISM Program and its implementation. Specifically, the job description of the Program Coordinator is to:

- Oversee the functioning of the CISM Program
- Solicit volunteers for the program
- Represent the CISM Program before service and community organizations
- Assist the CISM Team selection process
- Assist in the training of the team, the providers, administration, and the public
- Answer requests for CISM assistance or other programming
- Evaluate requests for debriefings
- Dispatch the CISM Team

- Provide debriefing of the debriefers when necessary or requested
- Solicit support from appropriate agencies
- Establish a Peer Review Board
- Hold periodic Team meetings
- Maintain quality control
- Maintain records of team activity
- Keep updated lists for referrals
- Set up training sessions, seminars, "in services", and continuing educational programs
- Search and develop curriculums for stress management programming
- Provide for the instruction of stress management courses for emergency service providers
- Establish a network of CISM services for other agencies

CLINICAL DIRECTOR

The Clinical Director is responsible for overseeing the delivery and quality of the counseling services. The clinical director's specific job description is to:

- Offer quality assurance for Professional CISM Team members
- Represent CISM program before the public, professionals and governmental agencies
- Monitor the debriefing process
- Assist in establishing cross training programs for CISM Team members
- Assist the Program Coordinator in establishing protocols for debriefings
- Review reports and records of the team
- Assist in the selection of Peer Review Boards
- Make follow up debriefing contacts if necessary
- Offer clinical support and guidance to the Program Coordinator and Team members.

ACTIVATION OF CISM

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to **Ventura County Fire Protection District's dispatch at 805-388-4279**. The dispatcher will take your information and notify a program coordinator immediately.

GUIDELINES FOR UTILIZATION OF VOLUNTEERS

INTRODUCTION

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been pre-registered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Logistics Section of the EOC. Management of claims for Workers Compensation Insurance is overseen by the EOC Director in coordination with the County's Risk Manager.

PURPOSE

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve law enforcement officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker
- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

Exclusions:

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- Auxiliary Communications Services
- American Red Cross
- Volunteer Organizations Active in Disasters
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Agency Trained Volunteers:

To ensure that they have an adequate pool of organized volunteers, some jurisdictions organize and train teams of civilian volunteers to act as disaster first responders within their own neighborhoods or jurisdictions. These volunteer organizations possess several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.

Issues to be addressed include:

Recruiting:

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.

Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

Screening:

Pre-registered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

Identification:

Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

Training:

Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision:

More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning:

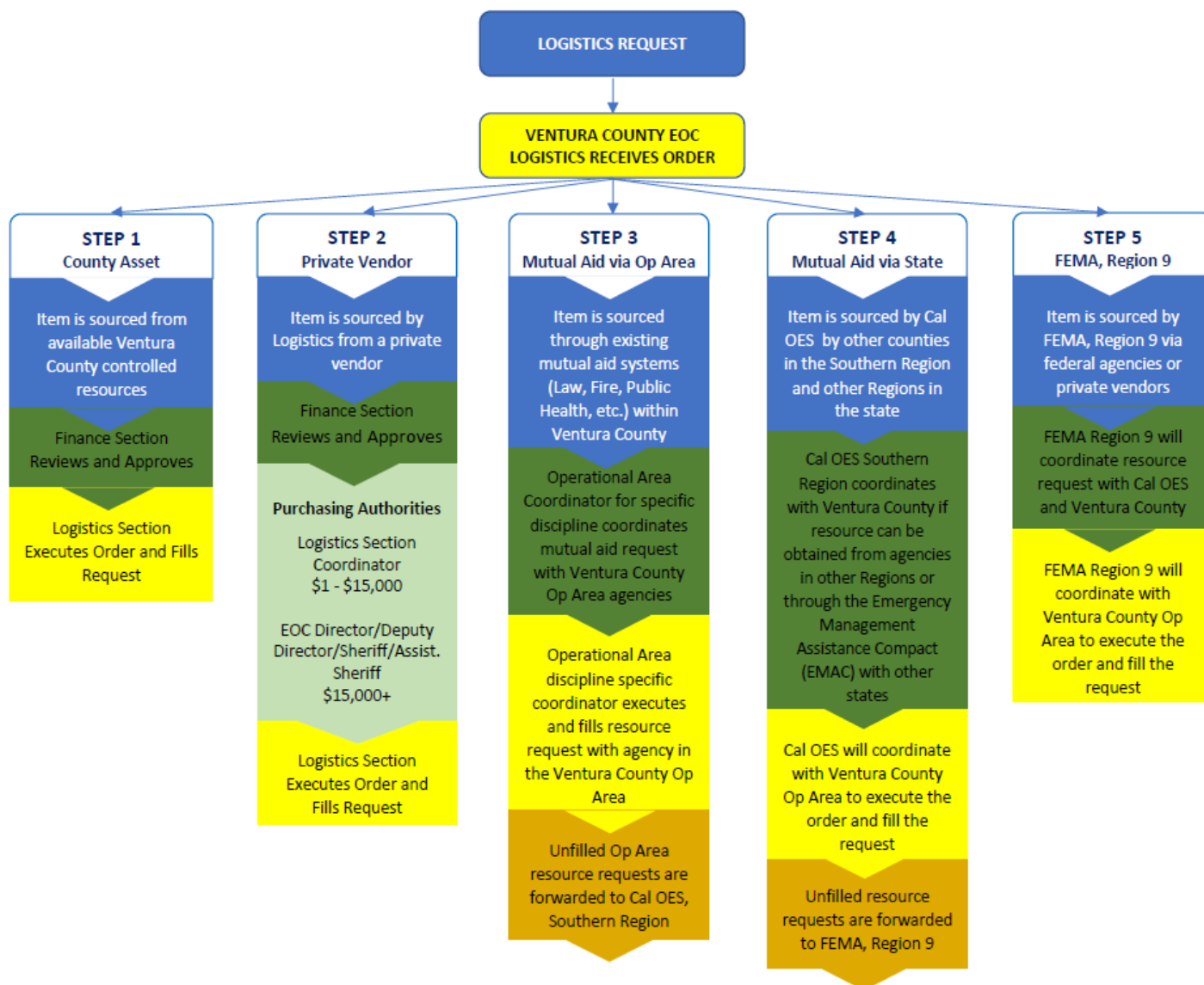
The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition:

The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

These guidelines do not supersede guidelines for volunteer utilization set forth by the governor's office of emergency services. For more information and registration forms, see "*Disaster Service Worker Volunteer Program*", October 2016.

LOGISTICS REQUEST PROCESS



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DISASTER ACCOUNTING RECORDS

Effective disaster financial management is critical for successful response and recovery. It helps jurisdictions obtain the resources needed to support their communities, increases the efficiency of recovery efforts and reduces the likelihood of audits and financial penalties for the jurisdiction. Fiscal and grant regulations are strict and apply to all jurisdictions, regardless of size, so it is imperative that all jurisdictions have robust scalable, flexible and adaptable disaster financial management plans and processes in place pre-disaster for all types of incidents.

Obtaining federal and state assistance requires the County to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location (GPS locations are preferred) of the work.
- Use of county-owned equipment supported by equipment identification, dates and number of hours used each day, location (GPS locations are preferred) and purpose for using the equipment.
- Use of county-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location (GPS locations are preferred) of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where (GPS locations are preferred), when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where (GPS locations are preferred) and why the equipment was used.
- Invoices for work performed by contract **must** provide detailed breakdown of cost, where (GPS locations are preferred), when and why the work was performed. If contractor is providing different types of services, i.e. debris removal and repair work, each category of work should be invoiced separately.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Unit for audit follow-up.

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DO'S AND DON'TS FOR USING DISASTER ACCOUNTING RECORDS

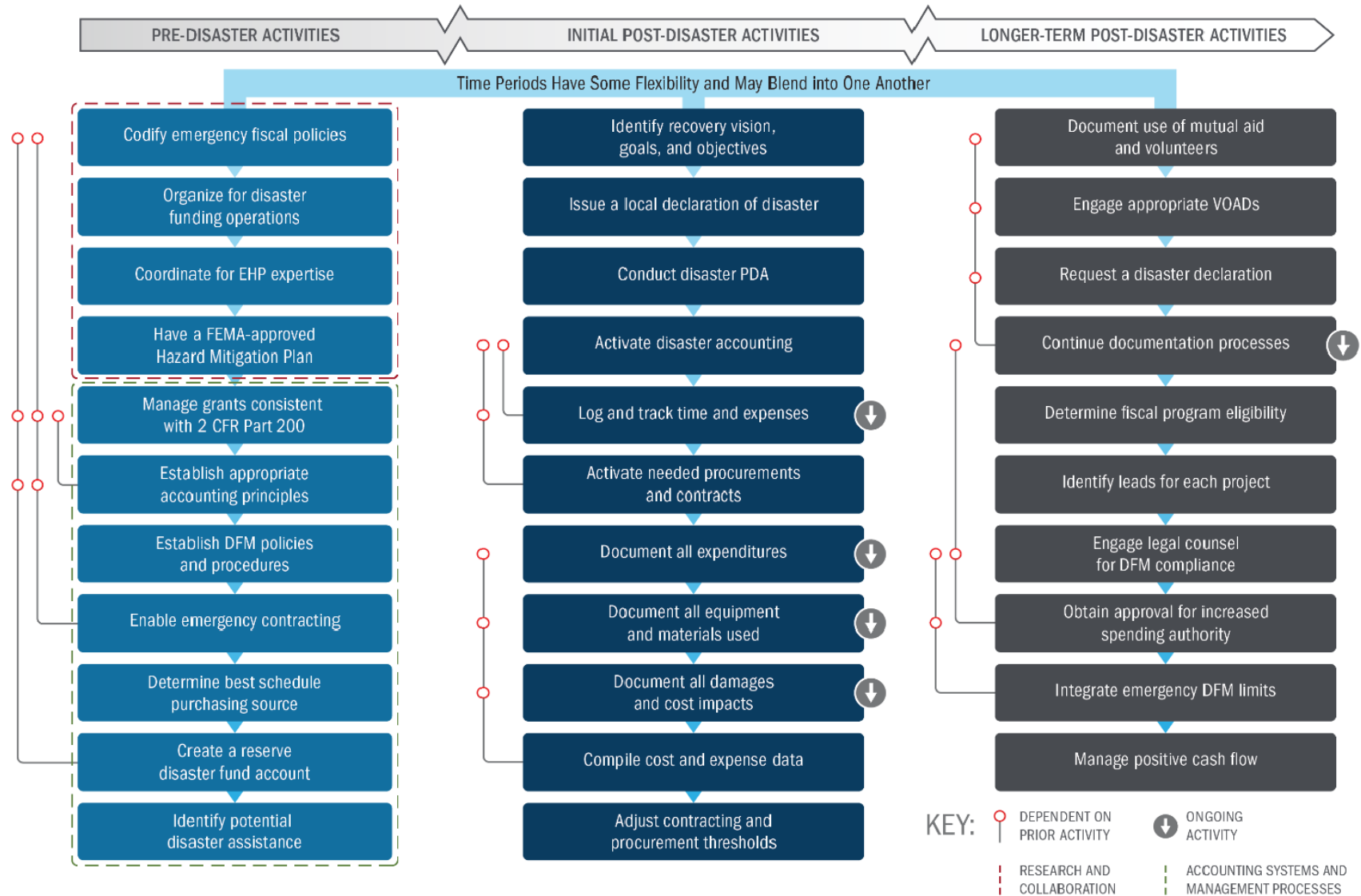
DO'S		DON'TS	
✓	Record regular and overtime hours WORKED on the disaster, categories C through G.	⊗	Order everyone to charge all time to the disaster. Only charge those people and hours actually worked . (see above 1 st and 2 nd do's)
✓	Record overtime hours WORKED on the disaster/emergency, categories A and B.	⊗	Charge stand-by time to the system. FEMA will only pay for time worked.
✓	Write on time card or job log the location and brief description of work performed.	⊗	Charge manager overtime to the system. The system will not post it, the County does not pay it and FEMA will only reimburse what was paid. (If the County does compensate manager overtime, do record this time.)
✓	Charge vehicles and equipment used and indicate when and where they were used.	⊗	Enter into sole source contracts without explicit documentation of why it was necessary .
✓	Charge equipment rentals to the appropriate charge points.	⊗	Enter into cost plus contracts.
✓	Charge outside contracts to the appropriate charge points.	⊗	Enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
✓	Document how contracts were awarded.	⊗	Use terms such as "damage survey": use "assess for risk to health and safety".
✓	Place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.	⊗	Use the term "administer" in place of "direct", "control", "assign", or "dispatch".
✓	Use terms such as "Assess risk to public Health and Safety" instead of "Survey damage" and "Direct", "Control", "Assign", and "Dispatch" instead of "Administer".	⊗	Assume damage to a county facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
✓	Keep all records and unit logs accurately and up to date.	⊗	Throw away records.
✓	Follow procurement and contracting regulations as outlined in 2 CFR Part 200.	⊗	Forget to ask questions.

NOTE:

While recent FEMA regulations do not allow recovery of straight time for emergency response activities (Categories A and B), **record it anyway**. Allocation for straight time shall be charged to your home function (program) covering categories A and B. The county can recover straight time for other categories and in some cases where we assist other agencies, therefore charge all **Force Account Labor** to the disaster function (program). Better to record and not use than not record and try to recreate.

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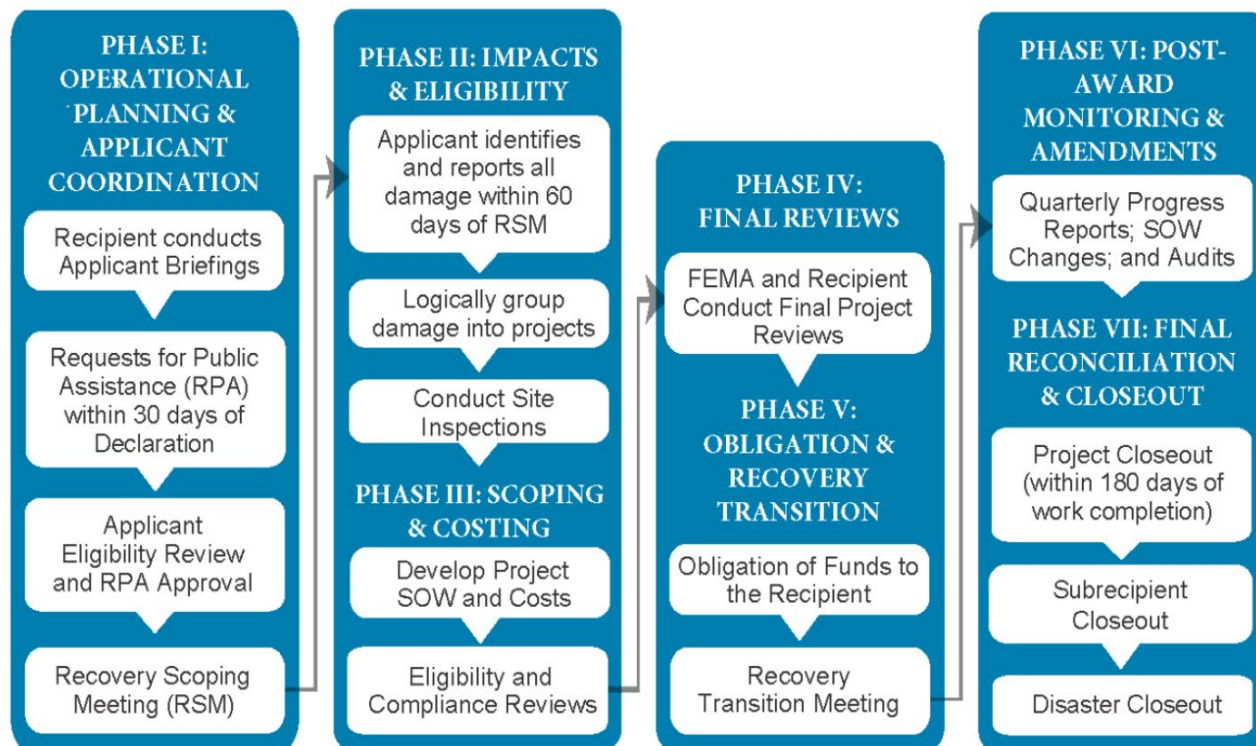
LOCAL DISASTER FINANCIAL MANAGEMENT ACTIVITIES BY PHASE⁵



⁵ FEMA, Disaster Financial Management Guide, April 2020, page 17

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PUBLIC ASSISTANCE OVERVIEW



Phases of FEMA’s Public Assistance Delivery Model⁶

Phase 1. - Operational Planning

Applicants work with the Recipient and FEMA to identify disaster impacts and recovery priorities. As soon as possible following the President’s declaration, the Recipient conducts briefings for all potential Applicants. Applicants register to access the online grants management system (Grants Portal) and submit Requests for Public Assistance (RPA), which are then reviewed by the Recipient and FEMA for eligibility. Once complete, FEMA will generally assign the Applicant a Program Delivery Manager (PDMG) to guide the Applicant throughout the program delivery process. The PDMG will schedule an Exploratory Call and a Recovery Scoping Meeting to provide Applicants with information about next steps.

Phase 2. - Impacts and Eligibility

Applicants must report all disaster-related impacts to FEMA within 60 days of the Recovery Scoping Meeting. FEMA then works with the Applicant to finalize the list of impacts; logically group the impacts and associated damage and work into project applications; conduct site inspections to develop a detailed description of the incident-related damage and dimensions; and collect additional project information and documentation.

Phase 3. - Scoping and Costing

FEMA develops the damage description and dimensions (for Completed/Fully Documented projects), scopes of work (if not provided by the Applicant), including hazard mitigation plans, and costs for each project. FEMA reviews and validates all documentation to ensure document integrity and compliance

⁶ <https://www.fema.gov/assistance/public/apply>, accessed October 20, 2020

with all laws and regulations including for duplication-of-benefits from insurance or other Federal Agencies and Environmental Planning and Historic Preservation (EHP) compliance.

Phase 4. - Final Reviews

FEMA and the Recipient review and validate the project application to ensure completeness, eligibility, and compliance with Federal laws and regulations on items such as contracting and environmental and historic preservation. The Applicant reviews all terms and conditions that FEMA or the Recipient include in the project application and signs in agreement to the funding terms, including requirements for reporting on project work progress and completion.

Phase 5. - Obligation and Recovery Transition

FEMA obligates funds to the Recipient, after which the Recipient is responsible for distributing the funds to the Applicant. Once the Applicant has signed all of its projects, FEMA coordinates with the Recipient to schedule a Recovery Transition Meeting. The purpose of the Recovery Transition Meeting is to transition the primary point-of-contact from FEMA field personnel to the Recipient. At the meeting, FEMA will confirm with the Applicant that all claimed damage is sufficiently and accurately documented, explain deadlines for completion of work and appeal, and ensure that the Applicant understands the terms and conditions of its projects.

Phase 6. - Post-Award Monitoring and Amendments

The Applicant provides additional documentation as its recovery efforts unfold. The Applicant may submit an amendment request to change the scope of work or costs of a project or request additional time to complete the project. FEMA will review all amendment and time extension requests for eligibility and compliance with EHP regulations. During this phase, Recipients will work with Applicants to submit quarterly progress reporting and address federal and non-federal audit requests.

Phase 7. - Final Reconciliation and Closeout

The Applicant coordinates with the Recipient to formally close projects upon completion of work. Once all of an Applicant's projects are complete, the Recipient will request closeout for the Applicant. Once all Applicants are closed, FEMA and the Recipient will work together to close the PA award for the entire disaster.

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a “**Disaster**” in specified counties. For federal assistance, it is necessary for the President to declare a “**Disaster**” in those same locations.

In both cases the lead agency is the California Office of Emergency Services (Cal OES). Their address and phone number is:

Cal OES,
 Disaster Assistance Division
 3650 Schriver
 Mather, CA 95655
 Phone (916) 845-8100

PRE-DISASTER DECLARATION STEPS

Following a disaster, the County will report damage and a rough estimate of costs to Cal OES. These estimates should include County personnel and equipment costs, damage to facilities with cost to repair, and cost to replace facilities and equipment damaged beyond repair.

The Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS

At this point, Cal OES will notify the Ventura County Operational Area. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures and the reimbursement process.

Several Forms must be submitted. These are:

1.	Request for Public Assistance (RPA) Form	This form indicates that the County will be applying for assistance. Does not restrict County from making changes, but must be sent within 30 days of the declaration date.
2.	Project Listing (OES Form)	This indicates the categories and projects which the County is asking assistance for. It may be revised later on. It gives Cal OES an idea of the scope of the damage.
3.	Designation of Applicants' Agency Resolution (OES Form 130)	This is a resolution passed by the County Board of Supervisors authorizing specified individuals to act as the County’s agent in dealing with Cal OES and FEMA. There is no deadline, but payments cannot be made until Cal OES receives it.
4.	Vendor Data Record (Form STD 204)	For State's 1099 purposes. No deadline, but no payment until submitted.

5.	Project Application for Federal Assistance (OES 89)	Formal application for FEMA funding. No specific deadline, but no payment until submitted.
6.	Project Worksheet (PW)	The County will fill out this form for all small projects and submit to FEMA's Program Delivery Manager (PGDM). The PGDM will assist the County to write the large project PW. The PWs are prepared based on Permanent Work or Emergency Work.

FEMA GRANTS PORTAL

FEMA facilitates the Public Assistance process by using their on-line grants management system, [Grants Portal](#). Applicants will be directed to this portal to register and submit the Request for Public Assistance. The Grants Portal will then be used by applicants to manage their projects.

ON-SITE INSPECTIONS

Cal OES and FEMA may send an inspector to visit each applicant. You may get one inspector from one of the organizations or two to make a team approach. The inspector(s) will meet with the County's Designated Agent who will arrange meetings with other County personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. Cal OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team may want to see:

- Damaged facilities
- Pictures or videos of damage/destruction
- Narratives on work done
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects
- These need not be final, they can be changed

The team will want to discuss:

- How payroll costs are organized and developed
- How payroll cost relates to time worked
- How fringe benefit rates are made up

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

POST PW PROCEDURES

All documentation and costs must be gathered and sorted to support the respective PWs. Thus, if there is one PW for Debris Clearance, all payroll overtime costs and time cards for personnel working on Debris Clearance must be sorted and organized to document these costs on that PW. Also all equipment costs (use FEMA rates), dump fees, etc. for this work becomes part of the documentation package for this PW.

The PWs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts,

contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the California Disaster Assistance Act (CDAA). CAL OES administers this program. CDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of Cal OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs may be 75% state share and 25% local government share. For example: Cal OES determines that there are \$100,000 in eligible emergency response costs for the County. Cal OES pays \$75,000 and the County must cover the remaining \$25,000. **Failure to follow SEMS, however, may disqualify the County from receiving all or part of the state's share and accordingly change a \$25,000 loss back to \$100,000.** The CDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with Cal OES at the request of the Governor, who has designated the Cal OES Secretary as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If Cal OES finds that the costs covered by FEMA are also eligible under CDAA criteria, then the state may cover 75% of that 25% share. For example: a County is determined to have \$100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to \$75,000, leaving \$25,000 for the state and local governments to handle. Cal OES determines that the costs are eligible under CDAA and may pay \$18,750 which leaves \$6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the \$6,250 loss to increase up to the full \$25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances for emergency work; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller may audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or Cal OES. This also is a long process.

Remember:

1. DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.
2. FAILURE TO FOLLOW SEMS MAY COST YOU CDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.

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FEMA CATEGORIES OF WORK

To facilitate the processing of Public Assistance Program grants, FEMA has divided disaster related work into seven Categories of Work. These categories are listed below and are described in more detail elsewhere in FEMA's *Public Assistance Policy Digest* and other Public Assistance documents.

Emergency Work**Category A: Debris Removal**

Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property.

Category B: Emergency Protective Measures

Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property.

Permanent Work**Category C: Roads and Bridges**

Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs.

Category D: Water Control Facilities

Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted.

Category E: Buildings and Equipment

Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles.

Category F: Utilities

Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.

Category G: Parks, Recreational Facilities, and Other Items

Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F.

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TYPES OF RECOVERY PROGRAMS

The matrix below depicts some of the recovery programs that may become available during the recovery phase.

NO PROCLAMATION REQUIRED:			
Emergency Loan Program	Farmers Ranchers Aquaculturists	U.S.D.A. Farm Services Agency	At least 30 percent crop production or physical loss. US Secretary of Agriculture has discretionary authority to consider other factors.
Physical Loss Loans	Individuals Businesses	U.S. Small Business Administration (SBA)	A minimum of 25 homes and/or businesses, each sustaining uninsured losses of 40 percent or more of value.
Economic Injury Loans	Businesses	SBA	Governor (or designee) must certify that at least five business concerns have experienced substantial economic injury as a result of disaster.
Fire Management Assistance Grant	State and Local Government	Federal Emergency Management Agency (FEMA)	Reimbursement of fire suppression costs that exceed state threshold.
LOCAL EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act - Director's Concurrence	Local Governments	CAL OES	Requires concurrence of the CAL OES. Reimbursement limited to Permanent restoration costs.
GOVERNOR'S STATE OF EMERGENCY PROCLAMATION REQUIRED:			
California Disaster Assistance Act	Local Governments	CAL OES	Permanent restoration and emergency work reimbursed.
PRESIDENTIAL EMERGENCY DECLARATION REQUIRED:			
Public Assistance - Emergency Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement limited to emergency work costs and to \$5 million per event.
PRESIDENTIAL MAJOR DISASTER DECLARATION REQUIRED:			
Assistance to Individuals and Households Program (IHP)	Individuals	FEMA/State cost share	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., personal insurance).
State Supplemental Grant Program	Individuals	State of California	Significant impacts to real and personal property when financial assistance cannot be addressed by other means (i.e., IHP assistance, personal insurance).
Crisis Counseling	County Mental Health	FEMA	Disaster-related mental health needs beyond local government resources.
Disaster Unemployment Assistance	Individuals	U.S. Department of Labor	Significant impacts to employment or place of work as a result of a major disaster (including self-employed and farmers)
Public Assistance - Major Disaster Declaration	Local Governments, State agencies, Certain Non-Profits, Indian Tribes	FEMA	Reimbursement for permanent restoration and emergency work.

Individual Assistance Section

The Cal OES Individual Assistance Section coordinates with local, state and federal entities to provide recovery assistance following a disaster that impacts individuals, businesses, and/or the agricultural community in the State of California. This may include:

- Providing pre-disaster guidance and training to public entities in order to maximize assistance
- Facilitating and coordinating preliminary damage assessments to determine the impact of disaster
- Coordinating the implementation of local, state, and federal assistance programs to address disaster-related needs
- Monitoring programmatic progress and in certain circumstances provide oversight in program administration
- Establishing local assistance centers in partnership with local, state, and federal entities to facilitate disaster recovery

Types of Assistance Individual Assistance Program assistance may include:

- Loans or grants for real and/or personal property losses
- Tax relief
- Crisis counseling
- Information on veteran's, Social Security, contractor, or insurance services
- Housing assistance
- Repair or replacement of real and personal property
- Unemployment and job training
- Assistance for agricultural losses
- Food commodities
- Business and personal tax relief
- Legal services
- Contractor information
- Insurance information
- Other unmet emergency needs.

Programs The following individual assistance (IA) programs are examples of assistance that may become available, dependent on the size and scope of the event.

- Assistance to Individuals and Households Program (IHP)
- State Supplemental Grant Program (SSGP)
- U.S. Department of Agriculture (USDA) Emergency Loans
- U.S. Small Business Administration (SBA) Disaster Loan Programs
- Disaster Unemployment Assistance (DUA)
- Mental Health services

HAZARD MITIGATION

PURPOSE

This section establishes actions, policies and procedures for implementing Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended), following a Presidentially declared Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

AUTHORITIES AND REFERENCES

Activities enumerated in this enclosure will be conducted in accordance with the enabling legislation, plans, and agreements listed in **Part One, Section Seven -Authorities and References**.

GENERAL

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from disasters. Section 322 of Public Law 106-390 requires, as a condition of receiving certain federal disaster aid, that local governments develop a mitigation plan that outlines processes for identifying the natural hazards, risks and vulnerabilities in their jurisdiction. Mitigation plans must describe actions to mitigate hazards, risks and vulnerabilities identified under the plan and establish a strategy to implement those plans.

Specific plan requirements are listed in 44 CFR Section 201.6. Local jurisdictions without an approved hazard mitigation plan will not be eligible to receive funds for the Hazard Mitigation Grant (HMGP), Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) programs

Local mitigation plans are the jurisdiction's commitment to reduce risks from natural hazards and guide decision makers as they commit resources to reduce the damage from natural hazards. Hazard mitigation planning and actions are continuous year-round efforts.

Pre-Disaster Mitigation

The Pre-Disaster Mitigation (PDM) grant program may provide financial assistance to local jurisdictions to develop and update plans or identify and mitigate pre-disaster conditions to reduce vulnerability.

PDM funding is provided through the National Pre-Disaster Mitigation Fund and is subject to Congressional appropriations. PDM projects are nationally competitive and opportunities to apply for grants are announced once a year by the Governor's Office of Emergency Services.

Hazard Mitigation Grant Program

Following a disaster, mitigation opportunities and financial assistance may be available through the Hazard Mitigation Grant Program (HMGP). The program funds projects that are cost-effective and which substantially reduce the risk of future damage, hardship, loss or suffering as a result of a natural disaster. The HMGP is funded for each disaster; total allocation is based upon a sliding scale of between 7.5 and 15 percent of FEMA's estimate of all public infrastructure damages (not emergency work) and individual assistance costs in a particular disaster. As an incentive to encourage the development of local plans, DMA2000 permits local government to be eligible for up to a 20 percent share of the total damages estimated in the Public and Individual Assistance programs if they have an approved local hazard mitigation plan. HMGP awards are competitive among jurisdictions that are part of the disaster declaration.

Flood Mitigation Assistance Program (FMA)

FEMA's Flood Mitigation Assistance Program (FMA) provides funding to communities to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes and other structures insurable under the National Flood Insurance Program (NFIP). The program provides grants for mitigation planning, projects and technical assistance to reduce claims under the NFIP. A priority of the FMA Program is to fund flood mitigation activities that reduce the number of repetitive loss structures insured by the NFIP. Repetitive loss structures are those that have sustained two or more losses, each exceeding \$1000, within a ten year period. FEMA encourages communities to develop plans that address repetitive loss properties.

The federal contribution for an individual HMGP, PDM or FMA project can be up to 75 percent of the cost of the proposed project with applicants providing match funding through a combination of either state, local or private sources. Awards go to projects that best demonstrate the goals and objectives of local mitigation programs. HMGP funding may not be used to fund any mitigation project that is eligible under Public Assistance or other federal programs, though it may be used to complement or enhance mitigation funded under Individual or Public Assistance.

IMPLEMENTATION

Following each presidentially declared Emergency or Major Disaster, the Regional Director of FEMA and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the agreement, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A hazard mitigation officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team which will:

- Identify significant hazards in the affected areas, giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from PWs and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team ensure that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential declaration. The plan:

- Recommends hazard mitigation measures for local, state, and federal agencies.
- Establishes short and long-term planning frameworks for implementation of hazard mitigation efforts.

The State sets mitigation priorities and awards for HMGP grants. FEMA conducts the final eligibility review to ensure that all projects are compliant with Federal regulations. This includes the Federal law that requires States and communities to have FEMA-approved mitigation plans in place prior to receipt of HMGP project funds.

Responsibilities

Hazard mitigation measures include avoidance, reduction and land use regulations. Key responsibilities of local governments are to:

- **Participate** in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- **Appoint** a Local Hazard Mitigation Officer, if appropriate.
- **Participate** on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- **Participate** in the development and implementation of section 409 plans or plan updates, as appropriate.
- **Coordinate and monitor** the implementation of local hazard mitigation measures.

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SUPPORT DOCUMENTATION - FORMS

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ICS FORMS

The ICS uses a series of standard forms and supporting documents that convey directions for the accomplishment of the objectives and distributing information. Ventura County’s EOC staff use these forms as tools to develop the EOC Action Plan and to support and document ICS response and recovery activities. **Copies of each of these forms can be found at: G:\EOC\New Incident Docs**

Listed below are the standard ICS form titles and descriptions of each form:

Standard Form Title	Description
ICS 200 Incident Action Plan Cover Page	Indicates the incident name, plan operational period, date prepared, approvals, and attachments (resources, organization, Communications Plan, Medical Plan, and other appropriate information).
ICS 201 Incident Briefing	Provides the Incident Command/Unified Command and General Staffs with basic information regarding the incident situation and the resources allocated to the incident. This form also serves as a permanent record of the initial response to the incident.
ICS 202 Incident Objectives	Describes the basic strategy and objectives for use during each operational period.
ICS 203 Organization Assignment List	Provides information on the response organization and personnel staffing.
ICS 204 Field Assignment	Used to inform personnel of assignments. After Incident Command/Unified Command approve the objectives, staff members receive the assignment information contained in this form.
ICS 205 Incident Communications Plan	Provides, in one location, information on the assignments for all communications equipment for each operational period. The plan is a summary of information. Information from the Incident Communications Plan on frequency assignments can be placed on the appropriate Assignment form (ICS Form 204).
ICS 206 Medical Plan	Provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.
ICS 209 Incident Status Summary	Summarizes incident information for staff members and external parties, and provides information to the Public Information Officer for preparation of media releases.
ICS 211 Check-In/Out List	Used to check in personnel and equipment arriving at or departing from the incident. Check-in/out consists of reporting specific information that is recorded on the form.

Standard Form Title	Description
<p>ICS 213 General Message</p>	<p>Used by:</p> <ul style="list-style-type: none"> • Incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. • EOC and other incident personnel to transmit messages via radio or telephone to the addressee. • Incident personnel to send any message or notification that requires hard-copy delivery to other incident personnel.
<p>ICS 214 Unit Log</p>	<p>Provides a record of unit activities. Unit Logs can provide a basic reference from which to extract information for inclusion in any after-action report.</p>
<p>ICS 215 Operational Planning Worksheet</p>	<p>Documents decisions made concerning resource needs for the next operational period. The Planning Section uses this Worksheet to complete Assignment Lists, and the Logistics Section uses it for ordering resources for the incident. This form may be used as a source document for updating resource information on other ICS forms such as the ICS 209.</p>
<p>ICS 215A Incident Action Plan Safety Analysis</p>	<p>Communicates to the Operations and Planning Section Chiefs safety and health issues identified by the Safety Officer.</p>
<p>ICS 220 Air Operations Summary</p>	<p>Provides information on air operations including the number, type, location, and specific assignments of helicopters and fixed-wing aircraft.</p>
<p>ICS 226 General Plan</p>	<p>Addresses long-term objectives approved by Incident Command/ Unified Command. These objectives are often expressed as milestones (i.e., timeframes for the completion of all and/or portions of incident response operations). A General Plan should identify the major tasks to be carried out through to the end of emergency response operations, the duration of the tasks, and the major equipment and personnel resources needed to accomplish the tasks within the specified duration.</p>

EOC CHANGE OF SHIFT BRIEFING WORKSHEET		
Section: Operations		Position: Section Coordinator
Operational period	Date:	<input type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final
For shift from	AM to PM	or from PM to AM
Off-going employee:		Relief Employee:
Disaster name:		
EOC Director:		
Section Coordinator:		
Description of problem:		
Cause:		
Area involved:		
Injuries (unofficial)		
Deaths (unofficial):		
Est. \$ public damage:		
Est. \$ private damage:		
Current threat:		
Status of incident(s):		
Other jurisdiction(s) involved:		
Staging location:		
Weather situation:		
Your assigned task:		
Your EOC phone #:		
Equipment assigned to you:		
Equipment available at:		
Meals available at:		
Medical care available at:		
Lodging available at:		
Supplies available at:		
Fuel available at:		
Autos available from:		
Other information:		

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AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE

for response to

(EVENT NAME)

(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).

GENERAL INFORMATION

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
Cal OES Admin Region: (Coastal, Inland, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
Type of event, training, or exercise:* *Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
Hazard or Exercise Scenario:* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:	
Planning	
Training	

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

Personnel	
Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)		
	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If "needs improvement" please briefly describe improvements needed:	
Planning	
Training	
Personnel	
Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			
22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

NARRATIVE

Use this section for additional comments.

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management.

(Code: I= Internal; R =Regional, for example, Cal OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC

EMAC / SEMS After Action/Corrective Action Report Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for (*Insert name of the disaster*)?

2. Have you taken an EMAC training class in the last 24 months?

3. Please indicate your work location(s) (State / County / City / Physical Address):

4. Please list the time frame from your dates of service (Example: 09/15/19 to 10/31/19):

5. Please indicate what discipline your deployment is considered (please specify):

6. Please describe your assignment(s):

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

Questions:

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment outside of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress Management" (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

Comments:

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

Cal OES Only: Form received on: _____ Form reviewed on: _____ Reviewed By: _____

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

REQUEST FOR PUBLIC ASSISTANCE

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
 Expires December 31, 2019

Paperwork Burden Disclosure Notice			
Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.			
Privacy Act Statement			
Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.			
APPLICANT (Political subdivision or eligible applicant)			DATE SUBMITTED
DUNS NUMBER		FEDERAL TAX ID NUMBER	
COUNTY (Location of Damages. If located in multiple counties, please indicate)			
APPLICANT PHYSICAL LOCATION			
STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE
MAILING ADDRESS (If different from Physical Location)			
STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE (Optional)		HOME PHONE (Optional)	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If yes, which of the facilities identified below best describe your organization?			
Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."			
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.			
OFFICIAL USE ONLY: FEMA -		-DR-	DATE RECEIVED
_____		_____	_____

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VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

DESIGNATION OF APPLICANT'S AGENT RESOLUTION (CAL OES 130)

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130

Cal OES ID No: _____

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)
_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____, a public entity
(Name of Applicant)
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the _____, a public entity established under the laws of the State of California,
(Name of Applicant)
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) _____

Passed and approved this _____ day of _____, 20_____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)
_____, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the _____ of the _____
(Governing Body) (Name of Applicant)
on the _____ day of _____, 20_____.

(Signature) (Title)

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 130 - Instructions

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification."

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

STATE OF CALIFORNIA
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Cal OES 89

Disaster No: _____

Cal OES ID No: _____

DUNS No: _____

PROJECT ASSURANCES FOR FEDERAL ASSISTANCE

SUBRECIPIENT'S NAME: _____
(Name of Organization)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ FAX NUMBER: _____

AUTHORIZED AGENT: _____ TITLE: _____

EMAIL ADDRESS: _____

ASSURANCES – CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to all of your projects. If you have questions, please contact the California Governor's Office of Emergency Services. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the subrecipient named above:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, Federal Office of Inspector General 2 CFR 200.336, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance-awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gains.
8. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

9. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3) as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
11. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$5,000 or more.
12. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.O. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.O. 93-205).
13. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
16. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 and the Single Audit Act Amendments of 1996.
17. Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with §200.112.
18. Will comply with all applicable requirements of all other federal laws, Executive Orders, regulations and policies governing this program.
19. Has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the subrecipient application for federal assistance. Will, after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. The state warrant covering federal financial assistance will be deposited in a special and separate account, and will be used to pay only eligible costs for projects described above;
 - b. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures as accepted by final audit of the federal or state government.
 - c. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

- 20. The non-Federal entity for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award §200.113. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment.

- 21. Will not make any award or permit any award (subaward or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

"I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized by the above named subrecipient to enter into this agreement for and on behalf of the said subrecipient, and by my signature do bind the subrecipient to the terms thereof."

PRINTED NAME

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TITLE

DATE

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VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

PROJECT WORKSHEET

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PROJECT WORKSHEET

PAPERWORK BURDEN DISCLOSURE NOTICE
Public reporting burden for this data collection is estimated to average 1.30 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

DISASTER FEMA - _____ -DR- _____	PROJECT #	PA ID #	DATE	CATEGORY	
DAMAGED FACILITY			WORK COMPLETE AS OF _____ : _____ %		
APPLICANT		COUNTY			
LOCATION			LATITUDE	LONGITUDE	
DAMAGE DESCRIPTION AND DIMENSIONS					
SCOPE OF WORK					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Special Considerations issues included? <input type="checkbox"/> YES <input type="checkbox"/> NO Hazard Mitigation proposal included? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Is there insurance coverage on this facility? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PROJECT COST					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				TOTAL COST	
PREPARED BY		TITLE	SIGNATURE		
APPLICANT REP.		TITLE	SIGNATURE		

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No.: Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

PA ID No.: Indicate your Public Assistance identification number on this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

Applicant: Name of the government or other legal entity to which the funds will be awarded.

County: Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function and pre-disaster condition.

Work Complete as of: Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name, title, and signature of the person completing the Project Worksheet.

Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- *Force account labor documentation sheets identifying the employee, hours worked, date and location;
- *Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- *Material documentation sheets identifying the type of material, quantity used and cost;
- *Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

EOC CHECK-IN LIST (ICS-211)



PAGE ____ OF ____

1. Incident Name: Event	2. Incident Number:	3. Operational Period Date From: Date To: Time From: Time To:	4. Check-In Location:	5. Start Date/Time: Date: Time:
-----------------------------------	----------------------------	--------------------------------------------------------------------------------------	------------------------------	----------------------------------------------

7. Name	8. EOC SECTION	9. HOME AGENCY	10. Time		11. SIGNATURE
			In	Out	

12. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

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VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

FORCE ACCOUNT LABOR SUMMARY

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
FORCE ACCOUNT LABOR SUMMARY

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
 Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE													
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). NOTE: Do not send your completed questionnaire to this address.													
APPLICANT					PA ID #			PROJECT #			DISASTER		
LOCATION/SITE								CATEGORY			PERIOD COVERING		
DESCRIPTION OF WORK PERFORMED													
NAME		DATES AND HOURS WORKED EACH WEEK							COSTS				
JOB TITLE		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME												\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$	
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED					TITLE					DATE			

MATERIALS SUMMARY RECORD

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
MATERIALS SUMMARY RECORD

PAGE _____ OF _____

O.M.B. Control Number: 1680-0017
 Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE								
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1680-0017). NOTE: Do not send your completed questionnaire to this address.								
APPLICANT			PA ID #.		PROJECT #.		DISASTER	
LOCATION/SITE					CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
GRAND TOTAL								
CERTIFIED			TITLE				DATE	

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017

Expires: June 30, 2020

FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

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APPLICANT		PA ID #	PROJECT #	DISASTER								
LOCATION/SITE			CATEGORY				PERIOD COVERING					
DESCRIPTION OF WORK PERFORMED												
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL												
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.												
CERTIFIED		TITLE							DATE			

FEMA Form 009-0-127

PREVIOUS EDITION OBSOLETE

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

RENTED EQUIPMENT SUMMARY RECORD

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

RENTED EQUIPMENT SUMMARY RECORD

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APPLICANT		PA ID #.		PROJECT #.	DISASTER			
LOCATION/SITE				CATEGORY	PERIOD COVERING			
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
GRAND TOTAL								
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED		TITLE				DATE		

FEMA Form 009-0-125

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CONTRACT WORK SUMMARY

DEPARTMENT OF HOMELAND SECURITY
 Federal Emergency Management Agency
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
 Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE				
Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). NOTE: Do not send your completed questionnaire to this address.				
DATE	PA ID #	PROJECT #	DISASTER	
LOCATION/SITE	CATEGORY		PERIOD COVERING	
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
GRAND TOTAL				
I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED	TITLE			DATE

FEMA Form 009-0-126

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APPENDICES

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VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

APPENDIX A – EOC NOTIFICATION LIST

SECTION	POSITION	NAME	WORK	EMAIL
Management Section	EOC Director	Patrick Maynard	805-654-3843	Patrick.Maynard@ventura.org
Management Section	EOC Deputy Director			
Management Section	Public Information Officer / JIC			
Management Section	<i>CEO PIO</i>	Ashley Bautista		Ashley.Bautista@ventura.org
Management Section	<i>PIO Fire</i>			
Management Section	<i>PIO Law</i>			
Management Section	<i>PIO HCA</i>	Sheila Murphy	805-677-5274	Sheila.Murphy@ventura.org
Management Section	<i>PIO / Language</i>	Rosario Gonzalez		Rosario.Gonzalez@ventura.org
Management Section	<i>PIO / Web & Social Media Support Staff</i>	Deanna Rodriguez		DeannaE.Rodriguez@ventura.org
Management Section	<i>Hotline Manager</i>	Dalilah Rodriguez	805-383-4746	Dalilah.Rodriguez@ventura.org
Management Section	<i>Hotline Manager</i>			
Management Section	<i>Hotline Manager</i>	Cyndi Cortez	805-389-9716	cyndi.cortez@ventura.org
Management Section	<i>Hotline</i>	Christina Revelez		Christina.Revelez@ventura.org
Management Section	<i>Hotline</i>	Rafaela Ramirez		rafaela.ramirez@ventura.org
Management Section	<i>Hotline</i>	Christy Stevenson	805-654-2898	Christy.Stevenson@ventura.org
Management Section	<i>Hotline</i>	Michell Navarro	805-383-8245	michell.navarro@ventura.org
Management Section	<i>Hotline</i>	Myran Pinon	805-389-9709	Myran.Pinon@ventura.org
Management Section	<i>Hotline</i>	Alicia Rein	805-389-9722	alicia.rein@ventura.org
Management Section	<i>Hotline</i>	Mariana Torres	805-389-9715	mariana.torres@ventura.org
Management Section	<i>Hotline</i>	Araseli Ruiz Acevedo		Araseli.Ruiz-Acevedo@ventura.org
Management Section	<i>Hotline</i>	Vera Barajas		vera.barajas@ventura.org
Management Section	<i>Hotline</i>	Melissa Kurtz		melissa.kurtz@ventura.org
Management Section	<i>Hotline</i>	Leticia Ortega		Leticia.Ortega@ventura.org
Management Section	EOC Coordinator			
Management Section	Liaison Officer- Other Reps	Kathy Gibson	805-654-3633	kathy.gibson@ventura.org
Management Section	Liaison Officer- County Govt	Christy Madden	805-654-2679	christy.madden@ventura.org
Management Section	Liaison Officer- County Govt (Alternate)	Paul Stamper		Paul.Stamper@ventura.org
Management Section				
Management Section	Liaison Officer- County Govt (Alternate)	Mike Kumazawa		Mike.Kumazawa@ventura.org
Management Section	LAC/Recovery Coordinator	Margarita Cabral		Margarita.Cabral@ventura.org
Management Section	LAC/Recovery Coordinator (Alternate)	Rafaela Ramirez		Rafaela.Ramirez@ventura.org
Management Section	Legal Officer	Emily Gardner	805-654-2573	Emily.Gardner@ventura.org
Management Section	Legal Officer	Anthony Zepeda	805-654-2652	Anthony.Zepeda@ventura.org
Management Section	DAFN Coordinator			
Plans & Intel Section	Plans Section Coordinator			
Plans & Intel Section	Situation Status	Renee Cortez		Renee.Cortez@ventura.org
Plans & Intel Section	Situation Status	Bonnie Luke		Bonnie.Luke@ventura.org
Plans & Intel Section	Situation Status- Social Media	Debbie Castro		debbie.castro@ventura.org
Plans & Intel Section	Documentation			
Plans & Intel Section	Damage Assessment	Howard Hope		Howard.Hope@ventura.org
Plans & Intel Section	Damage Assessment- Field Operations			
Plans & Intel Section	Damage Assessment - Analysis			
Plans & Intel Section	Damage Assessment - Analysis	Richard Mendez		RichardA.Mendez@ventura.org
Plans & Intel Section	Advance Planning			
Plans & Intel Section	GIS Mapping	Eric Alger	805-654-3557	Eric.Alger@ventura.org
Plans & Intel Section	GIS Mapping (Alternate)	Richard Paschal	805-477-7296	richard_paschal@ventura.org
Plans & Intel Section	GIS Mapping (Alternate)	Liane Phillips	805-677-8718	liane.phillips@ventura.org
Plans & Intel Section	Support Staff			

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

Operations Section	Operations Section Coordinator	Bill Boyd		Bill.Boyd@ventura.org
Operations Section	Law			
Operations Section	Fire	Jeff Pike	805-578-2090	Jeff.Pike@ventura.org
Operations Section	Medical / Health	Chris Rosa	805-404-7740	chris.rosa@ventura.org
Operations Section	Medical / Health	Steve Carroll	805-981-5305	steve.carroll@ventura.org
Operations Section	Human Services Agency / DAFN	Jeffrey Garcia	805-469-3549	jeffrey.garcia@ventura.org
Operations Section	<i>Animal Care</i>	Brian Bray	805-383-4717	Brian.Bray@ventura.org
Operations Section	<i>Animal Care (Alternate)</i>	Donna Gillesby	805-383-4788	Donna.Gillesby@ventura.org
Operations Section	<i>Animal Care (Alternate)</i>	Jackie Rose		jackie.rose@ventura.org
Operations Section	<i>Red Cross</i>	Candy Campbell-Ursa	805-914-7763	candy.campbellursa@redcross.org
Operations Section	<i>Transportation</i>	Martin Erickson	805-642-1591 x 110	merickson@goventura.org
Operations Section	<i>Transportation (Alternate)</i>	Aaron Bonfilio	805-642-1591 x 121	abonfilio@goventura.org
Operations Section	<i>Transportation (Alternate)</i>	Claire Grasty	805.642.1591 x 115	cgrasty@goventura.org
Operations Section	Public Works	Phil Raba	805-650-4074	phil.raba@ventura.org
Operations Section	Technical Specialists - Weather	Scott Holder	805-477-7121	Scott.Holder@ventura.org
Operations Section	Technical Specialists - Weather (Alternate)			
Operations Section	Building and Safety	Ruben Barrera	805-654-8064	ruben.barrera@ventura.org
Operations Section	Building and Safety (Alternate)	David Hansen	805-654-5132	david.hansen@ventura.org
Operations Section	Alert and Warning			
Operations Section	Field Support Staff			
Operations Section	<i>Radio Operator- Law</i>			
Operations Section	<i>Radio Operator- Fire</i>			
Operations Section	<i>Radio Operator- ACS</i>	Robert Hanson		w6rh@hotmail.com
Operations Section	<i>Radio Operator- ACS (Alternate)</i>	Rick Tate		kq6no@arrl.net
Logistics Section	Logistics Section Coordinator	Ivan Rodriguez	805-654-2346	Ivan.Rodriguez@ventura.org
Logistics Section	Personnel / Resources	Yolanda Angeles		Yolanda.Angeles@ventura.org
Logistics Section	Volunteer Management	Mitchael Breese		Mitchael.Breese@ventura.org
Logistics Section	Supply Acquisition			
Logistics Section	Facilities / Transportation	Charles Alvarez		Charles.Alvarez@ventura.org
Logistics Section	Donation Management	Jessica Davis		
Logistics Section	Field Support Staff	Jacob Topolinski		Jacob.Topolinski@ventura.org
Logistics Section	Field Support Staff	Dan Weinberg		Dan.Weinberg@ventura.org
Logistics Section	Support Staff			
Finance Section	Finance Section Coordinator			
Finance Section	Cost Accounting / Recovery	Natally Miranda	805-662-6739	natally.miranda@ventura.org
Finance Section	Time Keeping			
Finance Section	Cost Analysis	Deanna Olive	805-648-9222	deanna.olive@ventura.org
Finance Section	Field Support Staff			

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APPENDIX B – OTHER ESSENTIAL CONTACTS

AGENCY/ORGANIZATION	TITLE	OFFICE	ALT 24-HR
STATE			
Cal OES, Southern Region	Emergency Services Coordinator	805-474-3035	916-845-8911
CHP, Ventura-Area 765		805-477-4100	REDACTED
Transportation Department (CalTrans)	Maintenance Area Supervisor	805-389-1565	REDACTED
FEDERAL			
FBI, Operations & Communication Center-LA	Watch Commander	310-996-3622	REDACTED
FBI, Ventura Resident Agency		805-642-3995	REDACTED
NWS/NOAA Los Angeles/Oxnard	Meteorologist	805-988-6623	N/A
NWS/NOAA Los Angeles/Oxnard	Meteorologist in Charge	805-988-6615 X222	N/A
OTHER AGENCIES IN VENTURA COUNTY			
American Red Cross, Ventura Co Chapter	Emergency Svcs Mgr	805-987-1514 X318	800-951-5600
Area Housing Authority, Ventura County	Community and Media Relations	805-480-9991	
Assoc of Water Agencies (AWA), Ventura County	805-644-0922	805-644-0935	
AT&T-RF Engineering, Network Operations Center	AT&T Operations 24/7	800-832-6662	
Gas Company, Ventura District	District Ops Mgr	805-683-7153	800-427-2200
Interface/2-1-1, Child and Family Services	Director, 2-1-1 Ventura County	805-485-6114 X612	N/A
Cumulus Broadcasting KHAY, KVEN, KBBY, KVYB, (EAS LP1)	Mgr	805-642-8595	805-644-5429
Metrolink, Operations	Operations Mgr	909-392-8613	Dispatch REDACTED
Metrolink, Operations	Security Coordinator	909-392-8398	Dispatch REDACTED
Salvation Army, Ventura		805-659-3598	N/A
Southern California Edison, Ventura Region	Regional Mgr	805-497-5616	EP&P Duty Mgr REDACTED
Transportation Commission (VCTC)	Director, Transit Services	805-642-1591 X110	REDACTED

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

AGENCY/ORGANIZATION	TITLE	OFFICE	ALT 24-HR
Ventura County Unified School District	Risk Manager	805-641-5000 X1241	REDACTED
Voluntary Organizations Active in Disasters (VOAD)	Chair		REDACTED

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

APPENDIX C – COUNTY OF VENTURA EOC NUMBERS/EMAIL LIST

EOC SECTION / POSITION	CNTY PHONE	AT&T	FAX LINE	OASIS	EMAIL
	CISCO VOIP	BLACK PHONE		BLACK PHONE	
MANAGEMENT SECTION					
EOC DIRECTOR	805-654-5182	805-658-1442	805-658-4343	6-2105	OES.DIRECTOR@VENTURA.ORG
EOC DEPUTY DIRECTOR	805-654-5183				OES.DEPUTYDIRECTOR@VENTURA.ORG
EOC COORDINATOR	805-654-2551				OES.COORDINATOR@VENTURA.ORG
PUBLIC INFORMATION OFFICER	805-654-3719				OES.PIO@VENTURA.ORG
LIAISON OFFICER	805-654-5168				OES.LIAISON@VENTURA.ORG
JOINT INFORMATION CENTER/MAC					
JIC MAIN LINE	805-648-9251	805-289-3129	805-662-6571	6-2104	OES.PIO@VENTURA.ORG
ASSISTANT PIO	805-662-6570	805-289-3130			
JIC COORDINATOR		805-289-3128			
JIC MEDIA LINE	805-662-6569				
PUBLIC HOTLINE		Virtual Call Center - 805-465-6650			OES.ECHOTLINE@VENTURA.ORG
OPERATIONS SECTION					
OPS SECTION COORDINATOR	805-654-5184				OES.OPERATIONS@VENTURA.ORG
LAW	805-654-3593	805-642-2747			OES.LAW@VENTURA.ORG
FIRE	805-654-2601				OES.FIRE@VENTURA.ORG
ALERT & WARNING	805-654-2560				OES.ALERTWARNING@VENTURA.ORG
ALERT & WARNING	805-654-3002				OES.ALERTWARNING@VENTURA.ORG
MEDICAL / HEALTH	805-654-2506				OES.MEDICALHEALTH@VENTURA.ORG
MEDICAL / HEALTH	805-654-2518				OES.MEDICALHEALTH@VENTURA.ORG
RED CROSS	805-654-5181	805-642-3524			OES.SHELTER@VENTURA.ORG
HUMAN SERVICES AGENCY	805-654-3578				OES.HSA@VENTURA.ORG
TRANSPORTATION	805-654-3569				OES.TRANSPORATION@VENTURA.ORG
ANIMAL CARE		805-658-1451		6-2102	
WEATHER	805-654-2666				OES.WEATHER@VENTURA.ORG
PLANS & INTEL SECTION					
PLANS SECTION COORDINATOR	805-654-5136				OES.PLANS@VENTURA.ORG
SIT STAT 1	805-654-2536				OES.SITSTAT@VENTURA.ORG
SIT STAT 2	805-654-2553				OES.SITSTAT@VENTURA.ORG
SIT STAT- SOCIAL MEDIA		805-642-3452			OES.SITSTAT@VENTURA.ORG
RECOVERY		805-648-3480		6-2104	
DAMAGE ASSESSMENT	805-654-3655	805-658-1318			
GIS MAPPING	805-654-5156				OES.MAPPING@VENTURA.ORG
LOGISTICS SECTION					
LOGISTICS SECTION COORDINATOR	805-654-5167	805-642-3259		6-2103	OES.LOGISTICS@VENTURA.ORG
SUPPLY UNIT LEADER	805-654-5167				OES.SUPPLY@VENTURA.ORG
FINANCE SECTION					
FINANCE SECTION COORDINATOR	805-654-5166				OES.FINANCE@VENTURA.ORG
COST RECOVERY		805-648-3017			OES.FINANCE@VENTURA.ORG
COST ANALYSIS	805-654-2546				OES.FINANCE@VENTURA.ORG

VENTURA COUNTY OPERATIONAL AREA EMERGENCY OPERATIONS PLAN - 2021

EOC COMMUNICATIONS CENTER					
COMMUNICATIONS UNIT-ACS	805-654-5180				OES.COMMUNICATIONS@VENTURA.ORG
COMMUNICATIONS UNIT-SHERIFF 1	805-477-1589				OES.COMMUNICATIONS@VENTURA.ORG
COMMUNICATIONS UNIT-FIRE	805-654-2537				OES.COMMUNICATIONS@VENTURA.ORG
AGENCY REPRESENTATIVES (WEST COUNTY TRAINING ROOM)					
STATE REPRESENTATIVES					
UTILITIES REPRESENTATIVES	805-654-3536				
NGOs REPRESENTATIVES	805-654-3543				
FEDERAL REPRESENTATIVES	805-654-3532				
MOBILE EOC					
OPERATIONS SECTION	805-765-0281				OES.OPERATIONS@VENTURA.ORG
LOGISTICS / FINANCE SECTION	805-947-6876				OES.LOGISTICS@VENTURA.ORG OES.FINANCE@VENTURA.ORG
PLANS SECTION	805-947-8052				OES.PLANS@VENTURA.ORG
SHERIFFS DISPATCH					
NON-EMERGENCY DISPATCH LINE	805-654-9511		805-654-9518	6-2101	
DISPATCH SUPERVISOR	805-654-9521				
WATCH COMMANDER	805-654-6567				

APPENDIX D – VENTURA COUNTY AGENCIES SATELLITE PHONE LISTING

This appendix contains confidential information that is not for public release.

CONFIDENTIAL

APPENDIX E – EMERGENCY ALERT SYSTEM ACTIVATION (EAS) PROCEDURES

PURPOSE: These procedures are meant to be used by cities, military bases and other authorized entities located in Ventura County who may have the need to request emergency messages to be broadcast via the countywide EAS operated by the Sheriff's Department.

EAS SYSTEM DISCRIPTION: The EAS system is a network of all radio, TV broadcast stations, and cable TV companies in the county. Messages normally enter the system via specialized equipment at two points: (1) Ventura County Sheriff's Department Communication Center (SCC) and (2) the National Weather Service (NWS) headquarters in Oxnard. These messages are received by the Local Primary 1 (LP-1) stations of KVTA and KHAY and then relayed to all other radio, TV broadcast stations and cable companies within the county. Any message transmitted from either the SCC or NWS will be broadcast countywide via all of the stations and cable companies within the county.

WHO CAN ACTIVATE EAS: The Sheriff's Watch Commander and Sheriff's Office of Emergency Services (OES) personnel are the primary persons that have access to the system and are authorized to initiate and/or release messages. Authorized city or military base personnel and other authorized personnel within the county are also considered primary users and may input the system via the Watch Commander or Sheriff's OES personnel.

During times of extreme emergency and only when the primary agencies are not able to generate emergency messages, the LP-1 stations may originate EAS messages.

WHEN SHOULD EAS BE USED: The EAS should be used to alert county and/or city and military base residents of acute potential or present danger of a serious and widespread nature. It should be used only when other means of communication will be too slow or not provide widespread coverage. EAS is normally used to warn residents when there is an acute probability of life threatening or large-scale property endangerment situations.

Every circumstance for the use of EAS cannot be described here. Good judgment is necessary when a decision to use EAS is made. Public safety is the first criteria for activation, but keep in mind that all messages put out over the EAS system will be broadcast over every radio and TV station and cable company within the county.

Weather related messages are usually originated by NWS, all others would most likely come under the purview of the Watch Commander or OES.

RESPONSIBILITY FOR SHERIFF DEPARTMENT INITIATED EAS MESSAGES: If time permits, Sheriff's OES personnel will initiate EAS messages with the advice and consent of the Sheriff or his designee. Should that not be possible, the Watch Commander is the approving/initiating authority.

HOW TO ACCESS EAS IF YOU ARE FROM A CITY, MILITARY BASE OR OTHER AUTHORIZED USER:

- Step 1.** Determine the need of using EAS versus other means of notification.
- Step 2.** If EAS is selected, write up a script that the Watch Commander can use, describing the emergency, keeping the message to less than 2 minutes. The following sample format is provided as a guide.
- “This is Capt. _____, Ventura County Sheriff’s Department Watch Commander broadcasting from the County Emergency Operations Center with important emergency information. (Describe the situation using the following criteria: affected area(s), description of the threat, desired protective action by the people in the threatened area, how long the threat will be present, then directing them to tune to **local** radio or TV stations for further information.)
- Step 3.** Call the Sheriff’s Watch Commander at **805-XXX-XXXX** or **805-XXX-XXXX**, clearly identify yourself and state what that you wish to have an EAS announcement made. If you are a person who is not known, be prepared to positively prove your identity so as to prevent any unauthorized use of the system. This may take the form of giving your driver’s license number for verification to insure it matches your name. You should also give the city/base/agency name and your position within that city, base or agency and a call back number. This is for identity verification purposes.
- Step 4.** After verification of identity and approval is given to broadcast the message, if time permits, send the text of your message to the releasing authority via fax or e-mail. If time does not permit this, read it slowly so it may be transcribed for re-reading.
- Step 5.** The Watch Commander or OES personnel will then take your message and either record it or read it “live” into the system.

NOTE: The Emergency Alert System should only be used in situations where other means of notification will either be too slow or not cover a widespread area. EAS should be used for acute situations that affect, or could affect the safety or well-being of the public. Because of the widespread coverage of this system, best judgment is required when requesting the issuance of an EAS alert.

APPENDIX F – DLAN QUICK REFERENCE GUIDE

OVERVIEW:

The DLAN’s centralized **Ticket Manager** provides users with a quick and convenient way to locate and manage tickets routed to a user’s role. These include requests, offers, and reports of information. The following instructions serve as a guide to using DLAN’s **Ticket Manager**.

NAVIGATION:

Step 1: Log into DLAN (refer to the guide entitled “Access and Login” for instructions).

Step 2: From the navigation bar, click the *Incidents & Tasks pull-down menu* and then select the *Ticket Manager* link that appears (see Figure 1).



Figure 1 – Navigation Menu

Step 3: The **Ticket Manager** Module will open, and depending upon screen resolution, will have the filter/reports panel expanded or contracted (see figures 2, 3, 4, & 5).

USER INTERFACE:

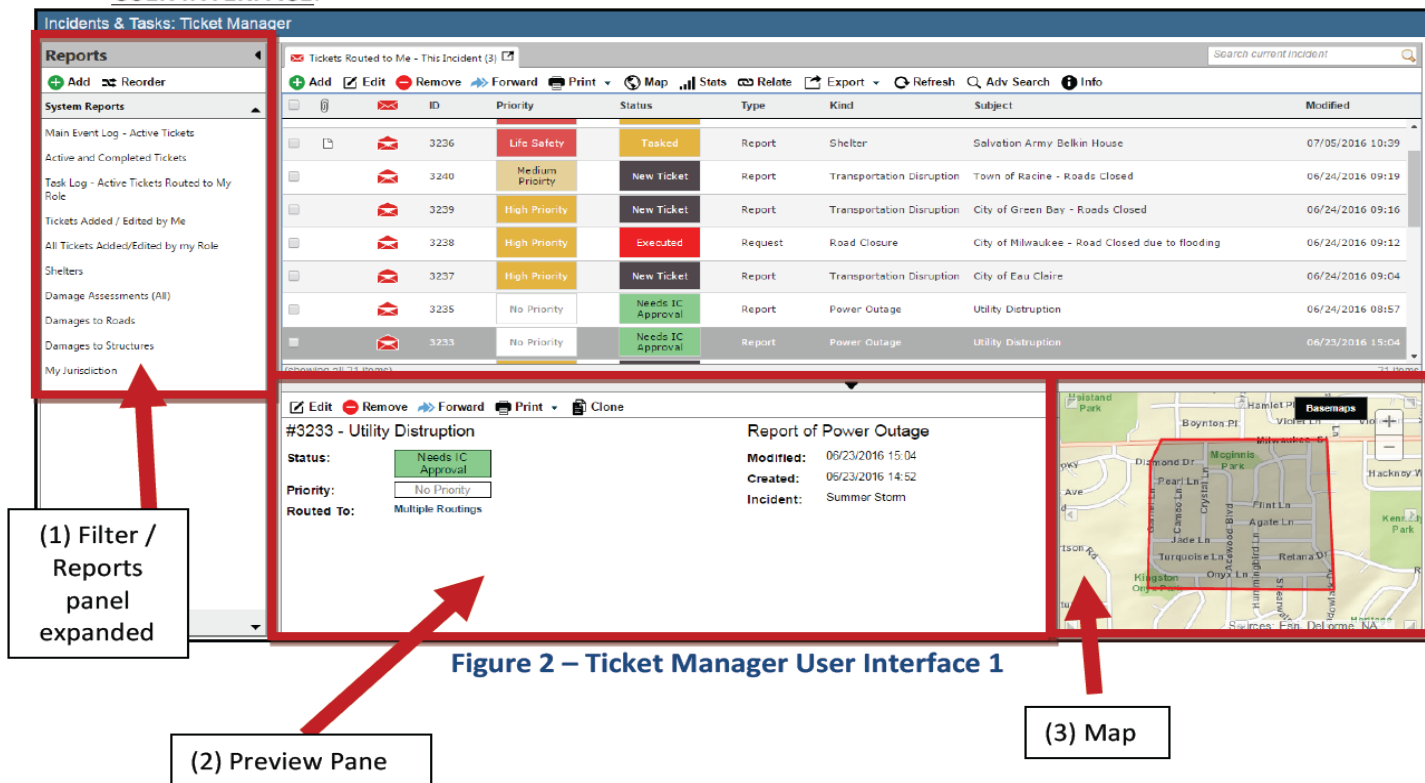


Figure 2 – Ticket Manager User Interface 1

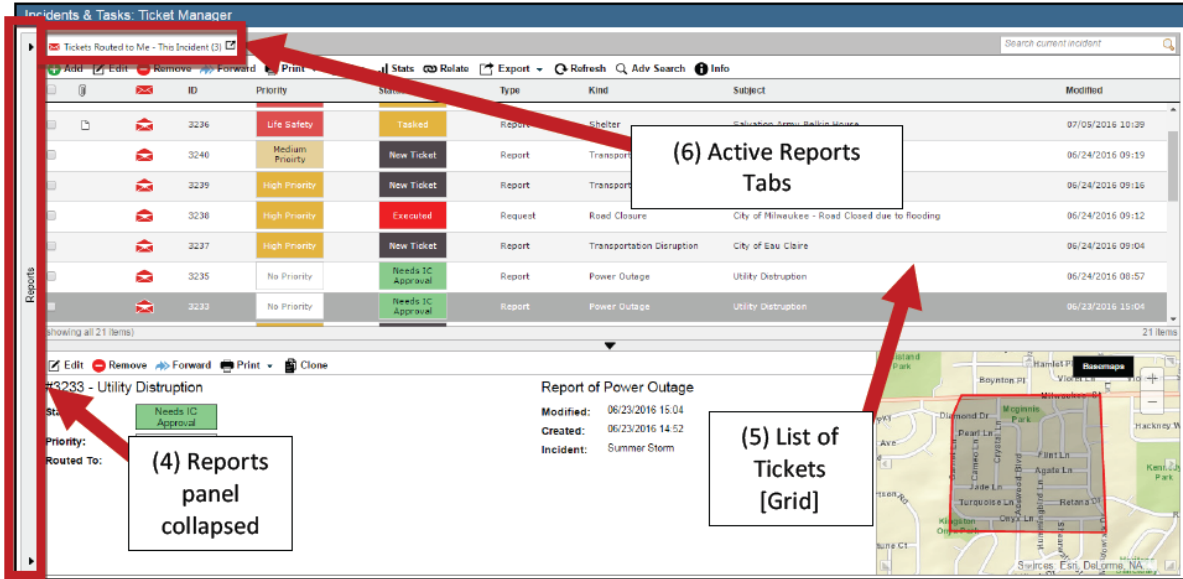


Figure 3 – Ticket Manager User Interface 2

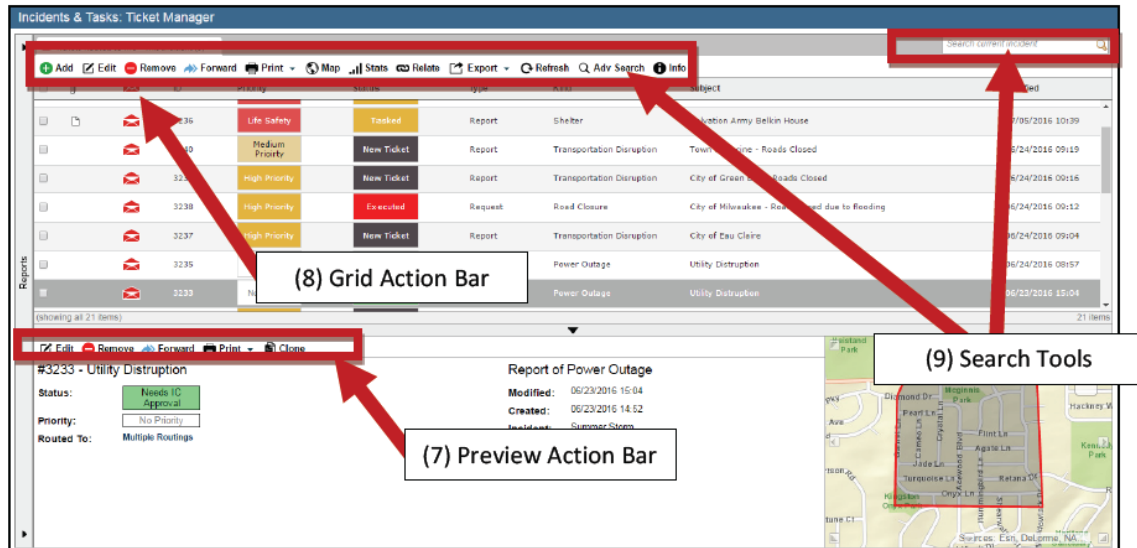


Figure 4 – Ticket Manager User Interface 3

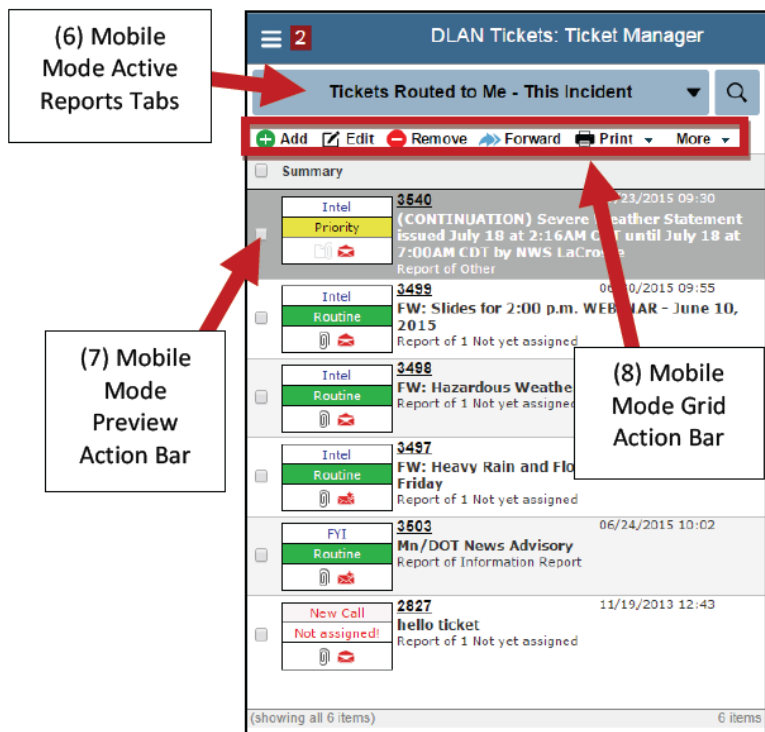


Figure 5 – Mobile Interface

FEATURES:

- (1) The Filter/Reports panel has sections for “System Reports” (accessible to all users), “My Reports” (customizable on a user-by-user basis), and an “Add” Report button for the creation of custom filters/reports on-the-fly.
- (2) The Preview Pane displays short summary information about a selected ticket. To view summary information on a particular ticket, click on a particular row (ticket) in the list of tickets above the Preview Pane. If you want to open the ticket to edit or view additional information, click on the “Edit” action item in the Preview Action Bar or double click on the ticket in the list pane.
- (3) The map area of the Preview Pane will display a map with any geocoded contacts that have been added to the ticket.
- (4) The Reports Panel is expandable and collapsible. Click the arrow at the top right of the pane to expand or collapse it.
- (5) Tickets appear in the ticket list and the list automatically updates when new or updated information is available. Use the scroll bar on the right to scroll through the list of tickets. By default, the tickets are ordered by time modified so that the most recently edited/added tickets

appears at the top of the list. You can change the sort order by clicking on any of the column headers to toggle between ascending / descending sort. A particular ticket can be selected by single clicking on it (the row will highlight in gray). A row highlighted in red indicates that the ticket is overdue and requires immediate attention. Use the checkboxes along the left of the ticket list to select multiple tickets for mass editing or forwarding. Envelopes indicate the status of tickets routed to your role:

- No envelope indicates the ticket wasn't routed to your role
 - A closed envelope (with an asterisk) indicates the ticket is new and has not been viewed by anyone at all.
 - A closed envelope (without an asterisk) indicates than an existing ticket has been updated and no one in your role has yet viewed the updated information.
 - An open envelope indicates that there is no new information and that someone in your role has viewed it since the last update.
- Tabs control which tickets you are viewing. The tabs work as follows:
 - 1st tab (default) → **Tickets Routed to Me – Current Incident**
 - 2nd tab → Only displays if/when you click on a system report or user report in the Reports panel. 2nd / 3rd tab → Additionally, a second or third tab will appear if the user performs a search using the search box located above the ticket list pane.
- (6) The Active Ticket Report tab (in mobile mode it changes to a dropdown) displays an explanation of what tickets the user is currently viewing. Selecting a different system report or user report from the reports panel will change the tab and display tickets that match the criteria of the new report.
- (7) The Preview Action Bar provides actions that can be applied to the single selected ticket.
- (8) The List Pane/Grid Action Bar provides actions that can be applied to one or several selected ticket(s) using the checkboxes. New tickets can be added by clicking the “Add” icon in the list pane toolbar.
- (9) Enter a value in the search field to return a list of any tickets in the current incident that match the criteria (regardless of whether they show up in the current ticket report). Use the advanced search link to perform a more specific search for matching ticket that exist either in the active incident or in all active or archived incidents, for example, searching by ticket number, or searching by attachment file name.

HINT: No matter where you are in the DLAN, you will receive a visual alert any time a ticket is routed to your role. It will appear on the *Incidents & Tasks* navigation menu as a bubble with a number in it (see figure 6).

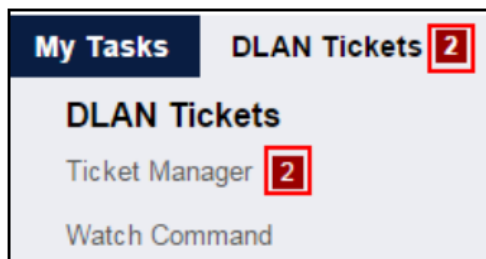


Figure 6 – Notification Bubble

APPENDIX G – VC ALERT PROCEDURES

The VC Alert Emergency Notification System is Ventura County’s Mass Notification system used to notify residents and businesses of emergency and other safety situations. The system is geographically specific and allows operators to notify residents at a granular level. In the event the system is activated, residents may receive alerts through a variety of delivery methods including cell phones, landline phones, text message, email, alpha-numeric pager and TTY devices designed for the deaf and hard of hearing. There are no fees associated with this service for the user and alerts can be sent out at any time.

To activate the system, the operator must select a geographical perimeter on an interactive map and select preferred delivery methods. Once initiated, the system is capable of sending outbound voice calls at the rate of 5,000+ per minute. Both text messages and emails are sent out at a rate of 100,000 per minute.

The data directory is comprised of numerous sources:

1. Emergency Services Listing - Includes landline telephones. This dataset may only be used for qualifying emergencies. Refer below for acceptable use categories.
2. White Pages - Includes approximately 40% of the landline telephone lines available on the local landline telephone network.
3. Citizen opt In - Includes Ventura County Residents that have registered their personal contact information including home phones, cell phones, work phones, and email addresses. Residents may register to receive alerts by visiting www.vcalert.org.
4. Private data – Includes cell phones for businesses and residential customers aggregated and sold by private data providers.

HOW TO ACTIVATE VC ALERT

- Call the EOC Duty Officer at 805-XXX-XXXX. Please be prepared to identify yourself and your agency, precise details on the geographic area, and the language to include in the message in both English and Spanish, if possible.

ACCEPTABLE USE CATEGORIES

Non-Emergency Alerts

- Sheriff/Police Non-Emergency Alerts
 - Crime/fire prevention messages
 - Structure fire (localized impact)
 - Brush Fire (localized impact)
 - Hazardous conditions
 - Public safety training exercises affecting a neighborhood
 - Air Quality
- Sheriff/Police/Fire Press Releases
- Utility Failure Alerts

- Power outage
- Water main break
- Natural gas leak
- Public Meeting Alerts
 - City Council
 - Board of Supervisors
 - Special Districts
- Public Works Alerts
 - Closure of parks
 - Closure of roads (localized impact)

Emergency Alerts

- Evacuation Notices
 - Tsunami
 - Brush fire (regional impact)
 - Structure fire (regional impact)
 - Shelter in place
 - Law Enforcement Operations
- Hazardous Materials
- Public Health Alerts
 - Boil-water alerts
 - Dangerous animal alerts
 - Infectious disease outbreak
 - Heat and cold advisories to vulnerable populations
- Severe Weather Events
 - NOAA Warnings
- Community Policing
 - Investigative canvassing /Crime Scene
 - Missing persons
 - Law Enforcement Operations
- Public Works Alerts
 - Closure of Roads (regional impact)

PROHIBITED USE CATEGORIES

- Political campaigns
- System training purposes
- Test calls to the public
- General Information
- Upcoming Events

ANNEXES

County of Ventura maintains separate Plans that are considered Annexes to this Plan. These Plans include:

- Ventura County Emergency Proclamation Guide
- Ventura County EOC Credentialing Program
- Ventura County Operational Area Alert and Warning Annex
- Ventura County Operational Area Contingency Plan for Heat/Cold Weather Events
- Ventura County Operational Area Disaster Damage Assessment Plan
- Ventura County Operational Area Disaster Debris Management Plan
- Ventura County Operational Area Disaster Recovery Plan
- Ventura County Operational Area Mass Casualty Plan
- Ventura County Pandemic Influenza Response Plan
- Ventura County Public Health Emergency Response Plan (ERP)
- Ventura County Public Information Annex Plan

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General Order No. 112-F

**State of California Rules Governing Design, Construction,
Testing, Operation, and Maintenance of Gas Gathering,
Transmission, and Distribution Piping Systems.**



California Public Utilities Commission

June 25, 2015

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GENERAL ORDER NO. 112-F

**PUBLIC UTILITIES COMMISSION
of the
STATE OF CALIFORNIA**

**RULES GOVERNING DESIGN, CONSTRUCTION, TESTING, MAINTENANCE, AND OPERATION OF
GAS GATHERING, TRANSMISSION, AND DISTRIBUTION PIPING SYSTEMS**

CHANGE LIST-FOLLOWING IS THE LIST OF DECISIONS AND RESOLUTIONS WHICH AUTHORIZED
CHANGES TO GENERAL ORDER 112 APPLICABLE TO GAS OPERATORS:

Decision or Resolution No.	Date Effective	Sections Herein Modified Amended or Added
Decision No. 61269	July 1, 1961	Adopted General Order 112 on December 28, 1960
Decision No. 66399	January 1, 1964	Adopted General Order 112-A on December 3, 1963
Decision No. 73223	December 1, 1967	Adopted General Order 112-B on October 24, 1967
Decision No. 78513	April 30, 1971	Adopted General Order 112-C on April 2, 1971
Decision No. 80268	July 18, 1972	Subpart I of Part 192 of Title 49 of CFR and Sections 192.607 And 192.611 (e)
Decision No. 82467	Feb. 13, 1974	192.12, 192.3, 192.379, 192.55, 192.65, 192.201(a), 92.717(b), 192.727 and Appendices A and B
Decision No. 85280	Dec. 30, 1975	192.59, 192.65, 192.225, 192.229, 192.241, 192.705, 192.706, 192.707 and Appendices A and B
Decision No. 85375	Jan. 27, 1976	192.229 (c)
Decision No. 86874	Jan. 18, 1977	192.3, 192.5, 192.13, 192.111, 192.145, 192.163, 192.167, 192.179, 192.225, 192.227, 192.243, 192.313, 192.317, 192.319, 192.327, 192.451, 192.465, 192.469, 192.481, 192.615, 192.619, 192.707, 192.713, 192.717, 192.727, 192.753, 192.755 and Appendices A and B
Decision No. 90372	June 5, 1979	Adopted General Order No. 112-D in OII No. 1 on June 5, 1979
Decision No. 90921	November 22, 1979	192.13, 192.14, 192.63, 192.121, 192.123, 192.313, 192.451, 192.452, 192.457, 192.465, 192.467, 192.473, 192.475, 192.477, 192.479, 192.481, 192.485, 192.491, 192.619 and Part II Appendices A and B
Decision No. 93791	December 1, 1981	192.121, 192.179, 192.281, 192.283, 192.285, 192.287, 192.455, 192.465 and Part II Appendix A
Decision No. 83-10-039	October 19, 1983	192.745 and 192.747
Decision No. 84-04-008	April 4, 1984	192.3, 192.227, 192.465, 192.477, 192.481, 192.704, 192.705, 192.706, 192.721, 192.723, 192.731, 192.739, 192.743, 192.745, 192.747 and 192.749
Decision No. 84-05-004	May 2, 1984	192.3, 192.7, 192.59, 192.113, 192.117, 192.123, 192.145, 192.163, 192.197, 192.225, 192.227, 192.229, 192.237, 192.239, 192.241, Part II Appendix A, Part II Appendix B, and Table of Contents
Decision No. 84-06-002	June 6, 1984	192.59, and 192.123
Decision No. 84-06-028	June 6, 1984	192.465
Decision No. 85-03-012	March 6, 1985	192.144, 192.283, 192.614, 192.707, 193.1015, II H, Part III Appendix A and Table of Contents
Decision No. 86-06-047	June 25, 1986	192.105, 192.143, 192.243, 192.245 and 192.313
Decision No. 88-11-023	November 9, 1988	192.55, 192.113, 192.223, 192.225, 192.227, 192.237, 192.239, 192.611, 192.719, 192.743, Part II Appendices A and B, Table of Contents and Index

Decision No. 95-08-053	September 11, 1995	Adopted General Order 112-E in Application 93-08-053 on August 11, 1995 and Modified Sections 101, 101.2, 101.3, 101.4, 102.1, 102.2, 103.1, 104.1, 105, 121.1, 122.1, 122.2, 123.1, 124.1, 125.1, 125.2, 126.1, 141.1, 142.1, 143.1, 143.2, 144.1, 161.1, 162.1, 162.2, 162.3, 181.1, 182.1, 182.2, 182.3, 182.4, 182.5, 182.6, 182.7, 182.8, 183.1, 183.2, 183.3, 183.4, 183.5, 201.1, 202.2, Appendix A and Appendix B
Resolution No. SU-41	May 22, 1996	Eliminated existing section 122.2 (c) and renumbered following sections
Resolution No. E-4184	August 21, 2008	Modified reporting requirements in Section 122.2 to provide for reporting via the Worldwide Web; Removed obsolete Appendix C
Decision No. 15-06-044	June 25, 2015	Adopted General Order 112-F in Rulemaking 11-02-019 on June 25, 2015 and Modified Sections 101, 101.2, 101.4, 102.1, 103.3, 103.4, 104.1, 104.2, 105, 122.1, 122.2, 123.1, 124.1, 125.1, 125.2, 141.1, 142.1, 143, 143.1, 143.2, 144.1, 161.1, 162.1, 162.2, 162.3, 181.1, 182.1, 182.7, 183.2, 183.4, 201, 202.2, and Appendix A; Added Sections 123.2, 123.3, 125.3, 125.4, 125.5, 125.6, 125.7, 143.4, 143.5, 143.6, 144.2, 145, 145.1, 162.4; and Added Subpart G with Sections 301 and 302. The effective date for operators to comply with revised Sections 105, 122, 123, 125, 142, 143, 144, 145, and 162 was ordered to be as soon as feasible but no later than January 1, 2017 unless extended pursuant to Rule 16.6 of the Commission's Rules of Practice and Procedure or its successor.

**PART I
GENERAL PROVISIONS**

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SUBPART A - GENERAL

101 PREAMBLE

101.1 This General Order shall be known as the "State of California Rules Governing Design, Construction, Testing, Operation, and Maintenance of Gas Gathering, Transmission, and Distribution Piping Systems." It will be referred to herein as "these rules."

101.2 These rules are incorporated in addition to the Federal Pipeline Safety Regulations, specifically, Title 49 of the Code of Federal Regulations (49 CFR), Parts 191, 192, 193, and 199, which also govern the Design, Construction, Testing, Operation, and Maintenance of Gas Piping Systems in the State of California. These rules do not supersede the Federal Pipeline Safety Regulations, but are supplements to the Federal Regulations. Absent modifications to 49 CFR by this General Order, the requirements and definitions within 49 CFR, Parts 191, 192, 193 and 199 prevail.

101.3 There shall be no deviation from this General Order except after authorization by the Commission. If hardship results from application of any rule herein prescribed because of special circumstances, application may be made to the Commission to waive compliance with such rule in accordance with Section 3(e) of the Natural Gas Pipeline Safety Act of 1968. Each request for such waiver shall be accompanied by a full and complete justification.

101.4 Operators shall maintain the necessary records to establish that they have complied with these rules and the Federal Pipeline Safety Regulations, 49 CFR, that are applicable. Such records shall be available for inspection at all times by the Commission or Commission Staff.

102 PURPOSE

102.1 The purpose of these rules is to establish, in addition to the Federal Pipeline Safety Regulations, minimum requirements for the design, construction, quality of materials, locations, testing, operations and maintenance of facilities used in the gathering, transmission and distribution of gas and in liquefied natural gas facilities to safeguard life or limb, health, property and public welfare and to provide that adequate service will be maintained by gas Operators under the jurisdiction of the Commission.

102.2 These rules are concerned with safety of the general public and employees' safety to the extent they are affected by basic design, quality of the materials and workmanship, and requirements for testing and maintenance of gas gathering, transmission and distribution facilities and liquefied natural gas facilities.

103 INTENT

103.1 The requirements of these rules, in addition to the Federal Pipeline Safety Regulations, are adequate for safety under conditions normally encountered in the gas industry. Requirements for abnormal or unusual conditions are not specifically proscribed. It is intended that all work performed within the scope of these rules shall meet or exceed the safety standards expressed or implied herein.

103.2 Existing industrial safety regulations pertaining to work areas, safety devices, and safe work practices are not intended to be supplanted by these rules.

103.3 Compliance with these rules is not intended to relieve an Operator from any statutory requirements.

103.4 The establishment of these rules shall not impose upon Operators, and they shall not be subject to any civil liability for damages, which liability would not exist at law if these rules had not been adopted.

104 PROCEDURES FOR KEEPING GENERAL ORDER UP-TO-DATE

104.1 It is the intent of the California Public Utilities Commission to automatically incorporate all revisions to the Federal Pipeline Safety Regulations, 49 CFR Parts 191, 192, 193, and 199 with the effective date being the date of the final order as published in the Federal Register.

104.2 In those instances where additional or more stringent specific state rules are appropriate, the gas Operators subject to these rules may file an application to update provisions, rules, standards and specifications of the General Order as they deem necessary to keep this General Order current in keeping with the purpose and intent thereof. However, nothing herein shall preclude other interested parties from initiating appropriate formal proceedings to have the Commission consider any changes they deem appropriate, or the Commission from acting upon its own motion.

105 DEFINITIONS

Commission or CPUC means the Public Utilities Commission of the State of California.

Holder means any structure used to store gas, which either has a displacement of 500 or more cubic feet, or will contain 10,000 or more standard cubic feet of gas at its maximum design pressure, except that a pipeline which is used primarily for transmission or distribution of gas, but which also serves a storage function, is not a holder for purposes of this General Order.

Inert gas means a gas which will not burn or support combustion, such as nitrogen, carbon dioxide or mixtures of such gases.

Utility means any person, firm, or corporation engaged as a public utility in transporting natural gas, liquefied natural gas (LNG), hydrocarbon gas, or any mixture of such gases for domestic, commercial, industrial, or other purposes.

Operator means any utility, person or entity operating a natural gas transmission or distribution system, including master-meter distribution system subject to PU Code Section 4351-4361, or a propane gas (LPG) distribution system subject to PU Code Section 4451-4465.

Vicinity means an area surrounding an event in which an Operator's gas pipeline facilities could have been a contributing factor to the event.

Public Attention means any event that escalates to a level that initiates calls/complaints concerning a common safety concern being submitted to an Operator from 10 or more individuals or organizations. This can include, for example, large scale reports of the smell of gas by customers in the vicinity of an Operator's gas facilities. Public Attention criterion does not necessarily include an individual, or a crowd of persons, watching work being performed on company facilities.

Covered Task means those tasks defined by 49 C.F.R §192.801, but also includes "new construction" in the federal definition of "covered task." Accordingly, the commission defines a covered task that will be subject to the requirements of 49 CFR §§ 192.803 through 192.809 as an activity, identified by the Operator, that:

- (a) Is performed on a gas pipeline;
- (b) Is an operations, maintenance, or new construction task;
- (c) Is performed as a requirement of 49 CFR, Part 192; and
- (d) Affects the operation or integrity of the gas pipeline.

High Consequence Area (HCA) is defined by 49 CFR §192.903, which allows two different methods to be used towards determining locations where HCAs exist. However, in an effort to be more conservative towards ensuring the safety in areas of more densely populated areas, the Commission restricts the use of Method 2 in 49 CFR §192.903, in determining HCAs to pipeline segments of 12-inches or less. Accordingly, the Commission modifies paragraph (2) of the High Consequence Area defined by 49 CFR §192.903 to read as follows:

(2) The area within a potential impact circle of a pipeline 12-inches or less in diameter containing –

HCAAs newly identified through the Commission's restriction on Method 2 shall be scheduled for baseline assessment in accordance with 49 CFR §192.905(c) and 49 CFR §192.921(f).

Near-miss events mean unplanned or undesired events that adversely affect an Operator's facilities or operations but do not result in injury, illness, damage, release of gas, loss of gas service, over-pressurization of gas pipeline facilities, or in a reportable incident, but had the potential to do so. Such events include, but are not limited to:

- (a) A subsurface pipeline facility not marked or mismarked for excavation purposes;
- (b) Excavation activity near a pipeline facility conducted without a valid Underground Service Alert ticket;
- (c) The incorrect, or unintentional, operation of a valve or pressure regulator;
- (d) An incorrectly mapped pipeline facility;
- (e) Work activity in which a standard, procedure, or process approved by an Operator was correctly applied but the activity, nonetheless, resulted in creating a situation or condition where damages or injuries could have easily occurred.

Number of excavation tickets or Number of excavation damages reported per the data requirements of Section 123, **Annual Reports**, means to include all original and renewal notices received by the Operator from the applicable One-Call center.

SUBPART B - REPORTS

121 GENERAL

121.1 In order that the Commission may be informed concerning the operation and the status of the more important facilities of the Operators, the following information shall be filed with the Commission.

122 GAS INCIDENT REPORTS

122.1 Each Operator shall comply with the requirements of 49 CFR Part 191, for the reporting of incidents to the United States Department of Transportation (DOT). The Operator shall submit such reports directly to the DOT, with a copy to the California Public Utilities Commission (CPUC).

122.2 Requirements for reporting to the CPUC.

(a) Each Operator shall report incidents to the CPUC that meet the following criteria:

1. Incidents which require DOT notification.
 - i. An event that involves a release of gas from a pipeline, or of liquefied natural gas, liquefied petroleum gas, refrigerant gas, or gas from an LNG facility, and that results in one or more of the following consequences:
 - A death, or personal injury necessitating in-patient hospitalization; or
 - Estimated property damage of \$50,000 or more, including loss to the Operator and others, or both, but excluding cost of gas lost;
 - Unintentional estimated gas loss of three million cubic feet or more;
 - ii. An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident;
 - iii. An event that is significant in the judgment of the Operator, even though it did not meet the criteria of Sections 122.2(a)(1)(i) or (ii), above.
2. Incidents which have either attracted public attention or have been given significant news media coverage, that are suspected to involve natural gas and/or propane (LPG) gas, which occur in the vicinity of the Operator's facilities; regardless of whether or not the Operator's facilities are involved.

3. Incidents where the failure of a pressure relieving and limiting stations, or any other unplanned event, results in pipeline system pressure exceeding its established Maximum Allowable Operating Pressure (MAOP) plus the allowable build up set forth in 49 CFR § 192.201.
 4. Incidents in which an under-pressure condition, caused by the failure of any pressure controlling device, or any other unplanned event other than excavation related damage, results in any part of the gas pipeline system losing service or being shut-down.
- (b) In the event of an incident listed in 122.2(a) above, an Operator shall go to the Commission's website, select the link to the page for reporting emergencies and follow the instructions thereon. If internet access is unavailable, the Operator may report using the backup telephone system.
1. If the Operator is notified of the incident during its normal working hours, the report should be made as soon as practicable but no longer than 2 hours after the Operator is aware of the incident and its personnel are on the scene.
 2. If the Operator is notified of the incident outside of its normal working hours, the report should be made as soon as practicable but no longer than 4 hours after the Operator is aware of the incident and its personnel are on the scene.
 3. All reports required by this section shall be followed by the end of the next working day by an email or telefacsimile (fax) of the standard reporting form, "Report of Gas Leak or Interruption," CPUC File No. 420 (see attachment).

(c) Written Incident Reports .

1. The Operator shall submit to the CPUC on DOT Form PHMSA F7100.1 (<http://ops.dot.gov/library/forms/forms.htm#7100.1>) for distribution systems and on DOT Form PHMSA F7100.2 (<http://ops.dot.gov/library/forms/forms.htm#7100.2>) for transmission and gathering systems a report describing any incident that required notice under Item 122.2(a)(1).
2. Together with the form required by (c)(1) above, the Operator shall furnish a letter of explanation giving a more detailed account of the incident unless such letter is deemed not necessary by the CPUC staff. The Operator may confirm the necessity of a letter of explanation by email. If, subsequent to the initial report or letter, the Operator discovers additional material, information related to the incident, the Operator shall furnish a supplemental report to the CPUC as soon as practicable, with a clear reference by date and subject to the original report. These letters, forms, and reports shall be held confidential under the provisions of Paragraph 2, Exclusions, of General Order 66-C and Public Utilities Code Section 315.

3. The Operator of a distribution system serving less than 100,000 customers need not submit the DOT forms required by paragraph (1) above; however, such Operator must submit the letter of explanation required by (2) above, subsequent to any initial report to the CPUC, unless such letter is deemed unnecessary by the CPUC staff.
- (d) Quarterly Summary Reports. Each utility shall submit to the CPUC quarterly, not later than the end of the month following the quarter, a summary of all CPUC reportable and non-reportable incidents which occurred in the preceding quarter as follows:
1. Incidents that were reported through the Commission's Emergency Reporting website.
 2. Incidents for which either a DOT Form PHMSA F7100.1 or F7100.2 was submitted.
 3. Incidents which involved escaping gas from the utility's facilities and property damage including loss of gas in excess of \$1,000.
 4. Incidents which included property damage between \$0 and \$1,000, and involved fire, explosion, or excavation related damage.
 5. Incidents where the failure of a pressure relieving and limiting stations, or any other unplanned event, results in pipeline system pressure exceeding its established Maximum Allowable Operating Pressure (MAOP) plus the allowable build up set forth in 49 CFR § 192.201.
 6. Incidents in which an under-pressure condition, caused by the failure of any pressure controlling device, or any other unplanned event other than excavation related damage, results in any part of the gas pipeline system losing service or being shut-down.

123 ANNUAL REPORTS

123.1 Each Operator shall submit to the DOT, with a copy to the CPUC, annual reports and mechanical fitting failure reports as required by 49 CFR, Part 191, §§191.11, 191.12 and 191.17. Such reports shall be submitted in the manner prescribed in 49 CFR Part 191.

123.2 At the same time copies of the reports required by paragraph 123.1 are submitted, each utility shall submit, in a format and guidance provided by the Commission's Safety and Enforcement Division or its successor, the following information to demonstrate to the Commission and the public an utility's efforts towards minimizing the risk from system leaks and failures:

- a) Number of gas leaks repaired associated with grades, causes, pipeline materials, sizes, and decades of installation.
- b) For leaks repaired in the calendar year, show time between finding the leak and its repair in intervals of 0-3 months; 3-6 months; 6-9 months; 9-12

months; 12-15 months; and greater than 15 months. For the aggregated value of leaks repaired greater than 15 months, segregate the value into leaks that are never regraded; regraded once; regraded twice; regraded three times; and regraded more than three times.

- c) Response times in five-minute intervals, segregated first by business hours (0800 – 1700 hours), after business hours and weekends/legal state holidays, and then by Division, District, and/or Region, to reports of leaks or damages reported to the utility by its own employees or by the public. The intervals start with 0-5 minutes, all the way to 40-45 minutes, an interval of 45-60 minutes and then all response times greater than 60 minutes.

The timing for the response starts when the utility first receives the report and ends when an utility's qualified representative determines, per the utility's emergency standards, that the reported leak is not hazardous or the utility's representative completes actions to mitigate a hazardous leak and render it as being non-hazardous (i.e., by shutting-off gas supply, eliminating subsurface leak migration, repair, etc.) per the utility's standards. In addition, the utility must report, using the same intervals, the times for the first company responder to arrive on scene.

- d) The number of events in which pressure in any pipeline facility exceeded the maximum allowable operating pressure (MAOP) by 50% or more of the build-up allowed for by 49 CFR § 192.201. For any transmission pipeline facility where the utility applies the provisions of 49 CFR § 192.917 (e)(3) or (e)(4), any increases above the maximum operating pressure must be reported. Also, for low-pressure systems (i.e., inches of water column pressure), all pressure increases above MAOP must be reported. Increases in pressure above MAOP resulting from planned, designed, testing, or other intentional operations performed per procedures or process established by the utility are exempted from this requirement. For purposes of reporting, "events" includes each occurrence of overpressurization that develops between overpressurization being noted and maintenance being performed.
- e) The amount of time it takes for changes, repairs, or new facilities to be finalized and updated, per the utility's procedures, to the utility's facilities maps. The provided information shall show the number of facilities mapped segregated into the following time intervals:
 - 1. Less than 14 days;
 - 2. More than 14 days, but less than 30 days;
 - 3. More than 30 days, but less than 90 days;
 - 4. More than 90 days, but less than 180 days;
 - 5. More than 180 days, but less than 360 days;
 - 6. More than 360 days.

- f) The number of employees, by operating Division, District, Region, or Other (i.e., an employee of a mobile workforce not assigned to Division, District, or Region) evaluated, and those disqualified after evaluations, performed by the utility per 49 CFR§ 192.805 (d) or (e).
- g) The 32 metrics required to be tracked per 49 CFR § 192.945(a) and ASME B31.8S, Chapter 9, Table 9.
- h) Excavation Damage Prevention Related Data
 - 1. Number of excavation damages and related costs involving homeowners;
 - 2. Number of damages and related costs involving agencies (i.e., Caltrans, non-pressurized sewer, etc.) excluded per California Government Code 4216 (GC4216);
 - 3. Number of person-days, along with total costs, devoted to: i) excavation field meetings (per GC4216); and ii) stand-by activities for preventing damage to subsurface facilities during an excavation;
 - 4. Number of person-days, along with total costs, devoted to: i) mark and locate activities (per GC 4216); and ii) all other subsurface damage prevention activities excluding those from paragraph 3 above.
- i) Lost and Unaccounted For Gas (LUAF Gas)
 - 1. A listing of the different causes of LUAF Gas that the utility tracks as part of its operations; and
 - 2. An accounting of the contribution by each of the different causes of LUAF Gas, actual and/or estimated values, which factor into the aggregated LUAF Gas value provided by the utility on all reports submitted pursuant to subsection 123.1. An utility must provide details on how each estimated value is derived.
- j) Public Liaison Activities
 - 1. The number of public liaison activities scheduled by the utility and the number of public liaison activities actually performed along with details to explain what caused the difference between the scheduled and performed liaison activities.
 - 2. A summary of public agencies (by county and agency name) to which the utility provided notice of, and made available for participation, its annual liaison sessions during each of the five calendar years preceding the reporting year. The summary must also denote which agencies were able to have representation at the session.
 - 3. In an effort to provide a convenient resource for the public to use towards confirming that utilities and first responders continue to work together in better coordinating responses to emergencies, each utility shall make the same information provided per paragraph 2 above available on its website with a link to the same information provided on

the CPUC website. Attendance of agencies at liaison sessions is voluntary and may be dependent on agencies having to allocate resources to emergencies that occur when sessions are scheduled.

k) Gas Safety Plan

1. Each utility must submit a Gas Safety Plan, as codified by Pub. Util. Code §§ 961 and 963, and as ordered by the Commission in D.12-04-010.
2. Each utility must make any modifications to its Gas Safety Plan identified by the Commission's Safety and Enforcement Division, or its successor.

123.3 All information submitted by an utility pursuant to paragraph 123.2 shall be submitted with verification, under penalty of perjury, from a senior officer of the utility, at the level of Vice-President or above, stating that the facts contained in the information are true and correct to the best knowledge of that senior officer.

124 REPORTING SAFETY-RELATED CONDITIONS

124.1 The requirements of 49 CFR, Part 191, §§191.1, 191.7, 191.23, and 191.25, to report specified safety-related conditions, are incorporated by references as part of these rules. Copies of all reports submitted to the DOT pursuant to the foregoing requirements shall be submitted to the Commission concurrently.

125 PROPOSED INSTALLATION REPORT

125.1 This section applies to the construction of a new pipeline, or the reconstruction or reconditioning of an existing pipeline. In addition to the requirements of this section, copies of all reports submitted to the DOT pursuant to the requirements of 49 CFR, Part 191, §191.22(c)(1) shall be submitted to the Commission concurrently.

125.2 The proposed installation reports required by this section shall be filed based on the following:

- (a) For utilities with less than 50,000 services in the state of California according to the Annual DOT Report, Form PHMSA F 7100.1-1 that is required by 49 CFR §191.11, the Proposed Installation Report shall be submitted to the Commission for any installation that is estimated to cost \$1,400,000 or more. The Annual DOT Report referenced above shall be the report filed by the utility for the year previous to that of the proposed installation; or
- (b) For utilities with 50,000 services or more in the state of California according to the Annual DOT Report, Form PHMSA F 7100.1-1 required by 49 CFR §191.11, the Proposed Installation Report shall be submitted to the Commission for any installation that is estimated to cost \$3,500,000 or more. The Annual DOT Report referenced above shall be the report filed by the utility for the year previous to that of the proposed installation.

125.3 Definitions:

- (a) "Construction of a new pipeline" means the installation of pipeline that will serve as a loop or extension to an existing pipeline or as an independent or stand-alone pipeline, any of which will be placed in service for the first time by an utility who filed a Form PHMSA F-7100.1-1 for the calendar year preceding the year in which construction takes place. An utility commencing service for the first time shall file a Proposed Installation Report with the Commission after receiving any necessary Certificate of Public Convenience and Necessity (CPCN) approval from the Commission and prior to the start of construction of the approved project. A CPCN is not required for an extension within a city, county, city and county, or territory within which an utility already lawfully provides service.
- (b) "Reconstruction of an existing pipeline" means the installation of pipeline that will replace an existing pipeline or pipeline segment due to alignment interference, deteriorating or aging conditions, pressure/capacity enhancement, or other reason.
- (c) "Reconditioning of an existing pipeline" is defined as the work associated with repairing, structurally reinforcing, the replacement of fittings or short segments of pipe, or for the removal and reapplication of pipe coating. The term does not include altering or retrofitting a pipeline or its appurtenances to allow for the passage of internal inspection devices.

125.4 At least 60 days prior to the construction of a new pipeline, reconstruction, or reconditioning of an existing pipeline, a report shall be filed with the Commission setting forth the proposed route and general specifications for such pipeline. The specifications shall include but not be limited to the following items:

- (a) Description and purpose of the proposed pipeline.
- (b) Specifications covering the pipe selected for installation, route map segregating incorporated areas, class locations and design factors, terrain profile sketches indicating maximum and minimum elevations for each test section of pipeline, and, when applicable, reasons for use of casing or bridging where the minimum cover will be less than specified in §192.327.
- (c) Maximum allowable operating pressure for which the line is being constructed.
- (d) Test medium and pressure to be used during strength testing.
- (e) Protection of pipeline from hazards as indicated in §192.317 and §192.319.
- (f) Protection of pipeline from external corrosion.
- (g) Estimated cost with supporting detail.

125.5 In cases of reconditioning projects that do not result in relocating pipeline from the general location it occupies prior to the project, the information stated in Section 125.4 (b) does not need to be provided within the report filed per Section 125.4.

125.6 In cases of projects necessary on an emergency basis, the report required by Section 125.4 shall be filed with the Commission as far in advance of the project as practicable, but no later than 5 business days after the project has been initiated. Reports filed for emergency projects, in addition to other information required per Section 125.4, must also detail reasons that necessitated the project being performed on an emergency basis.

125.7 During strength testing of a pipeline to be operated at hoop stresses of 20 percent or more of the specified minimum yield strength of the pipe used, any failure shall be reported on appropriate forms established by the Commission.

126 CHANGE IN MAXIMUM ALLOWABLE OPERATING PRESSURE

126.1 Except as provided in **(126.2)** below, at least 30 days prior to an increase in the maximum allowable operating pressure of a pipeline, a report shall be filed with the Commission for:

- a) A pipeline operating at or to be operated at a hoop stress of 20 percent or more of the specified minimum yield strength of the pipe being up rated.
- b) 2,500 feet or more of distribution main which is to be up rated from a MAOP less than or equal to 60 psig to a MAOP greater than 60 psig.
- c) The conversion of 5,000 feet or more of low pressure distribution main to high pressure distribution main.

The report shall include:

- i) the new maximum allowable operating pressure
- ii) the reasons for the change
- iii) the steps taken to determine the capability of the pipeline to withstand such an increase

126.2 The requirements of **(126.1)** above do not apply to the up rating or conversion of low pressure distribution mains serving less than 300 customers accomplished by connecting the service lines individually to a higher pressure main.

SUBPART C - CONSTRUCTION & SAFETY STANDARDS

141 GENERAL

141.1 Each Operator shall comply with the requirements of 49 CFR Part 192 Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards. This section of the General Order addresses specific construction, testing, and safety standards in addition to those included in 49 CFR Part 192. These rules do not supersede the Federal Pipeline Safety Regulations, but are supplements to them.

142 PLASTIC PIPE

142.1 Plastic Pipe Storage - At the time of installation, plastic pipe to be used for gas transportation, shall not have been subjected to unprotected outdoor exposure longer than the time recommended by the manufacturer, the time period specified in the Operator's operations and maintenance plan, or 4 years for medium density and 10 years for high density polyethylene pipe, whichever is least. The Operator must maintain documentation from the manufacturer to support all frequencies applied by the Operator for unprotected outdoor exposure.

143 DISTRIBUTION AND TRANSMISSION SYSTEMS

143.1 Leakage Surveys and Procedures

- (a) A gas leak survey, using leak detecting equipment, must be conducted in business districts and in the vicinity of schools, hospitals and churches, including tests of the atmosphere in gas, electric, telephone, sewer and water system manholes, at cracks in pavement, and sidewalks, and at other locations providing an opportunity for finding gas leaks, at intervals not exceeding 15 months, but at least once each calendar year.
- (b) A gas leakage survey of transmission pipelines, using leak detecting equipment must be conducted at least twice each year and at intervals not exceeding 7 ½ months.

143.2 Leak classification and action criteria – Grade – Definition – Priority of leak repair -

- (a) A "Grade 1 leak" is a leak that represents an existing or probable hazard to persons or property and requiring prompt action, immediate repair, or continuous action until the conditions are no longer hazardous.
 - (1) Prompt action in response to a Grade 1 leak may require one or more of the following:
 - (i) Implementation of the gas pipeline company's emergency plan pursuant 49 CFR § 192.615;

- (ii) Evacuating the premises;
- (iii) Blocking off an area;
- (iv) Rerouting traffic;
- (v) Eliminating sources of ignition;
- (vi) Venting the area;
- (vii) Stopping the flow of gas by closing valves or other means; or
- (viii) Notifying police and fire departments.

(2) Examples of Grade 1 leaks requiring prompt action include, but are not limited to:

- (i) Any leak, which in the judgment of the Operator personnel at the scene, is regarded as an immediate hazard;
- (ii) Escaping gas that has ignited unintentionally;
- (iii) Any indication of gas that has migrated into or under a building or tunnel;
- (iv) Any reading at the outside wall of a building or where the gas could potentially migrate to the outside wall of a building;
- (v) Any reading of eighty percent of the gas' lower explosive limit (LEL) or greater in an enclosed space;
- (vi) Any reading of eighty percent of LEL or greater in small substructures not associated with gas facilities where the gas could potentially migrate to the outside wall of a building; or
- (vii) Any leak that can be seen, heard, or felt and which is in a location that may endanger the general public or property.

(b) A "Grade 2 leak" is a leak that is recognized as being not hazardous at the time of detection but justifies scheduled repair based on the potential for creating a future hazard.

(1) Except as required by Section 143.2(d), each Operator must repair or clear Grade 2 leaks within fifteen months from the date the leak is reported. If a Grade 2 leak occurs in a segment of pipeline that is under consideration for replacement, an additional six months may be added to the fifteen months maximum time for repair provided above. In determining the repair priority, each Operator must consider the following criteria:

- (i) Amount and migration of gas;
- (ii) Proximity of gas to buildings and subsurface structures;
- (iii) Extent of pavement; and
- (iv) Soil type and conditions, such as frost cap, moisture and natural venting.

- (2) Each Operator must reevaluate Grade 2 leaks at least once every six months until cleared. The frequency of reevaluation should be determined by the location and magnitude of the leakage condition.
 - (3) Grade 2 leaks vary greatly in degree of potential hazard. Some Grade 2 leaks, when evaluated by the criteria, will require prompt scheduled repair within the next five working days. Other Grade 2 leaks may require repair within thirty days. The Operator must bring these situations to the attention of the individual responsible for scheduling leakage repair at the end of the working day. Many Grade 2 leaks, because of their location and magnitude, can be scheduled for repair on a normal routine basis with periodic reevaluation as necessary.
 - (4) When evaluating Grade 2 leaks, each Operator must consider leaks requiring action ahead of ground freezing or other adverse changes in venting conditions, and any leak that could potentially migrate to the outside wall of a building, under frozen or other adverse soil conditions.
 - (5) Examples of Grade 2 leaks requiring action within six months include, but are not limited to:
 - (i) Any reading of forty percent LEL or greater under a sidewalk in a wall-to-wall paved area that does not qualify as a Grade 1 leak and where gas could potentially migrate to the outside wall of a building;
 - (ii) Any reading of one hundred percent LEL or greater under a street in a wall-to-wall paved area that does not qualify as a Grade 1 leak and where gas could potentially migrate to the outside wall of a building;
 - (iii) Any reading less than eighty percent LEL in small substructures not associated with gas facilities and where gas could potentially migrate creating a probable future hazard;
 - (iv) Any reading between twenty percent LEL and eighty percent LEL in an enclosed space;
 - (v) Any reading on a pipeline operating at thirty percent of the specified minimum yield strength or greater in Class 3 or 4 locations that does not qualify as a Grade 1 leak; or
 - (vi) Any leak that in the judgment of the Operator personnel at the scene is of sufficient magnitude to justify scheduled repair.
- (c) A "Grade 3 leak" is a leak that is not hazardous at the time of detection and can reasonably be expected to remain not hazardous.
- (1) Each Operator must reevaluate Grade 3 leaks during the next scheduled survey, or within fifteen months of the reporting date, whichever occurs first. Thereafter, the leak must be reevaluated every calendar year, not to exceed 15 months until the leak is repaired, regraded or no longer results in a reading.

(2) Examples of Grade 3 leaks requiring reevaluation at periodic intervals include, but are not limited to:

- (i) Any reading of less than eighty percent LEL in small gas associated substructures, such as small meter boxes or gas valve boxes; or
 - (ii) Any reading under a street in areas without wall-to-wall paving where it is unlikely the gas could migrate to the outside wall of a building.
- (d) Any grade of leaks above Grade 3 can only be downgraded once to a Grade 3 leak without a physical repair. After a leak has been downgraded to Grade 3, the leak must be reevaluated every calendar year not to exceed 15 months. If the Grade 3 leak is upgraded at any time to a higher grade, the leak must be reevaluated and repaired per the Operator's procedures for the higher grade to which the leak is upgraded and may not be downgraded again to Grade 3.
- (e) All underground leaks on transmission lines classified as Grade 2 or 3, or any subcategories of grades an Operator may establish between Grade 2 or 3, must be repaired by the Operator either upon discovery or within one year after discovery.

143.3 Valve Maintenance - Each valve, the use of which may be necessary for the safe operation of a distribution system, must be inspected, serviced, lubricated (where required) and partially operated at intervals not exceeding 15 months, but at least once each calendar year.

143.4 Operator Qualification - The equipment and facilities used by an Operator for training and qualification of employees must be identical, or very similar in operation to the equipment and facilities which the employee will use, or on which the employee will perform the covered task.

143.5 Encroachments – With the exception of gas pipeline facilities related to installations in gas meter rooms or other specially designed indoor locations where an outdoor meter installation is not possible or practical, a utility transporting LNG, natural gas or other gas shall not construct any part of a LNG, natural gas or other gas pipeline system under a building. In addition, the utility shall not allow a building or other encroachments to be constructed on to its pipeline right-of-way that would hinder maintenance activities on the pipeline or cause a lengthy delay in accessing its pipeline facilities during an emergency. If the utility finds a building or other encroachment built over a pipeline facility after the effective date of this section, then the utility may require the party causing the encroachment to remove the building or other encroachment from over the pipeline facility or to reimburse the utility for its costs associated with relocating the pipeline system.

The utility shall determine, within 90 days after discovering the encroachment, whether the encroachment can be resolved within 180 days. If the utility determines that the encroachment cannot be resolved within 180 days, the utility shall, within 90 days of discovery of the encroachment, submit to the CPUC a written plan to resolve the encroachment within a period longer than 180 days. The CPUC may then extend the 180-day requirement in order to allow the party causing the encroachment and the utility to implement the written plan to resolve the encroachment. If the utility does not submit a written plan, and the encroachment is not resolved within 180 days of discovery, the utility shall isolate and discontinue service to the section of pipeline on which the encroachment exists. The utility must provide written notice of any imminent service discontinuance per this section to the Commission 30 days prior to discontinuing service.

143.6 Compatible Emergency Response Standard – In establishing emergency response procedures, all gas utilities shall use, at a minimum, the Incident Command Systems (ICS) as a framework for responding to and managing emergencies and disasters involving multiple jurisdictions or multiple agency responses. The ICS used by utilities must be compatible with the ICS used by the first responder community within the State of California, and as detailed in California Government Code Section 8607(a), All gas utilities must have the ICS in place to be activated when necessary to the types of emergency events listed and detailed within the written emergency plans gas utilities are required to maintain per 49 CFR Part 192, §192.615.

144 TEST REQUIREMENTS FOR PIPELINES TO OPERATE BELOW 100 p.s.i.g.

144.1 Except for service lines and plastic pipelines, each segment of a pipeline that is to be operated below 100 p.s.i.g. must be leak tested in accordance with 49 CFR §192.509 and the following:

- (a) Each main that is to be operated at less than 1 p.s.i.g. must be tested to at least 10 p.s.i.g.
- (b) Each main to be operated at or above 1 p.s.i.g. but less than 60 p.s.i.g. must be tested to at least 90 p.s.i.g.
- (c) Each main to be operated at or above 60 p.s.i.g. but less than 100 p.s.i.g. must be tested to a minimum of 1.5 times the proposed MAOP

144.2 Service lines and plastic pipelines must be leak tested in accordance with 49 CFR §192.511 or §192.513, respectively. In addition to these requirements:

- (a) Each new service line (other than plastic) intended to be operated at a pressure less than 1 p.s.i.g, must be tested to a minimum pressure of 10 p.s.i.g, for a minimum duration of 5 minutes.
- (b) Tie-in connections for pipeline used to repair existing service lines must be pressure tested at the operating pressure.

144.3 Clearance between gas pipelines and other subsurface structures:

- (a) All natural gas transmission pipelines must be installed in conformance with the requirements of 49 CFR, Part 192, §192.325.
- (b) All natural gas distribution pipelines (main and service) must be installed in conformance with the requirements of 49 CFR, Part 192, §192.325 and the following:
 - (1) Independently Installed: Gas pipelines, when independently installed, shall be separated, where practicable from electrical supply systems, water, oil, communication, or other pipe systems or other foreign substructures, by a clearance of at least 12 inches when paralleling and by at least 6 inches when crossing. New gas pipelines inserted within, and utilizing as conduit, pipeline facilities installed prior to the effective date of this rule are exempt from the paralleling requirements of this paragraph but not the requirements related to crossings.
 - (2) Concurrently Installed: Gas pipeline, when concurrently installed with electrical supply systems, water, oil, communication, other pipe systems, or other foreign substructures, shall be installed with the separation required by paragraph 1 of this section, except that by mutual agreement between all of the parties involved there may be less separation for duct systems for supply cables of 0 - 750 volts. (For additional information, please consult Commission General Order 128, Rule 31.4.)
- (c) In all instances where the required separations cannot be maintained, it is the responsibility of the party last installing facilities to confer with the utility and ensure that the reduced separations do not adversely impact the integrity of the gas pipeline facilities, which includes any cathodic protection that may be applied to the gas pipeline facilities.

145 TRANSMISSION LINES: RECORDKEEPING

145.1 In addition to the other recordkeeping requirements of these rules, each Operator shall maintain the following records for transmission lines for the periods specified:

- (a) The date, location, and description of each repair made to pipe (including pipe-to-pipe connections) must be retained for as long as the pipeline remains in service or there is no longer pipe within the system of the same manufacturer, size and/or vintage as the pipeline on which repairs are made, whichever, is longer.
- (b) The date, location, and description of each repair made to parts of the pipeline system other than pipe must be retained for at least 75 years. However, repairs, or findings of easement encroachments, generated by patrols, surveys, inspections, or tests required by subparts L and M of 49

CFR Part 192 must be retained in accordance with paragraph (c) of this section.

- (c) A record of each patrol, survey, inspection, and test required by subparts L and M of this part must be retained for at least 75 years or until the next patrol, survey, inspection, or test is completed, whichever is longer.

SUBPART D - LNG

161 GENERAL

161.1 Each Operator shall comply with the requirements of 49 CFR Part 193 - Liquefied Natural Gas Facilities: Federal Safety Standards. This section of the General Order addresses specific standards for the design, construction, testing, operation, and maintenance of liquefied natural gas facilities in addition to those included in 49 CFR Part 193. These rules do not supersede the Federal Pipeline Safety Regulations, but are supplements to them.

162 LIQUEFIED NATURAL GAS FACILITIES

162.1 Except for a pipeline facility in operation or under construction before January 1, 1973, no Operator may store, treat, or transfer liquefied natural gas in a pipeline facility unless that pipeline facility meets the applicable requirements of this part and of NFPA Standard No. 59A.

162.2 No Operator may store, treat, or transfer liquefied natural gas in a pipeline facility in operation or under construction before January 1, 1973, unless

- (a) The facility is operated in accordance with the applicable operating requirements of this part and of NFPA Standard 59A; and
- (b) Each modification or repair made to the facility after December 31, 1972, conforms to the applicable requirements of this part and NFPA Standard 59A, insofar as is practicable.

162.3 The Operator, who is planning to build a LNG facility in the state of California, shall notify the Gas Safety and Reliability Branch 90 days prior to commencing construction on that LNG facility. In addition to the requirements of this section, copies of all reports submitted to the DOT pursuant to the requirements of 49 CFR, Part 191, §191.22(c)(1) shall be submitted to the Commission concurrently.

162.4 All Operators must include mobile LNG equipment within the written operations and maintenance plans required by 49 CFR, Part 192, §192.605, to the extent that they own, operate, or utilize mobile LNG equipment. Such Operators must provide written, detailed procedures for the operation and maintenance of their mobile LNG units which conform to the requirements of 49 CFR, Part 193, §193.2019(a). Moreover, these procedures must include a requirement to perform operational tests of mobile LNG equipment, after any modifications are performed to the equipment (including computer equipment and software) that could affect equipment operation, before using modified equipment for actual field use.

SUBPART E - GAS HOLDERS

181 GENERAL

181.1 Each Operator shall comply with the requirements of 49 CFR Part 192 Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards. This section of the General Order addresses specific standards for the design, construction, testing, operation, and maintenance of gas holders in addition to those included in 49 CFR Part 192. These rules do not supersede the Federal Pipeline Safety Regulations, but are supplements to them.

182 PIPE-TYPE AND BOTTLE-TYPE HOLDERS: DESIGN AND CONSTRUCTION

182.1 All holders shall comply with the requirements of 49 CFR §§192.175 and 192.177.

182.2 Electrical equipment and wiring installed at holders must conform to the National Electrical Code, NFPA-70, so far as that Code is applicable.

182.3 Any holder designed and constructed in accordance with the requirements for location class 1 or 2, but not 3, shall be installed at least 75 feet from a flammable building or adjoining property that may have a flammable building constructed thereon in the future, or from the nearest rail or a track on a railroad private right-of-way. Also, no utility shall construct or install a flammable building within fifty feet of a holder. (A flammable building shall be understood to be a building, roof or siding of which consist of wood or other readily combustible material.)

182.4 Each vent line that exhausts gas from a pressure relief valve or blowdown valve must extend to a location where the gas may be discharged without hazard.

182.5 A device which will maintain a continuous pressure record shall be installed at the inlet or outlet of each holder, except that where a group of holders are jointly connected and are all filled from the same gas source and all empty into a common line or system, only one device will be required. A pressure indicating device shall be installed on each container in the holder.

182.6 Each holder facility must have adequate fire-protection facilities.

182.7 Holders shall be provided with overpressure protection systems complying with the requirements of 49 CFR, §192.195.

182.8 When a holder is constructed adjacent to any existing electric transmission line normally carrying voltages in excess of 50,000 volts, the holder shall be located no nearer to the lines than the height of the poles carrying them.

183 PIPE-TYPE AND BOTTLE-TYPE HOLDERS: PLAN FOR INSPECTION AND TESTING

183.1 All leaks of any consequence in gas pipeline, valves and equipment in the vicinity of a holder must be promptly repaired upon discovery, or as soon as practicable. All hazardous leaks must be remedied at once.

183.2 In addition to other inspections required by this Part, after a high pressure holder has been in service for a period of ten years, and at intervals not exceeding ten years thereafter, a complete and thorough internal and external inspection shall be made and reported upon by competent inspectors who are selected by the utility and are agreeable to the Commission. A copy of the report shall be provided to the Commission.

183.3 In lieu of an internal inspection, when it is not practical to enter the holder, a sufficient number of plugs shall be cut from, or holes bored in, the shell at points believed most subject to internal corrosion, to enable examination for corrosion. The interior of at least one container of a holder constructed entirely of pipe and fittings shall be inspected by removing the end closures and entering the container.

183.4 As an alternative to the above requirements to enter the container, or to cut plugs or bore holes in the holder, a nondestructive test procedure such as ultrasonic testing may be used. The test instrument must be calibrated to measure the wall thickness of the steel plates so that the error of indication shall not vary more than plus or minus two thousandths (± 0.002) of an inch.

183.5 When such inspections determine that the holders are in a defective and hazardous condition, they shall be taken out of service until repaired and placed in a safe workable condition. All others in the same group shall immediately be inspected and repaired if found defective. If any portion of the shell of a high pressure holder is located underground and exposed to the soil, inspection of its exterior for corrosion and leaks shall be made by suitable representative excavations at the time of the inspection.

SUBPART F - PETROLEUM GAS VESSEL STATIONS

201 GENERAL

Each Operator shall comply with the requirements of 49 CFR Part 192 -Transportation of Natural and Other Gas by Pipeline: Minimum Federal Safety Standards. This section of the General Order addresses specific standards for the design, construction, testing, operation, and maintenance of petroleum gas vessel stations in addition to those included in 49 CFR Part 192. These rules do not supersede the Federal Pipeline Safety Regulations, but are supplements to them.

202 PETROLEUM GAS VESSEL STATIONS

202.1 For the purpose of this section, vessel shall refer to any structure with a capacity of two hundred gallons or more used for the storage of petroleum gas, but shall not refer to those vessels used for transporting purposes.

202.2 Each Operator having a vessel station shall establish a plan for the systematic routine inspection and testing of these facilities in accordance with Appendix A -Petroleum Gas Vessel Stations: Operation, Maintenance, and Inspection, and shall provide for:

- (a) Effective training of all personnel associated with the maintenance and operation of the facilities.
- (b) Specification of appropriate safe work practices and assurance that those practices are followed.
- (c) Effective liaison with local fire departments and other emergency response agencies to assure that these agencies are familiar with the operating facilities to the extent necessary to assure that any required response from them in an emergency is effective, and to assure that the Operator of the facilities is adequately informed of the services that those agencies will provide.

SUBPART G – WHISTLEBLOWER PROTECTIONS

301 General

301.1 Each utility shall post in a prominent physical location, as well as an electronic notice on its website where its employees are likely to see it, a notice containing the following information:

Report unsafe conditions to the Public Utilities Commission by calling the whistleblower hotline at 1(800) 649-7570 or by e-mail to safetyhotline@cpuc.ca.gov.

Under sections 451 of the California Public Utilities Code, every public utility shall furnish and maintain such service, instrumentalities, equipment, and facilities, as are necessary to promote the safety, health, comfort, and convenience of its patrons, employees and the public. Further, under section 963(b)(3) of the California Public Utilities Code, it is the policy of this State that California natural gas utilities and the Commission's regulation of natural gas utilities place safety of the public and the natural gas utilities' employees as the top priority consistent with the principle of just and reasonable cost-based rates. In addition, under section 961(e) of the California Public Utilities Code, the Commission and natural gas utilities must provide meaningful and ongoing opportunities for the utilities' workforce to participate in the utilities' development of a plan for the safe and reliable operations of their pipeline facilities and to contribute to developing an industry wide culture of safety. In view of the above, any employee of the natural gas utility or of an independent contractor working under contract with a natural gas utility, who in good faith, believes that unsafe conditions, services or facilities of the utility threaten the health or safety of its patrons, the employees or the public, has a right to report the conditions to the California Public Utilities Commission. The employee can report the conditions by calling the Commission's Whistleblower Hotline at 1(800) 649-7570, either anonymously or by giving the employee's name, or by sending an e-mail with the pertinent facts and/or documentation to safetyhotline@cpuc.ca.gov. This requirement shall be in addition to any right the employee has to contact any other State or Federal agency, if the employee has reasonable cause to believe that the information discloses a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

302 The Utility Has No Right to Retaliate Against an Employee For Notifying the California Public Utilities Commission

302.1 In addition to other statutes, which provide remedies for retaliation against Whistleblowers (e.g., the California Whistleblower Act, California Labor Code § 1102.5), or any other remedy an employee may have in a court, the Commission prohibits California natural gas utilities from retaliating against any employee, who reports, in good faith, unsafe conditions to the Commission. For purposes of this regulation, the Commission retains the option to impose penalties and any other

remedies provided under the California Public Utilities Code for any natural gas utility, which the Commission finds violates this regulation.

APPENDIX A

PETROLEUM GAS VESSEL STATIONS: OPERATION, MAINTENANCE AND INSPECTION

I. Operation and Maintenance

1. Before work which might bring about admission of air is performed on any Petroleum Gas vessel, such as removing the vessel from service for internal inspection, internal repairs or dismantling, all inlet and outlet gas connections, except those opening to the atmosphere, shall be physically removed and the vessel shall be purged with inert gases. The closing of inlet and outlet valves or the blanking off of inlet and outlet flanges shall not be considered sufficient precaution against the formation of an explosive mixture while the vessel is out of service.

Before work which might bring about the admittance of air is performed on a petroleum gas vessel, all possible liquid shall be drained there from before purging is begun. A sufficient quantity of steam shall be used to supplement the inert gases used for purging in order to assure the removal of all petroleum gas before the admittance of air. Before workmen are allowed to enter a vessel removed from service and purged with inert gases, the inert gases shall be purged with air, or in lieu thereof, the workmen entering the vessel shall be equipped with self-contained breathing apparatus meeting the requirements of NFPA 19B and maintained in accordance with manufacturer's recommendations.

When the interior of a vessel that has been removed from service and purged of flammable vapors is scraped, brushed, sprayed, painted, or otherwise worked on in a manner that might bring about the formation of an explosive mixture, an adequate and continuous circulation of outside air through the vessel by means of fans or other devices is required.

The circulation of air shall continue until there is no reasonable probability of the formation of an explosive mixture. While engaged in such work, workers must be provided with a safe supply of air to breathe. If conditions warrant, they shall be provided with appropriate respiratory protection.

Upon returning a purged vessel to service, the air shall be purged from the vessel with inert gases before gas or liquid is allowed to reenter the vessel.

All tests to determine the presence of an explosive mixture in connection with the purging of a vessel with inert gases or air, shall be conducted by competent Operators by means of adequate specifications and gas analysis apparatus. When gas detection equipment is used, the Operator shall calibrate and verify it is in good working order.

Except as herein otherwise provided, it is recommended that all operations set forth in this paragraph, including gas analyses, be performed in accordance with

the latest procedure recommended by the American Gas Association Publication, "Purging Principles and Practice."

2. Whenever a vessel is painted, all seams on that portion of the vessel being painted, which are subject to gas pressure, shall be inspected for leaks.
3. Except as herein otherwise provided, all vessels of this type shall be maintained and operated in accordance with the Unfired Pressure Vessel Safety Orders, issued by the Division of Industrial Safety, Department of Industrial Relations of the State of California, and in effect at the time; however, no reconstruction of vessels is required in order to comply with said Unfired Pressure Vessel Safety Orders, if the vessels were acquired prior to April 1, 1940.
4. All valves, fittings, regulators, and pressure relief devices shall be kept in working order and reasonably protected from trespass.
5. The maximum safe operating pressure of the vessel shall be known to the Operator. This pressure can be determined from the inspection reports of the State Division of Industrial Safety or other qualified inspectors.
6. All drips and drain lines shall be kept free of obstruction and in proper working order at all times.
7. In order to provide for liquid expansion with temperature, Petroleum Gas storage vessels shall not be filled to a greater fraction of their volumes than is permitted by said Unfired Pressure Vessel Safety Orders, in effect at the time.
8. At stations where equipment is employed for vaporizing the gas, the vaporizer shall be located outside of buildings, unless those buildings are devoted exclusively to Petroleum Gas and distribution operations, are of approved fireproof construction, and are well ventilated from points near the floor and roof.

Any device supplying the necessary artificial heat for producing the steam, hot water, or other heating medium for the gas vaporizers shall be equipped with a full safety shutoff control.

When such devices are located under a common roof with the gas vaporizers, they shall be located in a separate compartment or room, which shall be separated from compartments or rooms containing liquefied petroleum gas vaporizers, pumps, or central gas mixing devices by a fire wall containing no openings through which free vapors might flow. Vaporizers employing artificial heat shall be provided with a safety relief valve of adequate capacity at or near the outlet of the vaporizer. Direct-fired Petroleum Gas vaporizers and heaters shall only be allowed after special authorization has been granted by the Commission.

II. Inspection Procedures

1. Each utility shall employ a standard set of inspection forms prescribed by the Commission for recording data obtained at the time inspections are made.

2. The annual inspection reports for all vessels shall contain a general summary of the operating condition of the vessel and indicate any changes, repairs, or improvements that appear advisable.
3. The annual general inspection report of each vessel shall include a description and typical analysis of the gas or gases stored therein during the past year. Analyses shall particularly indicate the content of hydrogen sulfide, carbon dioxide, oxygen, and other corrosive impurities.
4. Whenever the internal inspection of a vessel is contemplated, it shall first be removed from service and entered in accordance with the provisions of I. 1.
5. The following minimum inspections shall be made and recorded.

Annual General Inspection:

General inspection of aboveground vessels for condition, indications of corrosion, and need of painting. Check yard for cleanliness and fencing.

The exposed piping, valves, and fittings of buried vessels shall be examined for general condition, undue strain caused by settlement, and need of painting. All exposed connections, manholes and fittings on vessels, as well as mechanical joints in all exposed piping within fifty feet of any vessel, shall be tested for leaks. All leaks and their disposition shall be shown on the report form. Known or suspected leaks on buried vessels, connections, and fittings shall be uncovered and repaired as soon as practicable. Hazardous leaks shall be repaired at once.

Examination shall be made of foundations and supports for all above ground vessels to ascertain if all saddles and piers are fully supporting the vessel. Any settlement which will produce uneven and excessive strain shall be corrected as soon as practicable to minimize risk to the health and safety of the public.

Check accuracy of liquid gauging equipment. Check operation of vaporizer relief devices. Inspect condition and operation of safety shutoff control on vaporization heating equipment.

Inspection of Underground Vessels for External Corrosion:

Where a storage vessel is underground and exposed to the soil, inspection of its exterior for soil corrosion and leaks shall be made by suitable representative excavations at least once each ten years.

Additional Inspections:

Except as hereinafter provided, after a Petroleum Gas vessel has been in service for a period of twenty years, and at intervals not exceeding twenty years thereafter, a complete and thorough internal and external inspection shall be made and reported upon by qualified inspectors, who are selected by the utility and are agreeable to the Commission. For groups of two or more vessels, of the same type of materials and design, built at the same time and subjected during the interval to identical service conditions, no less than twenty percent, nor less than one of the vessels in any such group shall receive the internal inspection after each twenty years of service. If the utility uses the above exception, the vessel or vessels inspected shall be regularly rotated in order that eventually all vessels will have been examined.

When the vessel is buried and/or cannot be entered for an internal inspection, a sufficient number of plugs shall be cut from, or holes bored into, the shell at points believed most subject to internal and/or external corrosion, to enable examination for corrosion.

As an alternative to entering the vessel or to cutting plugs or boring holes in the vessel, a nondestructive test procedure such as ultrasonic testing may be used. The test instrument must be calibrated to measure the wall thickness of the steel plates so that the error of indication shall not vary more than plus or minus two thousandths (± 0.002) of an inch.

Any vessels found to be in a defective and hazardous condition shall be taken out of service until repaired and placed in a safe workable condition, and any other vessels in the same group shall immediately be inspected and repaired if found necessary.

In the years that the inspections described above are made, the utility will not be required to make the regular annual general inspection.

APPENDIX B
CALIFORNIA PUBLIC UTILITIES COMMISSION
 Report of Gas Leak or Interruption*
 CPUC File No. 420

Part I: CPUC CONTACT INFORMATION

Operator: _____	CPUC Contact: Name _____	Recorder <input type="checkbox"/>	FAX <input type="checkbox"/>
Contact Person _____	Date _____	Time: (24hr) _____	
Phone: _____	DOT Notified - Yes <input type="checkbox"/> No <input type="checkbox"/>	DOT Report Number: _____	
CPUC Information Request: Written Report <input type="checkbox"/>		Sketch/Photo <input type="checkbox"/>	FD Report <input type="checkbox"/>

Part II: INCIDENT DETAILS

<u>Incident Location</u>	<u>Incident Time</u>	<u>Reported to the Operator</u>
City/County: _____	Date _____	Date: _____ Time: (24hr) _____
Address/Location: _____	Time: (24hr) _____	Reported by: _____
<u>Reason(s) for Reporting</u> (check all that apply)		
Gas leak associated with:		Emergency action required:
Death <input type="checkbox"/>	Injury <input type="checkbox"/>	\$\$\$Damage <input type="checkbox"/>
Service Interruption <input type="checkbox"/>	Media Coverage <input type="checkbox"/>	Traffic Rerouted <input type="checkbox"/>
Transmission Line Test Failure <input type="checkbox"/>	Operator Judgment <input type="checkbox"/>	Area Blocked Off <input type="checkbox"/>
Required Transmission Line Shutdown <input type="checkbox"/>	Other Emergency actions (describe) _____	Building Evacuated <input type="checkbox"/>
<u>Incident Cause</u>	Dig In <input type="checkbox"/>	Fire/Explosion <input type="checkbox"/>
UNKNOWN - MORE INFORMATION TO FOLLOW <input type="checkbox"/>	Construction Defect <input type="checkbox"/>	Material Failure <input type="checkbox"/>
Other (describe) _____	Corrosion <input type="checkbox"/>	Vehicle Impact <input type="checkbox"/>
	Other (describe) _____	Suicide <input type="checkbox"/>
<u>Escaping Gas Involvement</u> (check all that apply)		
	Leak Only <input type="checkbox"/>	Fire <input type="checkbox"/>
	Explosion <input type="checkbox"/>	None <input type="checkbox"/>
<u>Summary</u> (Briefly describe the incident and the probable cause.)		
<u>Gas Equipment Affected</u> (check all that apply)		
Main <input type="checkbox"/>	Regulator <input type="checkbox"/>	Meter <input type="checkbox"/>
Service Line <input type="checkbox"/>	Controls <input type="checkbox"/>	Service Riser <input type="checkbox"/>
Customer Facility <input type="checkbox"/>	Transmission Line <input type="checkbox"/>	Pipe Size _____
Other (describe) _____	Valve <input type="checkbox"/>	MAOP _____
	<u>Specification of Failed Equipment</u>	
	Material _____	Steel <input type="checkbox"/>
	Plastic <input type="checkbox"/>	Cast Iron <input type="checkbox"/>
	Other <input type="checkbox"/>	Copper <input type="checkbox"/>
	Operating Pressure _____	Company: _____
		Other: _____
		Injuries _____ Fatalities _____
<u>Dig In Information</u>		
USA notification required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Excavator: _____	<u>Estimated Damage</u>
USA notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	Excavator Contact Person: _____	Damage to gas facilities: _____
Facilities properly marked: Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone: _____	Other damage involving gas: _____
		Total: _____
<u>Recovery from Incident</u>		
Date _____	Time (24hr) _____	<u>Public Agencies on Scene</u>
☞ Co Personnel on Scene	Media <input type="checkbox"/>	Police <input type="checkbox"/>
Gas flow stopped	Fire <input type="checkbox"/>	Ambulance <input type="checkbox"/>
Service restored		Customers out of service _____
		Customer-hours outage _____

Part III: CPUC INVESTIGATION

Is further investigation warranted? Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature of CPUC Engineer _____
Date incident investigated: _____	Field report attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
	CPUC Inspector: _____

*The information contained in this report is provided solely for the confidential use of the Commission and its staff and is not open to public inspection (PUC GO 66-C, Public Utilities Code, Sections 315 and 583).

Investigation Report



**INVESTIGATION REPORT
OF THE DECEMBER 4, 2017 WILDFIRE
IN SANTA PAULA, CALIFORNIA
INVOLVING SOUTHERN CALIFORNIA EDISON FACILITIES
THAT CAME TO BE KNOWN AS THE THOMAS FIRE**

**SAFETY AND ENFORCEMENT DIVISION
ELECTRIC SAFETY AND RELIABILITY BRANCH
LOS ANGELES**

Investigation Report

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Definitions

Circuit breaker - An electrical component that incorporates automatic operation and protective features to monitor, control, and protect downstream circuits from excess current and other potentially damaging electrical transients.

Electrical fault - Any abnormal electric current wherein electric current is redirected or interrupted from its intended electric path. Examples of faults are short-circuit and open-circuit faults.

Fault isolation - A process to isolate sections of a circuit to determine the exact location and cause of a fault.

Lockout - When a circuit breaker relays to lockout, it opens and an additional protective lockout circuit is activated. In these instances, the lockout circuit needs to be manually reset by an operator before the circuit breaker can be closed again. The purpose of the lockout circuit is to notify the operator that one of the protective sensing elements within the circuit breaker control center (also called a Relay) has sensed a problem and that the circuit breaker, as well as the entire circuit to which it is connected, needs to be investigated.

No Test Order (NTO) – An NTO is an operation restriction that Edison system operators must implement to guarantee that electrical equipment associated with a work site will not be re-energized following a relay operation on a circuit. An NTO must be requested by a qualified electrical worker after he/she has determined that the electrical hazards associated with the work performed are such that an NTO is appropriate and necessary for safety. When a qualified electrical worker holds an NTO on a circuit, all automatic reclosing equipment directly associated with the work performed on the circuit will be made non-automatic, preventing the automatic re-energization of the circuit in the event of a relay operation. The jurisdictional switching center provides the NTO and only the worker that requested the NTO may release it.

Power restoration - A process to return from abnormal to normal electrical circuit conditions. Normal circuit conditions can be defined in terms of power sources, current paths, and power recipients.

Remote Automatic Reclosers (RAR) - RARs are small circuit breakers located at the top of distribution poles and are typically used on very long distribution feeders. Their function is to isolate a section of the feeder in fault or overload conditions and thereby minimize the number of customers without service. Since they act as small circuit breakers, they have the capability to restore power automatically in temporary fault situations, hence the name "recloser".

Remote Control Switch (RCS) - RCSs are devices installed on a circuit for the purpose of sectionalizing the circuit to facilitate power restoration. They are not load-breaking switches and do not function as protective devices. RCSs operate after a

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circuit has already been de-energized for a set amount of time, thereby assisting in restoration by automatically isolating certain sections of a circuit.

Red Flag Warning (RFW) - A warning issued by the National Weather Service to indicate that warm temperatures, very low humidity, and stronger winds are expected to combine to produce an increased risk of fire danger.

Relay (noun) - An electrically automated operated switch. It is a programmable microprocessor-based device that provides control, protection, automation, monitoring, and metering for circuit breakers and the electrical distribution circuits to which circuit breakers are electrically connected.

Relay (verb) - When a circuit breaker “relays,” it changes positions. It can change from the open position to the closed position or vice versa, based on the design of the control circuit for the circuit breaker. Distribution scale circuit breakers utilize relay circuits for the opening and closing functions of a circuit breaker.

Sectionalize - Use intervening switch gear and other devices (i.e. circuit breaker, pole switch, recloser, relay, drop-out fuse) to break electrical connections, therefore dividing a distribution circuit into electrically isolated sections.

Switch - A device for making and breaking a connection in an electrical circuit.

System Operating Bulletin (SOB) – Southern California Edison (SCE) uses SOBs to define operating procedures, policies, and restrictions for both regular and conditional operations.

Tie wire – A length of wire used to affix a conductor to an insulator.

I. Summary of Incident:

At 1823 hours on December 4, 2017, a wildland fire that came to be known as the Thomas Fire was reported in the city of Santa Paula in Ventura County.¹ At 1841 hours, remote automatic recloser (RAR) 1228 on Southern California Edison’s Castro 16 kV circuit relayed to a lockout.² The initial outage following this operation impacted a total of 31 customers and resulted in over 354,000 customer-minutes of interruption (CMI).³ As the Thomas Fire spread, outages on December 4, 2017 would eventually impact over 260,000 Edison customers.⁴

¹ County of Santa Barbara Fire Department Report CA-VNC-103156.

² Bates SCE-SED00003451.

³ Bates SCE-SED00003150.

⁴ Bates SCE-SED00014370.

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The California Department of Forestry and Fire Protection (CAL FIRE) and the Ventura County Fire Department (VCFD) performed a joint investigation into the causes of the ignition of the Thomas Fire and determined that Edison's facilities were the source of two separate ignitions that eventually merged together during the course of the fire. One ignition site was adjacent to a private residence along Koenigstein Road, an offshoot of California State Route 150, and the other ignition site was in the Anlauf Canyon area of Ventura County.

At the Koenigstein Road site, VCFD found that an energized section of 16 kV conductor supported between Edison utility pole number 729565E and utility pole number 729566E failed, fell down, and ignited dry brush at the base of utility pole number 729566E.⁵ At the Anlauf Canyon site, VCFD found that a fire started when multiple 16 kV conductors came into contact with each other, also referred to as wire-slap, which released particles of molten metal that ignited dry brush.⁶ The conductors were suspended between Edison utility poles numbered 1025341E, 1202085E, and 3002114E.⁷ The exact start time of each fire is unknown, however the Santa Barbara County Fire Department recorded a notice of the existence of a fire in Anlauf Canyon on December 4, 2017 at 1823 hours.⁸ The Santa Barbara County Fire Department notice is consistent with the first phone report to Station 20 of the Ventura County Fire Department and with the statements of a witness at Koenigstein Road at 1930 hours on the same day.⁹

The Thomas Fire burned 281,893 acres¹⁰ and was fully controlled on January 12, 2018.¹¹ The Thomas Fire destroyed 1,063 structures, damaged 280,¹² and resulted in two fatalities; one civilian and one firefighter.¹³ Edison reported the total cost of repair to its facilities due to the Thomas Fire to be \$49,422,744.¹⁴

⁵ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103338, Dated: December 4, 2017.

⁶ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

⁷ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

⁸ County of Santa Barbara Fire Department Report CA-VNC-103156.

⁹ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

¹⁰ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

¹¹ <https://www.fire.ca.gov/incidents/2017/12/4/thomas-fire/>

¹² <https://www.fire.ca.gov/incidents/2017/12/4/thomas-fire/>

¹³ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

¹⁴ Bates SCE-SED00004155.

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Among the responding fire departments for the Thomas Fire were CAL FIRE, Ventura County Fire Department (VCFD), Santa Barbara County Fire Department, City of Ventura Fire Department, and the City of Santa Paula Fire Department.¹⁵ The Thomas Fire origin area was located in a Tier 3 (i.e. “Elevated” fire risk) area of the California Public Utilities Commission’s (CPUC) High Fire Threat District (HFTD) map. The burn area included both Tier 2 and Tier 3 HFTD areas.¹⁶

A. Violation(s):

SED reviewed and analyzed records, inspected and examined physical evidence, and interviewed witnesses related to this incident to determine compliance with Commission rules and regulations. SED determined that Edison committed five (5) violations of the PU Code and Commission rules:

- One (1) violation of GO 95, Rule 38, Minimum Clearances of Wires from Other Wires; one (1) violation of GO 95, Rule 31.1, Design, Construction and Maintenance; and one (1) violation of PU Code §399.2(a):
 - o Edison failed to maintain a minimum required clearance between the conductors on the Castro 16 kV circuit.
- One (1) violation of GO 95, Rule 19, Cooperation with Commission Staff and one (1) violation of PU Code § 316:
 - o Edison failed to provide the list of evidence and records used for Edison’s own investigation.
 - o Edison failed to provide all photographs, notes, reports, and text messages generated by first responders to the incident.

¹⁵ <https://www.fire.ca.gov/incidents/2017/12/4/thomas-fire/>

¹⁶ The HFTD was not formally adopted until 2018, after the ignition of this fire, therefore enhanced rules and regulations applicable to Tiers 2 and 3 of the HFTD were not applicable to this location at the time of the incident.

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II. Background

A. Witnesses

Table 1: Witnesses in SED's Investigation

No.	Name	Title	Address
1	Koko Tomassian	SED Investigator	320 W. 4th St, Los Angeles, CA 90013
2	Joceline Pereira	SED Investigator	320 W. 4th St, Los Angeles, CA 90013
3	Bryan Pena	SED Investigator	320 W. 4th St, Los Angeles, CA 90013
4	Julie Olin	Edison Claims Advisor	2244 Walnut Grove Ave, Rosemead, CA 91770
5	Eric Coolidge	Edison Claims Advisor	2244 Walnut Grove Ave, Rosemead, CA 91770

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B. Evidence

Table 2: Evidence in SED's Investigation

No.	Description
1	Edison 315 Letter dated December 29, 2017
2	SED Investigator Data Request (DR) SED-001 and responses
3	SED Investigator Data Request (DR) SED-001B and responses
4	SED Investigator Data Request (DR) SED-002 and responses
5	SED Investigator Data Request (DR) SED-003 and responses
6	SED Investigator Data Request (DR) SED-004 and responses
7	SED Investigator Data Request (DR) SED-005 and responses
8	SED Investigator Data Request (DR) SED-006 and responses
9	SED Investigator Data Request (DR) SED-007 and responses
10	SED Investigator Data Request (DR) SED-009 and responses
11	CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017
12	CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103338, Dated: December 4, 2017
13	County of Santa Barbara Fire Department Report CA-VNC-103156
14	JHNolt Associates Project Status Memorandum – Thomas Fire, dated October 24, 2018

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C. Description of Edison Facilities

Edison's Castro 16 kV circuit is fed from the Wakefield substation and incorporates three primary protective devices.¹⁷ These devices provide power sensing and protection for the Castro 16 kV circuit starting from the furthest point upstream in the circuit at the Wakefield substation.¹⁸

¹⁷ Bates SCE-SED00004194.

¹⁸ Bates SCE-SED00003446.

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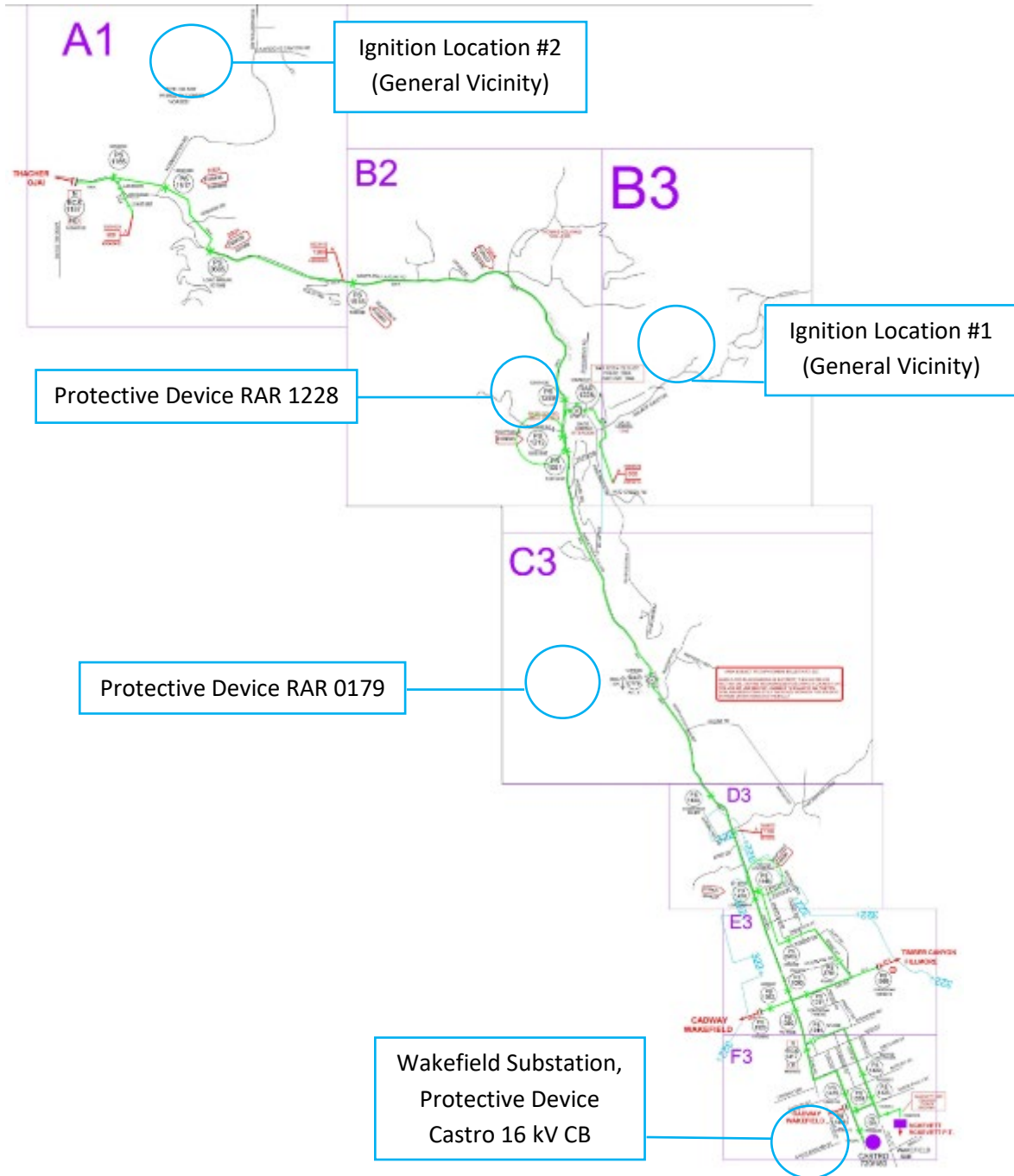


Figure 1: Edison's Castro 16 kV circuit map¹⁹

These devices are configured to monitor the circuit at different locations and send a signal to selectively interrupt and de-energize different sections the circuit after detecting a predetermined fault condition. The devices are normally configured to wait a set amount of time before they then send an additional signal to re-energize sections of the circuit by re-establishing circuit continuity. The devices then test the circuit to see if

¹⁹ Bates SCE-SED00004194.

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the fault condition has cleared. If fault condition is still present, the protective devices will interrupt and de-energize the circuit again. However, if the fault is cleared, the circuit will remain energized.

During Red Flag Warnings (RFWs), Edison implements SOB 322 which restricts automatic relay and reclose operations in fire hazard areas. In these instances, circuit breakers and remote automatic reclosers on circuits affected by SOB 322 are made non-automatic and will lockout following the first relay operation. After a lockout, an Edison employee must patrol the circuit to determine whether it is safe to reenergize the circuit as required by Section 5.1 of SOB 322.²⁰ According to Edison's records, SOB 322 was put into effect on the Castro 16 kV circuit on December 3, 2017 and remained in effect throughout the day of the Thomas Fire incident on December 4, 2017.²¹

The first circuit protection device, located within the Wakefield Substation, is the Castro 16 kV circuit breaker and relay which was a Mitsubishi Electric Power Products medium voltage circuit breaker with manufacturer's designation MEPP117D25-1 and ABB Relay DPU2000R protection system.²² The second circuit protection device, located downstream of the main circuit breakers, was RAR 0179 which consisted of a Cooper RXE recloser equipped with a Schweitzer Engineering Laboratories SEL-351R-2 relay.²³ The third circuit protection device, located on a branch circuit downstream of RAR 0179, was RAR 1228 which consisted of a G&W Viper recloser equipped with a Schweitzer Engineering Laboratories SEL-351R-4 relay.²⁴

The protection devices equipped to monitor the Castro 16 kV circuit were enabled to provide overcurrent protection as well as protect against certain other circuit conditions. This means that the devices were set to sense different types of overcurrent conditions on the circuit and respond by selectively de-energizing the circuit in the affected sections. The downed conductor at Koenigstein Road as well as the wire slap event in Anlauf Canyon likely caused separate overcurrent conditions on the Castro 16 kV circuit. Edison's records indicate that there were automatic operations of both RAR 0179 at 1927 hours²⁵ and RAR 1228 at 1841 hours²⁶ on December 4, 2017. The timing of the circuit events as expressed by different witnesses at Koenigstein Road and within Anlauf Canyon were corroborated with the timing of the protection system operations as recorded by Edison's circuit protection system.

²⁰ Bates SCE-SED00003591.

²¹ Bates SCE-SED00014019.

²² Bates SCE-SED00003445.

²³ Bates SCE-SED00003445.

²⁴ Bates SCE-SED00003446.

²⁵ Bates SCE-SED00003450.

²⁶ Bates SCE-SED00003452.

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The Edison facilities involved at the Koenigstein Road incident site included the downed center conductor of No. 4 ACSR overhead primary conductor between utility poles numbered 729566E and 729565E as well as all interconnecting components used to suspend the conductor. The poles were Douglas fir wooden poles²⁷ that supported the overhead conductors using pin-type insulators with vise tops that held conductors in place using a clamp-style mechanism at the top of the insulator. Utility pole 729566E was a 50-foot class H1²⁸ pole and utility pole 729565E was a 45-foot class 2²⁹ pole. The linear distance between the two poles that supported the downed primary conductor was approximately 274 feet.³⁰

The Edison facilities involved in the Anlauf Canyon incident site include three 16 kV No. 4 ACSR conductors suspended between utility poles numbered 1025341E, 1202085E, and 3002114E, totaling six spans of conductors. Utility pole 1025341E was a 45-foot class H3³¹ pole. Utility pole 1202085E was a 45-foot class 4³² pole. Utility pole 3002114E was a 45-foot class 4³³ pole. The linear distance between utility pole 1025341E and 1202085E was approximately 71 feet. The linear distance between utility pole 1202085E and 3002114E was approximately 271 feet.³⁴ Unlike the Koenigstein Road incident location, the conductors at Anlauf Canyon were found suspended in the air and not in contact with the ground.

Evidence collection for both of the Thomas Fire incident locations, Anlauf Canyon and Koenigstein Road, began on December 28, 2017.³⁵ All evidence associated with both of the Thomas Fire incident locations was retained by CALFIRE, the Ventura County Fire Department or Southern California Edison.³⁶

D. Description of Events

On December 3, 2017, the National Weather Service forecasted that strong Santa Ana winds would impact parts of Edison's service territory with extreme fire danger expected and issued a RFW at 2200 hours.³⁷

²⁷ Bates SCE-SED00010010.

²⁸ American National Standards Institute (ANSI) O5.1 wood pole class.

²⁹ American National Standards Institute (ANSI) O5.1 wood pole class.

³⁰ Bates SCE-SED00010010.

³¹ American National Standards Institute (ANSI) O5.1 wood pole class.

³² American National Standards Institute (ANSI) O5.1 wood pole class.

³³ American National Standards Institute (ANSI) O5.1 wood pole class.

³⁴ Bates SCE-SED00012863, SCE-SED00013011, SCE-SED00013135.

³⁵ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

³⁶ Bates SCE-SED00009815, SCE-SED00009820.

³⁷ Bates SCE-SED00014019.

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On December 4, 2017 at 1817 hours, a phase-to-phase fault event occurred between the A phase conductor and the B phase conductor of the Castro 16 kV circuit, downstream from RAR 1228.³⁸ The magnitude of the fault current was 908 Amps and the duration was not recorded by the protection system event recorder.³⁹ It is typical of protection devices, such as RAR 1228, to be configured to measure and consider both fault amplitude and fault duration before safety actions are triggered. The circuit at Anlauf Canyon was constructed of three different types of primary conductor, including #4 and 1/0 ACSR, and 4 AWG copper wire, having current carrying capacity ratings of 160, 280, and 195 amps respectively.⁴⁰ In this instance, though the phase-to-phase fault relay settings of RAR 1228 were set at 200 amps,⁴¹ the combination of the fault current amplitude and the duration of the fault current were not high enough to cause RAR 1228 to operate and de-energize the circuit. Also at 1817 hours, two smart meters on the Castro 16 kV circuit, Meter No. 256000-035324 and Meter No. 259000-065411, registered a low voltage event lasting approximately two seconds.⁴² At 1826 hours, a fire was reported in Anlauf Canyon, east of Steckel Park in Santa Paula.^{43,44} At 1841 hours, RAR 1228 registered a second phase-to-phase fault event on the same conductors, measuring a magnitude of 1,593 Amps and a duration of 0.49 seconds, which caused protective device RAR 1228 to relay and lockout, de-energizing the circuit downstream of the device.⁴⁵ When RAR 1228 opened, de-energizing the section of the Castro 16 kV circuit in Anlauf Canyon, it remained open and did not test and reclose due to SOB 322 being in effect on that circuit.⁴⁶

Around the same time⁴⁷ an Edison troubleman reported to the Anlauf Canyon area after an Edison dispatcher notified him of the presence of a fire in the area; however, the troubleman left the area after CAL FIRE denied him access. The troubleman returned later that night, at the direction of his field supervisor, to assist CAL FIRE's operations in removing damaged Edison facilities.⁴⁸

³⁸ Bates SCE-SED00013460.

³⁹ Bates SCE-SED00013460.

⁴⁰ Bates SCE-SED00010189.

⁴¹ Bates SCE-SED00003446.

⁴² Bates SCE-SED00010200, SCE-SED00010194.

⁴³ Edison 315 Letter dated December 29, 2017.

⁴⁴ Under PU Code 315, public utilities must file a report for every accident that meets incident reporting requirements. This is informally known as a "315 Letter."

⁴⁵ Bates SCE-SED00013460.

⁴⁶ Bates SCE-SED00014019.

⁴⁷ Edison was unable to provide an exact time for the troubleman's arrival at the Anlauf Canyon area.

⁴⁸ Examination Under Oath EUO_DAVID BURRIS;DONALD VASQUEZ;JAMES BROWN;JOSHUA HUNTER;WILLIAM BROWN;DAVID BETRAN;THOMAS RODRIGUEZ_013019.

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On December 4, 2017, in a different area of Santa Paula, but along the same Castro 16 kV circuit, RAR 0179 experienced a fault at or about 1927 hours. Edison reported that the time recorded by its protective system may be different from the actual time of the event.⁴⁹ The fault caused RAR 0179 to relay and lockout, de-energizing the Castro 16 kV circuit downstream of RAR 0179. The magnitude of the fault current was 618 Amps and the duration of the fault current was 1.16 seconds. The fault was a phase-to-ground fault on the C phase conductor of the circuit.⁵⁰ At the time of the events described above, the Thomas Fire area (including the area around Koenigstein Road) was already secured by CAL FIRE. Edison personnel did not gain access to the area until later permitted by CAL FIRE.

On December 7, 2017, CAL FIRE informed Edison that its facilities were under investigation in relation to the ignition of fires in the vicinity of Koenigstein Road and Anlauf Canyon.⁵¹

CAL FIRE and VCFD eventually concluded that, in the Anlauf Canyon area of Santa Paula, Edison facilities experienced one or more wire slapping events which lead to the ejection of molten metal particulate that ignited dry brush and started the Thomas Fire.⁵² In the Koenigstein Road area of Santa Paula, CAL FIRE and VCFD concluded that a downed primary conductor owned by Edison ignited a separate fire on the same day.⁵³

⁴⁹ Bates SCE-SED00003449.

⁵⁰ Bates SCE-SED00004217.

⁵¹ Bates SCE-SED00004154.

⁵² CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

⁵³ CAL FIRE and VCFD Joint Thomas Fire Report – Case Number: 17CAVNC103156, Dated: December 4, 2017.

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III. SED's Investigation

A. Observations and Findings: Koenigstein Road

Edison conducted detailed inspections of the utility poles around the Koenigstein Road ignition site in August of 2014.⁵⁴ The inspections uncovered safety issues relating to pole moldings, high voltage signs, and pole tags, but reported no issues specific to the primary high voltage conductors, insulators, or fasteners that held the conductors in place.

During the initial visit to the ignition site along Koenigstein Road on December 8, 2017, SED investigators discovered that the exact location of the downed Edison conductor was a residential property at 12695 Koenigstein Road, Santa Paula, California, 93060. The homeowner was home at the same time as the approximated circuit interruption action of RAR 0179. The homeowner provided statements to SED investigators that she heard an explosion, then moved to a location where she witnessed sparks falling to the ground, then witnessed the start of the fire.⁵⁵

Upon surveying the Koenigstein site, SED investigators observed one end of the center conductor laying on the ground between poles numbered 729565E and 729566E. Multiple points along the conductor were frayed out but remained unbroken, commonly referred to as bird caging. Sections of the conductor were also blackened or charred. It was not apparent whether the discoloration on the conductor was due to an electrical event that occurred on the circuit or due to the fire. The bird caging, damaged conductor end, faults noted on the circuit (as described earlier in this report), and witness statements are all consistent with a failed conductor leading to a ground fault, fire, and circuit interruption on Edison's Castro 16 kV circuit downstream of RAR 0179.

SED analyzed the fault metrics reported by Edison concerning the circuit activity recorded at approximately 1927 hours on December 4, 2017 by RAR 0179⁵⁶, and compared them to the operational characteristics of the protection device monitoring that section of the Castro 16 kV circuit.⁵⁷ SED's analysis concluded that the device operated as expected with an actual relay time delay being recorded at 1.08 seconds⁵⁸, which corresponded to the expected time delay given by the Institute of Electrical and Electronics Engineers (IEEE) C37.112 standard for inverse-time operation characteristics of overcurrent relays.

⁵⁴ Bates SCE-SED00011942.

⁵⁵ Interview Questions Form, 12/08/2017, Tiarzha Taylor.

⁵⁶ Bates SCE-SED00004217.

⁵⁷ Schweitzer Engineering Laboratories SEL-351R-2 Recloser Control Instruction Manual.

⁵⁸ Bates SCE-SED00004217.

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Site photos depict the Koenigstein ignition site, pole 729566E, and pole 729565E. The primary conductor failed towards the 729566E side of the span and remained attached on the 729565E side.



Figure 2: SED photo Koenigstein site, 729566E at the fore, 729565E at the rear.

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Figure 3: SED photo of Koenigstein site, 729565E with center primary conductor laying on the ground.

CAL FIRE removed and stored as evidence both ends of the center conductor running between poles numbered 729565E and 729566E. Depicted below in Figure 4 is one end of the failed conductor which appears charred, melted, and is missing material, thereby not appearing as a complete continuous conductor. The other end of the failed conductor shown in Figure 5, is hidden by multiple wraps of black electrical tape. At the time of SED's inspection of the failed conductor, CAL FIRE did not allow SED to remove the electrical tape and examine the other end of the failed conductor. If, at a later date, CAL FIRE conducts a controlled viewing of the end of the conductor covered in electrical tape, then SED investigators will document findings in an updated version of this report.

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Figure 4: SED photo of Koenigstein evidence, one end of failed conductor.

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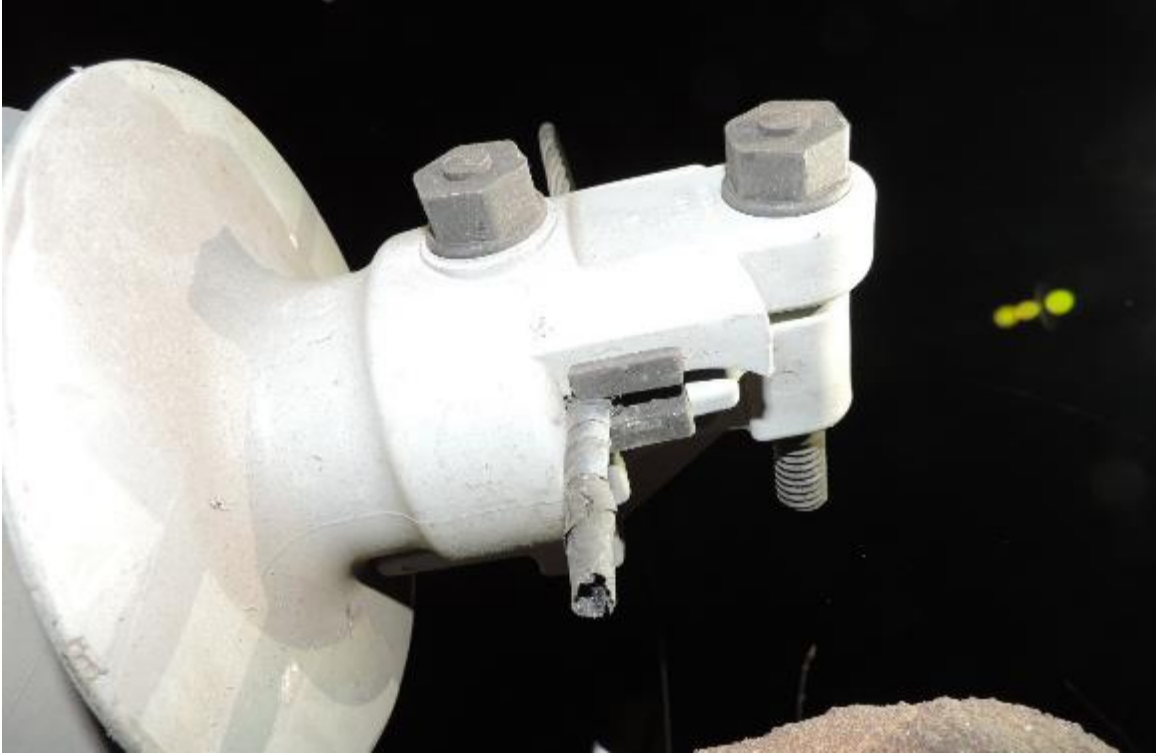


Figure 5: SEM photo of Koenigstein evidence, other end of failed conductor (covered with electrical tape) still attached in the vise of the insulator mounted to 729566E

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B. Observations and Findings: Anlauf Canyon

The most recent detailed inspection of the utility poles related to the Anlauf Canyon ignition site was conducted by Edison in May of 2013. No findings or notifications resulted from this inspection.⁵⁹ During its annual patrol inspection for the same area, Edison uncovered issues related to pole tags and ground moldings, with no issues reported related to conductor condition.⁶⁰

SED visited Anlauf Canyon on December 28, 2017 to examine poles numbered 1025341E, 1202085E, and 3002114E and their associated conductors. The figure below depicts the configuration of the three subject poles. By the time SED had arrived, Edison had already removed the conductors from the poles at the request of CAL FIRE, therefore SED was unable to observe these conductors in their original state immediately following the incident. Edison had cut down the top of pole 1202085E. The conductors had been removed from their connections on poles numbered 1025341E and 3002114E and lain across the ground in the same configuration as they were when they were attached to the poles. CAL FIRE retained the three lengths of conductor at its Fresno facility. Edison retained the top of pole 1202085E.

⁵⁹ Bates SCE-SED00011942

⁶⁰ Bates SCE-SED00011817

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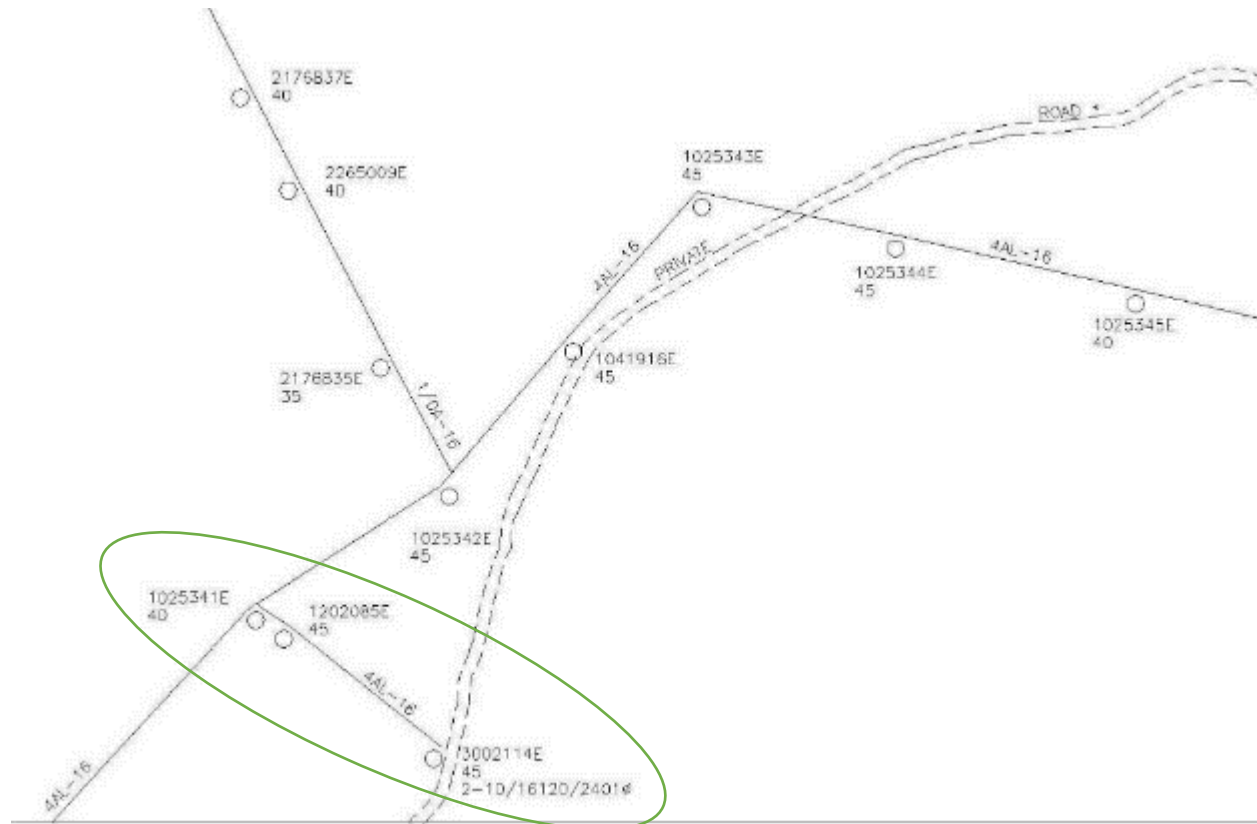


Figure 6: FIM Anlauf Canyon area of interest⁶¹

⁶¹ Bates SCE-SED00009852.

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Figure 7: SED photo of Anlauf Canyon site, the top of pole 1202085E removed by Edison.

SED observed damage on the east and center conductors including burn marks, arc marks, and loss of material referred to as “pitting” as shown in the figures below. Pitting is an indicator that wire-slap has occurred; however, SED was unable to determine how recently these pitting marks were made. SED examined these same conductors at CAL FIRE’s Fresno facility on February 7, 2017, and found further evidence of damage, including broken strands and bird caging. However, CAL FIRE denied SED’s request to unravel the conductors to examine them more closely. Because SED could not unravel the conductors, SED was unable to take measurements to estimate the location of the damage on the conductors and review the relative locations of the observed damage along the conductors, which would have been useful to confirm whether the damage corresponded in location to similar damage on the adjacent conductor. Corresponding damage would support the conclusion that two or more conductors had made contact.

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Figure 10: SED photo of Anlauf Canyon site, pitting on the east conductor between poles numbered 3002114E and 1202085E.

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Figure 11: Edison photograph depicting damage on two unidentified adjacent conductors between poles numbered 1025341E and 3002114E.⁶²

⁶² Bates SCE-SED00004897.

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Figure 12: Edison photograph depicting damage on the center conductor between poles numbered 1025341E and 1202085E.⁶³

⁶³ Bates SCE-SED00004872.

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Figure 13: SED photo of February 2017 Anlauf Canyon evidence examination, damage on the east conductor between poles numbered 1025341E and 3002114E.

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Figure 14: SED photo of February 2017 Anlauf Canyon evidence examination, arc marks and bird-caging on the east conductor between poles numbered 1025341E and 3002114E.



Figure 15: SED photo of February 2017 Anlauf Canyon evidence examination, burn marks and broken strands on center conductor between poles numbered 1025341E and 3002114E.

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SED met with VCFD and CAL FIRE investigators on November 27, 2018, and again on December 13, 2018, to discuss findings related to the Thomas Fire. On November 27, 2018, VCFD shared its investigative work that led to its conclusion that there was conductor-to-conductor contact in Anlauf Canyon. VCFD obtained surveillance video footage from several sources that show two flashes of light occurring simultaneously at approximately 1817 hours. VCFD attributed the flashes of light to arcing events resulting from contact between two conductors. VCFD also noted that some of the footage captured the early moments of the fire ignition, minutes before the first eyewitnesses called 911 at 1823 hours. VCFD used the surveillance camera footage to determine the general location of the two flashes of light. Its assessment was that the flashes of light originated in Anlauf Canyon. SED investigators were unable to obtain and analyze the surveillance video footage.

During the meeting with VCFD on November 27, 2018, SED obtained a written report dated October 24, 2018, by JHNolt Associates, an independent contractor who employs electrical, mechanical, and corrosion engineers. CAL FIRE and VCFD contracted with JHNolt Associates to examine the area of the Thomas Fire. JHNolt Associates identified “considerable evidence of line slap” on the conductors between pole 3002114E and a non-Edison pole servicing third-party equipment.⁶⁴ JHNolt Associates identified these conductors as having “the highest density of line-slap arc damage” relative to CAL FIRE and VCFD’s area of interest.⁶⁵ The written report included no information on the condition of other conductors in the examined area. However, JHNolt Associates later examined the damage that VCFD identified on the conductors between poles 3002114E and 1202085E and confirmed that the damage appeared consistent with an arc event.⁶⁶

SED analyzed the fault metrics reported by Edison concerning the circuit activity recorded by RAR 1228⁶⁷ and compared them to the operational characteristics of the protection device monitoring that section of the Castro 16 KV circuit.⁶⁸ SED concluded that the second event recorded by the RAR’s event recorder at 1841 hours, the device operated as expected with an actual relay time delay being recorded at 0.43 seconds⁶⁹, which corresponded to the expected time delay given by the IEEE C37.112 standard for inverse-time operation characteristics of overcurrent relays. Edison reported that the fault magnitude and duration were not significant enough for the RAR to operate during the first fault event.⁷⁰

⁶⁴ JHNolt Associates Project Status Memorandum – Thomas Fire, dated October 24, 2018.

⁶⁵ JHNolt Associates Project Status Memorandum – Thomas Fire, dated October 24, 2018.

⁶⁶ County of Santa Barbara Fire Department Report CA-VNC-103156.

⁶⁷ Bates SCE-SED00013460.

⁶⁸ Schweitzer Engineering Laboratories SEL-351R-4 Recloser Control Instruction Manual.

⁶⁹ Bates SCE-SED00013460.

⁷⁰ Bates SCE-SED00013460.

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SED did not determine any source of ignition or any unusual events on Edison's facilities that may have led to the ignition of a fire. SED's conclusion regarding the ignition events that happened at Anlauf Canyon and Koenigstein Road are based on the joint VCFD-CAL FIRE report.

C. Violations

SED reviewed and analyzed records, examined physical evidence, and interviewed witnesses related to this incident to determine compliance with Commission regulations. SED's investigation discovered three (3) violations.

General Order 95, Rule 38 - Minimum Clearances of Wires from Other Wires, states:

The minimum vertical, horizontal or radial clearances of wires from other wires shall not be less than the values given in Table 2 and are based on a temperature of 60° F. and no wind. Conductors may be deadended at the crossarm or have reduced clearances at points of transposition, and shall not be held in violation of Table 2, Cases 8–15, inclusive.

The clearances in Table 2 shall in no case be reduced more than 10 percent, except mid-span in Tier 3 of the High Fire-Threat District where they shall be reduced by no more than 5 percent, because of temperature and loading as specified in Rule 43 or because of a difference in size or design of the supporting pins, hardware or insulators. All clearances of less than 5 inches shall be applied between surfaces, and clearances of 5 inches or more shall be applied to the center lines of such items. The utilities of interest (including electric supply and/or communication companies) shall cooperate and provide relevant information for sag calculations for their facilities, upon request.

General Order 95, Rule 38, Table 2, Case 17, Column F requires 16 kV conductors of the same circuit to maintain clearance of 6 inches.

Violation 1.

VCFD and CAL FIRE concluded in their joint investigation of the Anlauf Canyon ignition site that two or more conductors of the same circuit between poles numbered 1025341E, 1202085E, and 3002114E made contact on December 4, 2017. When the conductors made contact, their clearance was reduced to almost zero, therefore Edison violated GO 95, Rule 38, because it did not ensure that its conductors maintained the minimum clearance. SED's conclusion is based on the information in the joint VCFD-CAL FIRE report.

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General Order 95, Rule 31.1 - Design, Construction and Maintenance, states:

Electrical supply and communication systems shall be designed, constructed, and maintained for their intended use, regard being given to the conditions under which they are to be operated, to enable the furnishing of safe, proper, and adequate service.

For all particulars not specified in these rules, design, construction, and maintenance should be done in accordance with accepted good practice for the given local conditions known at the time by those responsible for the design, construction, or maintenance of communication or supply lines and equipment.

A supply or communications company is in compliance with this rule if it designs, constructs, and maintains a facility in accordance with the particulars specified in General Order 95, except that if an intended use or known local conditions require a higher standard than the particulars specified in General Order 95 to enable the furnishing of safe, proper, and adequate service, the company shall follow the higher standard.

For all particulars not specified in General Order 95, a supply or communications company is in compliance with this rule if it designs, constructs and maintains a facility in accordance with accepted good practice for the intended use and known local conditions.

GO 95, Rule 31.1 requires utilities to design, operate, and maintain their facilities for their intended purpose and in a safe manner consistent with industry standard practices and based on known local conditions.

Violation 2

Edison records indicate that detailed inspections were conducted on the power lines at Anlauf Canyon on February 14, 2008 and again on May 2, 2013 and that inspectors failed to identify any deficiencies. Edison's Inspection Procedures for Overhead Detailed Inspections require that Edison inspectors check the condition of conductors for excessive slack. Excessive slack could make it easier for conductors to make contact during windy conditions.

Under GO 95, Rule 31.1, Edison is required to design its facilities so that it can provide safe and adequate service, and in accordance with accepted good practice and for the intended use of its facilities and known local conditions. Additionally, GO 95, Rule 38 requires Edison to install and maintain safe clearances between its overhead conductors to prevent them from contacting each other. Rule 38 also requires that "The clearances in Table 2 shall in no case be reduced more than 10 percent, except mid-span in Tier 3 of the High Fire-Threat District where they shall be reduced by no more than 5 percent, because of temperature and loading as specified in Rule 43." Rule 43

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require utilities to account for “A horizontal wind pressure of 8 pounds per square foot of projected area on cylindrical surfaces” when designing and maintaining their overhead conductors. In this case, 8 pounds per square inch would result in 56 MPH.

The fact that the conductors made contact during wind conditions that are normal to the local area, and the fact that the contact occurred at a wind speeds less than 56 MPH demonstrates that Edison did not maintain its overhead conductors safely and with the proper clearance. Edison should have designed and maintained its overhead to prevent contact. Edison could have accomplished this either by providing more clearance between its conductors or by using spacers to prevent contact. Edison inspectors should have recognized the potential for wire-slap in the primary conductors at Anlauf Canyon and should have mitigated the hazard. Edison’s failure to properly maintain its overhead conductors by recognizing the need/necessity to increase the clearance between them, resulted in an ignition and ultimately, the fire.

California Public Utilities (PU) Code – PU Code § 399.2, states in part:

(a)(1) It is the policy of this state, and the intent of the Legislature, to reaffirm that each electrical corporation shall continue to operate its electric distribution grid in its service territory and shall do so in a safe, reliable, efficient, and cost-effective manner.

PU Code § 399.2 require utilities to operate their facilities in a safe manner.

Violation 3

Edison failed to operate its facilities in a safe and reliable manner. When the overhead conductors made contact, they caused an ignition that started the fire. Edison should have maintained the clearance of its overhead conductors in a manner consistent with the clearance specified in GO 95, Rule 38. Edison should have recognized during its last detailed inspection that the clearance between its overhead conductors was not sufficient to prevent contact during windy conditions. By failing to recognize the danger imposed by improper clearance, Edison failed to operate its facilities safely as required by PU Code § 399.2, thus, causing an ignition that started the fire.

General Order 95, Rule 19 - Cooperation with Commission Staff; Preservation of Evidence Related to Incidents Applicability of Rules, states:

Each utility shall provide full cooperation to Commission staff in an investigation into any major accident (as defined in Rule 17) or any reportable incident (as defined in CPUC Resolution E-4184), regardless of pending litigation or other investigations, including those which may be related to a

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Commission staff investigation. Once the scene of the incident has been made safe and service has been restored, each utility shall provide Commission staff upon request immediate access to:

- Any factual or physical evidence under the utility or utility agent's physical control, custody, or possession related to the incident;*
- The name and contact information of any known percipient witness;*
- Any employee percipient witness under the utility's control;*
- The name and contact information of any person or entity that has taken possession of any physical evidence removed from the site of the incident;*
- Any and all documents under the utility's control that are related to the incident and are not subject to the attorney-client privilege or attorney work product doctrine.*

Any and all documents or evidence collected as part of the utility's own investigation related to the incident shall be preserved for at least five years. The Commission's statutory authorization under Cal. Pub. Util. Code §§ 313, 314, 314.5, 315, 581, 582, 584, 701, 702, 771, 1794, 1795, 8037 and 8056 to obtain information from utilities, which relate to the incidents described above, is delegated to Commission staff.

California Public Utilities Code – PU Code § 316, states:

Each electrical corporation shall cooperate fully with the commission in an investigation into any major accident or any reportable incident, as these terms are defined by the commission, concerning overhead electric supply facilities, regardless of pending litigation or other investigations, including, but not limited to, those that may be related to a commission investigation.

(a) After the scene of the incident has been made safe and service has been restored, each electrical corporation shall provide the commission, upon its request, immediate access to all of the following:

- (1) Any factual or physical evidence under the electrical corporation's, or its agent's, physical control, custody, or possession related to the incident.*
- (2) The name and contact information of any known percipient witness.*

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- (3) Any employee percipient witness under the electrical corporation's control.*
 - (4) The name and contact information of any person or entity that has taken possession of any physical evidence removed from the site of the incident.*
 - (5) Any and all documents under the electrical corporation's control that are related to the incident and are not subject to attorney-client privilege or attorney work product doctrine.*
- (b) Each electrical corporation shall preserve any and all documents or evidence it collects as part of its own investigation related to the incident for at least five years or a shorter period of time as authorized by the commission.*

Any and all documents collected by an electrical corporation pursuant to this section shall be catalogued and preserved in an accessible manner for assessment by commission investigators as determined by the commission.

General Order 95, Rule 19 and PU Code § 316 require that utilities cooperate with Commission staff, including SED, for the purposes of investigating accidents.

Violations 4 and 5.

During the course of its investigation of this incident, SED requested documents from Edison.⁷¹ In one request, SED asked for a comprehensive list of all evidence and records that Edison would be using in its own investigation of the incident.⁷² Edison objected to the request and did not comply, citing the attorney work product doctrine as the basis of its objection. In other incident investigations SED has discovered, through data request inquiries, that Edison creates maintenance, operation and/or repair records beyond the Commission's explicit General Order requirements. As is the case with all electric utilities, SED relies on Edison to maintain such internal records for its equipment and programs and provide such records to SED investigators when requested to do so. Under such circumstances, unless Edison had directly provided the records themselves or included such records in a comprehensive list, SED investigators would otherwise be unaware of their existence. By not providing a list of all evidence and records to SED, Edison impeded SED's ability to perform its own evidence review. Furthermore, Edison's actions prevented SED from reviewing all of the records available for the subject equipment or programs involved in the incident that may have contributed to the cause or circumstances that led up to the incident, impeding SED's ability to conduct a thorough investigation.

⁷¹ SED Investigator Data Request SED-001, SED-001B, SED-002, SED-003, SED-004, SED-005, SED-006, SED-007, SED-008, SED-009, SED-010.

⁷² Bates SCE-SED00009814.

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In another data request, SED asked that Edison provide all photographs, notes, reports, and text messages generated by Edison's first responders, which captured their observations of the start of the incident.⁷³ Edison objected to this request and did not comply, citing the attorney work product doctrine as the basis for its objection. Instead, Edison provided Interruption Log Sheets, repair orders, and photographs which were a limited subset of first responder documents that SED requested.

Because the destructive force of a wildfire can quickly alter a scene and destroy evidence, the earliest observations can be critical to understanding the events that occurred and determining the potential findings of an investigation. By not providing the comprehensive set of data and evidence that SED requested, Edison impeded and prolonged SED's investigation. Edison's actions prevented SED from reviewing all available information from the point at which the fire had least disturbed the electric facilities. The actions of Edison's first responders cannot preemptively be under the direction of Edison counsel. Any notes, reports, or text messages that SED requested would not be generated under the direction of Edison counsel and accordingly should not be subject to attorney-client or work product privilege.

For the reasons stated above, SED's investigation determined that Edison is in violation of PU Code § 316 and GO 95, Rule 19 for failing to provide: the list of evidence and records used for Edison's own investigation, as well as photographs, notes, reports, and text messages generated by first responders. In the spirit of full and transparent cooperation with the Commission and its staff, it is imperative that Edison respond to SED data requests with the most comprehensive information available. Without such comprehensive information, SED cannot conduct a thorough investigation, determine the root cause of the incident, expeditiously remedy any issues and prevent future similar incidents from occurring.

⁷³ Bates SCE-SED00011709.

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IV. Conclusion

SED's investigation discovered that Edison committed five (5) violations of PU Code and Commission rules:

- One (1) violation of GO 95, Rule 38, Minimum Clearances of Wires from Other Wires; one (1) violation of GO 95, Rule 31.1, Design, Construction and Maintenance; and one (1) violation of PU Code §399.2(a):
 - o Edison failed to maintain a minimum required clearance between the conductors on the Castro 16 kV circuit.
- One (1) violation of GO 95, Rule 19, Cooperation with Commission Staff and one (1) violation of PU Code § 316:
 - o Edison failed to provide the list of evidence and records used for Edison's own investigation.
 - o Edison failed to provide all photographs, notes, reports, and text messages generated by first responders to the incident.

If SED becomes aware of additional information pertaining to this incident that could modify SED's findings in this Incident Investigation Report, SED may re-open the investigation and may modify this report or take further actions as appropriate.

BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

Order Instituting Investigation on the Commission’s Own Motion to Determine Whether Southern California Gas Company’s and Sempra Energy’s Organizational Culture and Governance Prioritize Safety (U904G).

I. _____

ORDER INSTITUTING INVESTIGATION

I. INTRODUCTION

The Commission hereby institutes this investigation to determine whether the organizational culture and governance of Southern California Gas Company (SoCalGas) and its parent company, Sempra Energy, prioritize safety and adequately direct resources to promote accountability and achieve safety performance goals, standards and improvements. The Commission, during the first phase of this proceeding, directs the Commission’s Safety and Enforcement Division (SED) to investigate, and produce a consultant’s report that evaluates SoCalGas’ organizational culture, governance, policies, practices, and accountability metrics in relation to its record of operations, including its record of safety incidents, and to produce a report on the issues and questions contained in this order. The consultant’s report will also evaluate the Sempra Energy’s organizational culture, governance, policies, practices, and accountability metrics in relation to ensuring that its California-regulated subsidiaries operate their systems in a safe manner. In a later phase of this investigation, the Commission may consider revising existing or imposing new orders and conditions on SoCalGas or Sempra Energy, as necessary and appropriate to optimize public utility resources and achieve operational and safety performance record required by law, and to promote a high-functioning safety culture that promotes continuous safety improvement. This investigation will not undertake a duplicative review of specific incidents already investigated or that are pending investigation at the Commission.

This investigation is initiated as a result of recent incidents which raise concerns regarding SoCalGas' prioritization of safety in its operations and the role of its parent, Sempra Energy, to foster safety throughout its organization. On October 23, 2015, a leak of natural gas was detected in Standard Sesnon 25 (SS-25), one of the wells at the Aliso Canyon storage facility. The leak continued until February 11, 2016. On May 17, 2019, Blade Energy Partners (Blade), an independent consultant company responsible for investigating the causes(s) of the Aliso Canyon gas leak, issued its root cause analysis, which raises concerns about whether SoCalGas' policies and practices ensure that it maintains and operates its gas facilities in a safe manner.¹

Since the incident at Aliso Canyon, SoCalGas Line 235-2 experienced an explosion in the immediate vicinity of Line 4000,² a large and adjacent line that also carries flammable and pressurized natural gas. Following the explosion, both lines were removed from service. Both lines have also experienced numerous leaks.

The persistence of safety incidents motivates us to undertake this investigation to determine whether they are rooted in SoCalGas's organizational culture and governance and the Sempra Energy's role in SoCalGas's safety culture.

II. THE SAFETY CULTURE OF REGULATED UTILITIES

A public utility's organizational culture is shaped by its governance, or rules of accountability. A public utility whose organizational culture and governance prioritize safety, makes safety the primary objective of the entire organization, encourages employees to report safety concerns with non-punitive outcomes, and that achieves a positive record of safe operation, can be described as possessing a high-functioning safety culture.

¹ Blade's root cause analysis, along with supporting documentation, are available at www.cpuc.ca.gov/aliso/.

² See Commission Draft Resolution G-3535, p. 2, available at: <http://docs.cpuc.ca.gov/PublishedDocs/Published/G000/M199/K322/199322740.PDF>. See also <https://www.reuters.com/article/us-sempra-alisocanyon-natgas/socalgas-delays-return-of-california-natgas-pipe-by-three-weeks-to-late-july-idUSKCN1TL1P4>.

An effective safety culture is a prerequisite to a utility's positive safety performance record. An organization's culture is the collective set of that organization's values, principles, beliefs, and norms, which are manifested in the planning, behaviors, and actions of all individuals leading and associated with the organization, and where the effectiveness of the culture is judged and measured by the organization's performance and results in the world (reality). Various governmental studies and federal agencies rely on this definition of organizational culture to define "safety culture."³ Under this definition, a positive safety culture includes, among other things:

- A clearly articulated set of principles and values with a clear expectation of full compliance.
- Effective communication and continuous education and testing. "Employees will do it right sometimes if they know how. They're more likely to do it right every time if they fully understand why."⁴
- Uniform compliance by every individual in the organization, with effective safety metrics, recognition, and compensation,

³ Transportation Research Board of the National Academies. Transit Cooperative Research Program, Report 174 (November 2014). Sponsored by the Federal Transit Administration. "Improving Safety Culture in Public Transportation," at 3. (http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_174.pdf). Various federal governmental organizations have a similar definition of "safety culture." See *id.*, citing the Department of Energy, Energy Facilities Contractor Group's definition of a safety culture as "an organization's values and behaviors, modeled by its leaders and internalized by its members, which serve to make safe performance of work the overriding priority to protect the public, workers, and the environment"; the Transit Rail Advisory Committee for Safety's definition of safety culture as "the product of individual and group values, attitudes, perceptions, competencies, and patterns of behavior that can determine the commitment to and the style and proficiency of an organization's safety management system"; and the Federal Railroad Administration's (FRA's) definition of organizational culture as "shared values, norms, and perceptions that are expressed as common expectations, assumptions, and views of rationality within an organization and play a critical role in safety." The FRA notes that organizations with a positive safety culture are characterized by "communications founded on mutual trust, shared perceptions of the importance of safety, and confidence in the efficacy of preventive measures." See also *Safety Culture: A report by the International Nuclear Safety Advisory Group (INSAG-4)* of the International Atomic Energy Agency (1991, Vienna), which defines safety culture as "that assembly of characteristics and attitudes in organizations and individuals which establishes that, as an overriding priority, nuclear plant safety issues receive the attention warranted by their significance."

⁴ Ellis, Mike. Atmos Energy. "Safety Culture – Cultivating the Soul." Virginia State Corporation Commission, 2014 Pipeline Safety Conference (emphasis in original).

and consequences or accountability for deviating or performing at, above, or below the standard of compliance.

- Continuous reassessment of hazards and reevaluation of norms and practices.

The success of a safety culture will depend on *leadership* committed to making safety first, particularly in “companies such as utilities where there are many layers of employees,” *commitment by every employee and contractor of the organization*, and *consistent execution of the principles, values, and norms* is necessary.⁵

Additionally, after the 2010 San Bruno explosion, the Commission convened a panel of experts, the Independent Review Panel, and tasked it with recommending improvements for the safe management of Pacific Gas and Electric Company’s (PG&E) natural gas transmission lines. The Independent Review Panel discussed how an effective risk management plan produces a “mature risk culture”:

Risk Management refers to the process by which an organization identifies and analyzes threats, examines alternatives, and accepts or mitigates those threats. An organization’s maturity in the area of risk management is indicated by the priority, pro-active thought and serious effort it allocates to this process. To meet the challenge of addressing the complexities inherent in risk management, the leadership of the organization needs to establish and promote a thorough and honest company-wide communication system. Such a system ensures management it receives all of the information it needs to identify the key risk decisions it should be addressing and to make well-informed decisions about them in a systematic fashion. An organization with a mature risk culture is one willing and able to meet the challenge of making the organization’s significant decisions in a thorough yet timely manner. The risk culture is set by the top management team, can be influenced by its Board of Directors, and is informed by a workforce engaged in a vibrant communication process and underpinned by subject matter expertise in the business.⁶

⁵ Martin, Greg. “The Need for Safety Culture in the Utilities Industry.” *Utility Products*, Vol. 6, issue 3. .

⁶ Independent Review Panel Report at 14.

In Commission proceeding I.15-08-019,⁷Northstar, the consultant tasked with evaluating PG&E's safety culture, described safety culture as follows:

A strong safety culture requires commitment and accountability throughout an organization. A company's leadership and executive management must display a positive commitment to safety that is recognized throughout the organization. This commitment must be evident in the actions of management and the support they provide to the workforce. The organization must provide its people with the tools, resources, training and oversight necessary to ensure safe operations. Rules and requirements must be clear and consistent. Management must take a thoughtful approach to incidents and the implementation of new rules and standards. Employees should feel accountable for their own safety and the safety of their co-workers. They should feel comfortable stopping work during unsafe conditions or stepping in if they see another employee placing themselves, others or the public at risk. Employees should feel comfortable reporting potential hazards and incidents without fear of retribution as these can provide valuable lessons learned to improve safety practices. Disciplinary procedures should be consistently applied, recognizing the difference between human error, process defects, insufficient controls and a wanton disregard for safety rules.

The success of a safety culture depends upon *leadership* committed to making safety its first priority. This is particular true in company such as utilities where there are many layers of employees. The commitment to safety must extend to every employee and contractor in the organization, with consistent execution of principles, values and norms to foster a strong safety culture.⁸

Moreover, as defined in I.15-08-019, a positive safety culture includes:⁹

- A clearly articulated set of principles and values with a clear expectation of full compliance.

⁷ Order Instituting Investigation on the Commission's Own Motion to Determine Whether Pacific Gas & Electric Company and PG&E Corporation's Organizational Culture and Governance Prioritize Safety.

⁸ docs.cpuc.ca.gov/PublishedDocs/Efile/G000/M235/K399/235399881.pdf, pp. I-3 and I-4.

⁹ I.15-08-019, pp. 5-6.

- Effective communication and continuous education and testing. “Employees will do it right sometimes if they know how. They’re more likely to do it right every time if they fully understand why.”
- Uniform compliance by every individual in the organization, with effective safety metrics, recognition, and compensation, and consequences or accountability for deviating or performing at, above, or below the standard of compliance.
- Continuous reassessment of hazards and reevaluation of norms and practices.

We will use these descriptions of a safety culture as a starting point for our investigation. In this investigation, moreover, we will review these existing principles, values, qualities, factors, and metrics used to define, promote, and measure the effectiveness of SoCalGas’s safety culture.

III. BACKGROUND

A. The Recent Number of Safety Incidents at SoCalGas Raises Serious Concerns About the Utility’s Safety Culture

The catastrophic Aliso Canyon incident, the explosion at Line 235-2, and prolonged outages of Lines 235 and 4000, each critical energy infrastructure relied on by millions of Californians, raises the very serious question about whether the leadership, organizational culture and governance at SoCalGas and its parent company Sempra Energy prioritize safety.

Regarding the Aliso Canyon incident, Blade’s root cause analysis into the cause(s) of the uncontrolled release of natural gas from SS-25 found, among other things:

- The lack of detailed follow-up investigation, failure analyses, or RCA of casing leaks, parted casings, or other failure events in the field in the past. There had been over 60 casing leaks at Aliso Canyon before the SS-25 incident, but no failure investigations were ever conducted. Furthermore, external corrosion on production casing had been identified in several wells at Aliso Canyon. Based on the data reviewed by Blade, no investigation of the causes was performed.
- The lack of any form of risk assessment focused on wellbore integrity management. This included assessment of qualitative probability of production casing leaks or failures.

- The lack of a dual mechanical barrier system in the wellbore. The 7-inch Outside Diameter (OD) production casing was the primary barrier to the gas.
- The lack of a well-specific well-control plan that considered transient kill modeling or well deliverability. There was no quantitative understanding of well deliverability, although data were available, and well-established industry practices existed for such analysis.
- The lack of understanding of groundwater depths relative to the surface casing shoe and production casing, until the two groundwater wells were drilled at SS-9 in 2018.
- The lack of systematic practices of external corrosion protection for surface casing strings.
- The lack of a real-time, continuous pressure monitoring system for well surveillance.¹⁰

As we found in our investigation into Pacific Gas and Electric Company's and PG&E Corporation's corporate governance and safety culture, our traditional regulatory oversight and enforcement tools alone do not necessarily prevent safety incidents.¹¹ Our regulatory mandate to assure that SoCalGas provides safe, reliable and affordable service, with minimal risk to its workers, contractors and the public is paramount.

B. SoCalGas' Obligations to Ensure the Safe and Prudent Operation and Management of Utility Assets Are Mandated by Law and Encompass the Responsibility of Competently and Prudently Managing Utility Assets Dedicated to Serving the Public

The Commission, invested by the California Constitution and the Public Utilities Code with police power to regulate public utilities, among other actions sets rates, authorizes capital investments and operating budgets, and awards franchises to companies such as SoCalGas.¹² A "franchise to operate a public utility ... is a special

¹⁰ Blade Report at 237-8.

¹¹ See, I.15-08-015.

¹² *Hartwell Corporation v. Superior Court of Ventura County* (2002) 27 Cal. 4th 256, 280-81.

privilege which ... may be granted or withheld at the pleasure of the State.”¹³ Holding that franchise, SoCalGas must “comply with the comprehensive regulation of its rates, services, and facilities as specified in the Public Utilities Code.”¹⁴ And the Commission must actively, not passively, supervise and regulate public utilities.¹⁵

SoCalGas’s obligation to safely and reliably operate its utility system is paramount. The Commission has noted that safety is a subsidiary responsibility of a utility under Public Utilities Code Section 451, stating specifically:

...the safety obligation established by Section 451 is not a residual, variable byproduct of a particular rate level set by the Commission. ***To be clear, public utilities are not permitted to adopt anything other than safe operations and practices***, even if they believe that rates approved by the Commission are inadequate.¹⁶

C. Purpose of Investigation

This investigation will evaluate SoCalGas’s and Sempra Energy’s governance, policies, practices, and safety metrics that have formed and continue to shape its safety culture and record of operation and performance. This investigation will also assess whether SoCalGas’s organizational culture and governance are related to SoCalGas’s safety incidents and performance record, and if so, to what extent. This investigation will consider all available regulatory tools to assure safe gas utility service in southern California. This may include, among other things, broad ranging tools such as linking return on equity to safety performance and periodic reviews of SoCalGas’ certificate to provide utility services.

See also Arkansas Elec. Coop Power v. Arkansas Public Serv. Comm’n (1983) 461 U.S. 375, 377.

¹³ *Pacific Gas & Electric Co. v. State Energy Resources Conservation and Development Comm’n* (1983) 461 U.S. 190, 205, quoting *Frost v. Corporation Comm’n* (1929) 278 U.S. 515, 534 (dis. op. of Brandeis, J.).

¹⁴ *Hartwell*, *supra*, 27 Cal. 4th at 280-81.

¹⁵ *Sale v. Railroad Commission* (1940) 15 Cal. 2d 612, 617.

¹⁶ D.15-04-023 [I.12-01-007], *Modified Presiding Officer’s Decision Regarding Alleged Violations by Pacific Gas and Electric Company in Connection with the San Bruno Explosion and Fire*, *mimeo* at 26-27 (emphasis added).

This investigation will not conduct a duplicative review of our enforcement actions concerning specific incidents already investigated or that are pending or ongoing investigation at the Commission. This investigation will instead conduct a deeper, comprehensive review of SoCalGas's and Sempra Energy's organizational culture, governance, and operations, and to determine if there are systemic issues, in particular by considering the Blade root cause analysis report.

Through an independent consultant review and report, this investigation will examine SoCalGas's budgets, operational requirements, staffing, and approved revenue requirements and recorded spending in past years and how they further SoCalGas' compliance and regulatory obligations.

In D.12-04-010, issued in the Commission's rulemaking to revise the gas safety rules, the Commission emphasized the importance of "corporate leaders who are committed to safety as their first priority and who establish the priorities and values of a corporation, translate those priorities into a safety management system in its daily operations, and ... instill in the corporation's workers a commitment to safety through personal example and reward systems."¹⁷ Accordingly, the safety culture investigation should analyze the safety experience of the Boards of Directors and executive leadership, the extent to which they prioritize safety, and the governance policies that promote accountability for their decisions and actions, including executive compensation policies.

IV. DIRECTION FOR SED TO INVESTIGATE SOCALGAS' AND SEMPRA ENERGY'S SAFETY CULTURE AND FOR PREPARATION OF A CONSULTANT'S REPORT

In the initial phase of this proceeding, we direct SED to act in its advisory capacity to investigate SoCalGas's and Sempra Energy's safety culture and to seek answers to the

¹⁷ D.12-04-010 [R.11-02-019], *Order Instituting Rulemaking on the Commission's Own Motion to Adopt New Safety and Reliability Regulations for Natural Gas Transmission and Distribution Pipelines and Related Ratemaking Mechanisms*, mimeo at 20-21. In that decision we ordered SED (then CPSD, or the Consumer Protection and Safety Division) to conduct a "management audit" of gas corporations. The order for those audits has since been replaced by the Commission's decision on integrating safety in rates, D.14-12-025. The report on SoCalGas' safety culture ordered herein will be similar to the management audit ordered in D.12-04-010.

questions raised in this order. SED's assessment should be contained in a consultant's report and provided to the assigned Commissioner and the assigned Administrative Law Judge.

We hereby authorize SED to retain the services of an expert consultant(s) to assist it in this investigation and reporting. SoCalGas shall contract with a consultant selected by SED. The consultant shall report to and act at the sole direction of SED. SoCalGas shall pay for the consultant's services.

The expert consultant(s) shall maintain the confidentiality of data gathered in this investigation, its work product, and the consultant's report unless otherwise directed by the assigned Commissioner, assigned Administrative Law Judge, or Commission.

V. PRELIMINARY SCOPING MEMO

A. Issues Presented

1. Have SoCalGas's Board of Directors, executive leadership, and management prepared and implemented effective safety culture plans, risk-management plans, and policies and procedures to promote a high-functioning safety culture?
2. What type and quality of safety-related education, training and experience is present with current Board of Directors of SoCalGas and Sempra Energy? How do the current board composites align with safety governance and operational needs of SoCalGas and best practices?
3. What type and quality of management, governance, and accountability metrics and measures will ensure that SoCalGas will optimize its resources to ensure a high-functioning safety culture, consistent with its safety culture plans, policies and procedures, organizational management, governance rules, reporting and operating structure, size and geographic reach, and other factors?
4. How does SoCalGas react organizationally – in terms of leadership, management, governance, policy development, communication with regulatory agencies, and risk management – when a significant safety event occurs?
5. How does SoCalGas react organizationally when the Commission institutes an investigation into alleged violations?

6. How does SoCalGas react organizationally when Commission staff investigates a significant safety event or conducts routine safety inspections of the utility?
7. To what degree do the Boards of Directors of SoCalGas and the Sempra Energy weigh SoCalGas's safety record when they approve executives' and managers' compensation packages, incentives, and accountability metrics and measures, including any remuneration when the employment or agency relationship is terminated or ended? To what degree do the Boards of Directors weigh an individual executive's safety record and risk management record when it considers promoting or appointing executives and Board members?
8. How are safety values communicated and carried out vertically within SoCalGas and Sempra Energy?
9. What qualities, factors, and metrics should be used to define, promote, and measure the effectiveness of SoCalGas's and Sempra Energy's safety culture?

B. Categorization of Proceeding

The initial phase of this proceeding is dedicated to SED's investigation of SoCalGas and Sempra Energy consistent with this Order, and SED's consultant(s) will produce a report on SoCalGas's safety culture and other questions presented in the preliminary scoping memo. The initial phase of this proceeding is categorized as quasi-legislative because the Commission is investigating the safety practices of SoCalGas and the Sempra Energy, and not a specific incident.¹⁸ A quasi legislative categorization also applies because there is no prospect in the initial phase of fines, penalties, or remedies in this initial phase, and because the Commission is not investigating or setting rates, or establishing a mechanism that in turn sets rates of a given company.

After the initial phase of this proceeding, when the consultant(s) has completed its report, the assigned Commissioner will determine the scope of and next actions in this proceeding.

¹⁸ See, Commission Rules of Practice and Procedure, Rule 1.3(e).

The determination as to category is appealable under Rule 7.6. Pursuant to Rule 7.6(a), appeals of the categorization of this investigation, if any, are to be filed and served within 10 days of the date this OII is issued.

Although the initial phase of this proceeding is categorized as quasi legislative, we shall impose reporting requirements for all ex parte communications. Therefore, parties are required to report ex parte communications in a fashion that complies with the requirements from Article 8 applicable to a ratesetting proceeding. Pursuant to Rule 8.2(d), the Assigned Commissioner may issue a ruling to further restrict or prohibit ex parte communications.

C. Preliminary Determination of Need for Hearings and Schedule of Proceeding

As discussed above, the initial phase of this proceeding will consist of SED's investigation into, and presentation of a consultant's report on, SoCalGas's safety culture and the questions raised in this Order. Southern California Gas Company (SoCalGas) shall contract with a consultant selected by Safety Enforcement Division (SED). The consultant shall report to and act at the sole direction of SED. SoCalGas shall pay for the consultant's services. The Assigned Commissioner and ALJ shall set a prehearing conference to determine the next steps in this proceeding, including the scope and categorization of the next phase of this proceeding and if hearings are necessary.

D. Parties and Service List

SoCalGas and Sempra Energy are named as Respondents to this investigation. During the first phase of the investigation, SED will be serving as the primary advisory staff. Opening comments in response to this OII are required to be filed and served within 30 days of the issuance of this OII. The initial service list may be updated with additional parties.

E. Service of OII

This OII shall be served on the Official Service List for the proceedings that address SoCalGas's safety-related issues:

A.18-07-024, A.17-10-008, A.17-03-021, I.17-02-002,
A.16-09-005, A.15-05-002, A.14-12-016, A.14-06-021,
R.11-02-019; A.11-11-002

Service of the OII does not confer party status or place a person who has received such service on the Official Service List for this proceeding.

F. Subscription Service

Persons may monitor the proceeding by subscribing to receive electronic copies of documents in this proceeding that are published on the Commission's website. There is no need to be on the official service list in order to use the subscription service. Instructions for enrolling in the subscription service are available on the Commission's website.

VI. CONFIDENTIALITY OF DISCOVERY, STAFF WORK PRODUCT, AND REPORTS UNTIL ISSUANCE OF CONSULTANT'S REPORT AND ORDER AUTHORIZING APPROPRIATE DISTRIBUTION

Fundamentally, the public has the constitutional right to scrutinize Commission business,¹⁹ which is undertaken on behalf of the public. In that vein, the Commission has the discretion to disclose investigation records under Section 583 of the Public Utilities Code.

We exercise our discretion here to limit public disclosure of documents during the initial phase of this proceeding, as SED conducts its investigation with the assistance of experts. We emphasize here that our determination is temporary only, until the investigation moves beyond this initial phase. The assigned Commissioner or assigned Administrative Law Judge shall have the discretion to make staff work product and reports public, subject to all appropriate protections.

Pursuant to Public Utilities Code Section 314(a), the Commission and its staff may seek information from SoCalGas at any time. Further, the Commission hereby confirms

¹⁹ See Cal. Const. Art. 1, § 3(b)(1).

that under Pub. Util. Code §§ 313, 314, 314.5, 315, 581, 582, 584, 701, 702, 771, 1794, and 1795, the Commission staff may obtain information from utilities and is already deemed to have the general investigatory authority of the Commission.

We do, however, place a moratorium on SoCalGas's and Sempra Energy's ability to conduct discovery on the Commission and its staff during this initial phase of the proceeding, to enable SED and the consultant to investigate and prepare its report on SoCalGas's safety culture and the questions raised in this Order without interference.

VII. PUBLIC ADVISOR

Any person or entity interested in participating in this investigation that is unfamiliar with the Commission's procedures should contact the Commission's Public Advisor's Office in San Francisco at (415) 703-2074, (866) 849-8390, or e-mail public.advisor@cpuc.ca.gov; or in Los Angeles at (213) 576-7055, (866) 849-8391, or e-mail public.advisor.la@cpuc.ca.gov. The TTY number is (866) 836-7825. Written communication may be sent to the Public Advisor, California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94102.

VIII. INTERVENOR COMPENSATION

A party that expects to request intervenor compensation for its participation in this proceeding shall file its notice of intent to claim intervenor compensation in accordance with Commission Rule 17.1.

Therefore, **IT IS ORDERED** that:

1. An investigation is instituted on the Commission's own motion to determine whether Southern California Gas Company's and Sempra Energy's organizational culture and governance prioritize safety and adequately direct resources and design accountability metrics and measures to achieve safety goals and standards. This investigation may determine whether changes should be made to Commission orders and conditions, or new orders and conditions imposed, to compel or promote an organizational culture and governance structure that prioritizes safety. No penalties are proposed in the initial phase of this investigation.

2. Southern California Gas Company and Sempra Energy are named as Respondents to this investigation.

3. During this phase of the investigation, the Safety and Enforcement Division will be serving as the primary advisory staff to the Commission.

4. Safety and Enforcement Division (SED) is directed to investigate Southern California Gas Company's and Sempra Energy's organizational culture, governance, policies, practices, and accountability metrics and answer the questions raised in this order. SED's investigation should be contained in a consultant's report, which should be provided to the assigned Commissioner and the assigned Administrative Law Judge, and as further directed by the assigned Commissioner.

5. The Commission staff may obtain any information from Southern California Gas Company that the Safety and Enforcement Division's staff and consultant(s) require to conduct its investigation and reporting.

6. The Commission imposes a moratorium on Southern California Gas Company and Sempra Energy on conducting discovery on the Commission and its staff as described in this Order.

7. Southern California Gas Company (SoCalGas) shall contract with a consultant selected by Safety Enforcement Division (SED). The consultant shall report to and act at the sole direction of SED. SoCalGas shall pay for the consultant's services.

8. Southern California Gas Company shall provide Safety Enforcement Division the draft contract for review prior to execution with the consultant.

9. The consultant(s) shall maintain the confidentiality of its assessment and report unless otherwise directed by SED, the assigned Commissioner, or the Commission.

10. This Order includes a preliminary scoping memo.

11. Pursuant to Rule 7.1(c) of the Commission's Rules of Practice and Procedure, the initial phase of this proceeding is categorized as quasi legislative.

12. The ex parte reporting requirements applicable to ratesetting proceedings of Article 8 shall apply to the initial phase of this proceeding, consistent with the discussion in this order.

13. The Executive Director shall cause a copy of this Order to be served electronically on the official service lists for Rulemaking (R.) 11-02-019, Investigation (I.) 17-02-002, Application (A.) 18-07-024, A.17-10-008, A.17-03-021, A.16-09-005, A.15-05-002, A.14-12-016, A. 14-06-021, and A.11-11-002.

14. The Executive Director shall cause a copy of this Order to be served by certified mail on the Respondent, Southern California Gas Company and Sempra Energy at:

Jeffrey W. Martin
Chairman and CEO
Sempra Energy
488 Eighth Ave.
San Diego, CA 92101

Maryam Brown
President
Southern California Gas Company
555 W. 5th Street
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Southern California Gas Company
555 W. 5th Street
Los Angeles, CA 90013

Dan Skopec
Vice President, Regulatory Affairs
Southern California Gas Company
8326 Century Park Court
San Diego, CA 92123

This order is effective today.

Dated _____, at San Francisco, California.



**Guidelines for Energy Project
Applications Requiring CEQA Compliance:
*Pre-filing and Proponent's Environmental Assessments***

November 2019

Version 1.0

Energy Division
Infrastructure Permitting and CEQA Unit
California Public Utilities Commission



Guidelines for Energy Project Applications Requiring CEQA Compliance:

Pre-filing and Proponent’s Environmental Assessments

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Foreword

November 12, 2019

To: Applicants Filing Proponent’s Environmental Assessments for Energy Infrastructure Projects at the California Public Utilities Commission (CPUC or Commission)

From: Merideth Sterkel (Program Manager, Infrastructure Planning and Permitting) and Mary Jo Borak and Lonn Maier, Supervisors, Infrastructure Permitting and California Environmental Quality Act, Energy Division, CPUC

Subject: Introducing revisions to the Pre-filing Guidelines for Energy Infrastructure Projects and a Unified and Updated Electric and Gas PEA Checklist

We are pleased to release a 2019 revision to the California Environmental Quality Act (CEQA) Proponent’s Environmental Assessments (PEA) Checklist. This substantially revised document is now entitled “Guidelines for Energy Project Applications Requiring CEQA Compliance: Pre-filing and Proponent’s Environmental Assessments” (Guidelines). Future updates to this document will be made as determined necessary. The CPUC’s Rules of Practice and Procedure Sections 2.4 provide that all applications to the CPUC for authority to undertake projects that are not statutorily or categorically exempt from CEQA requirements shall include an Applicant-prepared PEA.

Updates Overview

Prior versions of the Working Draft PEA Checklist were published in 2008 and 2012. For this 2019 update, extensive revisions were made to all sections based on our experience with the prior checklist versions. All electric and natural gas projects are now addressed in a single PEA Checklist, and the following updates were made:

- **CEQA Statute and Guidelines 2019 Updates:** The PEA Checklist is updated pursuant to the 2019 CEQA Statutes and Guidelines, including new energy and wildfire resource areas.
- **Pre-filing Consultation Guidelines:** Pre-filing guidelines are now provided since the pre-filing and PEA development processes are intertwined.
- **Unified PEA Checklist for Energy Projects:** All electric and natural gas projects are now addressed in a single PEA Checklist.
- **Additional CEQA Impact Questions:** Questions are included for the following PEA Checklist sections: 5.4, Biological Resources; 5.6, Energy; 5.9, Hazards, Hazardous Materials, and Public Safety; 5.16, Recreation; 5.17, Transportation; and 5.19, Utilities and Service Systems.
- **CPUC Draft Environmental Measures:** Draft measures are provided in PEA Checklist Attachment 4 for Aesthetics, Air Quality, Cultural Resources, Greenhouse Gas Emissions, Utilities and Service Systems and Wildfire.

Purpose of the Guidelines Document

The purpose and objective of the PEA Checklist included within this Guidelines document has not changed, which is to provide project Proponents (Applicants) with detailed guidance about information our CEQA Unit Staff expect in sufficient PEAs. The document details the information Applicants must provide the CPUC to complete environmental reviews that satisfy CEQA requirements. Specifically, the Pre-filing Consultation Guidelines and PEA Checklist, together, are intended to achieve the following objectives:

1. Provide useful guidance to Applicants, CPUC staff, and outside consultants regarding the type and detail of information needed to quickly and efficiently deem an application complete;

2. Ensure PEAs provide reviewers with a detailed project description and associated information sufficient to deem an application complete, avoid lengthy review periods and numerous data requests for the purpose of augmenting a PEA, and avoid unnecessary PEA production costs;
3. Increase the level of consistency between PEAs submitted and provide for more consistent review by CPUC CEQA Unit Staff and outside consultants; and
4. Promote transparency and reduce the potential for conflicts between utility and CPUC Staff about the types, scope, and thoroughness of data expected for data adequacy purposes.

The Guidelines document provides detailed instructions to Applicants for use during the Pre-filing process and PEA development. The document is intended to fully inform Applicants and focus the role of outside consultants, thus, enabling Applicants to submit more complete, useful, and immediately data-adequate PEAs.

Benefits of High Quality and Complete PEAs

CPUC CEQA Unit Staff seek to complete the environmental review process required under CEQA as quickly and efficiently as possible. Table 1 shows the average duration in months of CPUC applications that require CEQA documents. While there are tensions between speed and quality in all project management, the achievement of expeditious environmental reviews can result in lower project costs to ratepayers. Our staff have reviewed the timelines for 108 past CPUC applications that required review pursuant to CEQA and determined that the average length of time from application filing to PEA deemed complete is four months, regardless of the type of CEQA document. The goal for our agency is to deem PEAs complete within 30 days. The faster PEAs are deemed complete, the sooner staff can prepare the CEQA document. With each delay to PEA completeness, the fundamental project purpose and need and baseline circumstances may shift, requiring refreshing of the data. The Guidelines document will improve the initial accuracy of PEAs and reduce the time required to deem PEAs complete. Once an application is formally filed, the Applicant will receive a notification letter from CPUC CEQA Unit Staff when the PEA is deemed complete.

Table 1. Average Duration in Months of CPUC Applications that Require CEQA Documents (1996–2019)

	I: Application Filed to PEA Deemed Complete	II: PEA Deemed Complete to Draft Environmental Document Circulated	III: Draft Environmental Document to Final Released	IV: Final Released to Proposed Decision	V: Proposed Decision to Final Decision (with Certification of CEQA Document)	I-V: Overall Duration ⁽¹⁾
Environmental Impact Report (EIR; n=49)	5	13	7	5	2	29
Initial Study/ Mitigated Negative Declaration (IS/MND; n=56)	4	8	3	4	1	19
All Document Types (n=108)	4	8	4	5	2	23
Range: All Document Types	1-9	5-18	2-10	1-7	1-2	12-38

Note:

(1) The overall duration is not a sum of the average durations for each step. The overall duration was calculated using “n,” the number of applications with data available for the date of application filing and final decision date. Not all projects had data available for each step. The data include several instances where the CEQA document was developed in conjunction with a NEPA document, e.g., an EIR/Environmental Impact Statement or IS/MND/Environmental Assessment/Finding of No Significant Impact was prepared instead of an EIR or MND, respectively. The above data is not inclusive of projects that had averages and ranges that are statistically abnormal.

Lessons Learned about the PEA Process

In the past, Applicants have filed PEAs using the checklist to ensure the correct information was provided but have not followed the format and organization of the PEA checklist and sometimes chose not to engage in Pre-filing activities with our staff. To achieve the objectives and benefits listed above, Applicants will file all future PEAs in the same organizational format as the updated checklist and adhere to the Pre-filing Consultation Guidelines in coordination with CPUC CEQA Unit Staff.

The Guidelines document describes the level effort required for the assessments necessary to not only finalize a CEQA document but ensure its legal defensibility. While final design and survey information is preferred, the PEA may incorporate preliminary design and survey data as appropriate and in consultation with CEQA Unit Staff during Pre-filing. We recognize that projects are fact specific, and deviations from the Pre-filing Consultation Guidelines and PEA Checklist are inevitable but providing concise and accurate information as soon as possible is paramount. Any deviations from these Guidelines must include clear justification and should be discussed and submitted during the Pre-filing Consultation process to avoid subsequent delays.

The PEA Checklist is written with the assumption that an Environmental Impact Report will be prepared, however, a Mitigated Negative Declaration or other form of CEQA document (e.g., exemption) may be appropriate. This determination, however, must be made in consultation with CPUC CEQA Unit Staff during Pre-filing and prior to submittal of the Draft PEA.

Future Modifications and Improvements

Like the predecessor PEA checklists, this is a working document that will be modified over time based on experience and changes to the CEQA Statute and Guidelines. To meet the above stated objectives and maintain consistency with CEQA. We expect Applicants, their consultants, CPUC consultants, and the CPUC to engage in a regular and ongoing dialogue about specific improvements to the CEQA process overall, and these Guidelines in particular.

We look forward to working with Applicants during the Pre-filing Consultation process to ensure that the level of effort that goes into preparing PEAs can be effectively and efficiently transferred into the CEQA document prepared by CPUC Staff and consultants. Applicants are invited to debrief with our staff about the efficacy of these Guidelines.

Merideth Sterkel

/s/

Program Manager, Infrastructure Planning and Permitting
California Public Utilities Commission

Mary Jo Borak

/s/

Supervisor, Infrastructure Permitting and CEQA Unit
California Public Utilities Commission

Lonn Maier

/s/

Supervisor, Infrastructure Permitting and CEQA Unit
California Public Utilities Commission

Pre-Filing Consultation Guidelines

The following Pre-filing Consultation Guidelines apply to all PEAs filed with applications to the CPUC and outline a process for Applicants to engage with CPUC CEQA Unit Staff about upcoming projects that will require environmental review pursuant to CEQA. The CPUC is typically the Lead Agency for large projects by investor-owned gas and electric utilities. The CPUC's CEQA Unit Staff are experienced with developing robust CEQA documents for long, linear energy projects. The PEA Checklist, starting in the next section, is based upon that experience.

Pre-filing Consultation Process

During Pre-filing Consultation, Applicants and CPUC Staff meet to discuss the upcoming application. Successful projects will commence Pre-filing Consultation no less than six months prior to application filing at the CPUC. When the application is formally filed at the CPUC, the Application and the PEA are submitted to the CPUC Docket Office.

1. Meetings with CPUC Staff

To initiate Pre-filing Consultation, Applicants will request and attend a meeting with CPUC CEQA Unit Staff at least six months prior to application filing.

- a. Applicants can request a Pre-Filing Consultation meeting via email or letter. Initial contact via telephone may occur, but staff request written documentation of Pre-filing Consultation commencement.
- b. For the initial meeting, Applicants will provide staff with a summary of the proposed project including maps and basic GIS data at least one week prior to the meeting.
- c. Applicants will receive initial feedback on the scope of the proposed project and PEA. Staff will work with Applicants to establish a schedule for subsequent Pre-filing meetings and milestones.

2. Consultant Resources

CPUC CEQA Unit Staff will initiate the consultant contract immediately following the initial Pre-filing Consultation meeting. CPUC's consultant contract resources will be executed prior to Applicant filing of the Draft PEA. The consultant contract is critical to the Pre-filing Consultation process. Applicants are encouraged to request updates about the status of the contract. The CPUC may use its on-call consulting resources contract for these purposes. If CEQA Unit Staff determine that their on-call consulting resources are not appropriate due to the anticipated project scope, staff may initiate a request for proposals process to engage consulting resources, and the resulting contracting process will be completed and consultant contract in place prior to Draft PEA filing.

3. Draft PEA Provided Prior to PEA Filing

A complete Draft PEA will be filed at least three months prior to application filing. CPUC CEQA Unit Staff and the CPUC consultant team will review and provide comments on the Draft PEA to the Applicant early in the three-month period to allow time for Applicant revisions to the PEA.

4. Project Site Visits

One or more site visits will be scheduled with CPUC CEQA Unit Staff and their consultant at the time of Draft PEA filing (or prior). Appropriate federal, state, and local agencies will also be engaged at this time.

5. Consultation with Public Agencies

The Applicant and CPUC CEQA Unit Staff will jointly reach out and conduct consultation meetings with public agencies and other interested parties in the project area. CPUC CEQA Unit Staff may also choose to conduct separate consultation meetings if needed.

If a federal agency will be a co-lead pursuant to the National Environmental Policy Act and coordinating with the CPUC during the environmental review process, the Applicant and CPUC CEQA Unit Staff will ensure that the agency has the opportunity to comment on the Draft PEA and participate jointly with the CPUC throughout the application review process. Applicant and Commission CEQA Unit Staff coordination with the federal agency (if applicable) will likely need to occur more than six months in advance of application filing.

6. Alternatives Development

PEAs will be drafted with the assumption that an Environmental Impact Report (EIR) will be prepared. Applicants will include a reasonable range of alternatives in the PEA (even though a Mitigated Negative Declaration [MND] may ultimately be prepared), including sufficient information about each alternative. In some situations, CPUC CEQA Unit Staff and project Applicants may agree during Pre-filing Consultation that an MND is likely and a reasonable range of alternatives is not required for the PEA. This determination, however, must be made in consultation with CEQA Unit Staff during Pre-filing and is not final. The type of document to be prepared may change based on public scoping results and other findings during the environmental review process.

CEQA Unit Staff will provide feedback on the range of alternatives prior to Draft PEA filing (if possible) based on their review of the Draft PEA. It is critical that Applicants receive feedback from CEQA Unit Staff about the range of alternatives prior to filing the PEA. Applicants will ensure that each alternative is described and evaluated in the PEA with an equal level of detail as the proposed project unless otherwise instructed in writing by CEQA Unit Staff.

7. Format of PEA Submittal

Each PEA submittal will include the completed PEA Checklist tables. Each PEA submittal will be formatted and organized as shown in the Example PEA Table of Contents provided in the PEA Checklist unless otherwise directed by CPUC CEQA Unit Staff in writing prior to application filing. The example PEA Table of Contents is modeled after typical CPUC EIRs.

8. Transmission and Distribution System Information

A key component of CEQA projects analyzed during CPUC environmental reviews is the context of the project within the larger transmission and distribution system. Detailed descriptions of the regional transmission system, including GIS data, to which the proposed project would interconnect are required. The required level of detail about interconnecting systems is project specific and will be specified by CEQA Unit Staff in writing during Pre-filing Consultation. Detailed distribution system information may also be required.

9. Data and Technical Adequacy

Applicants will focus PEA development efforts on providing thorough, up-to-date data and technical reports required for CPUC CEQA Unit Staff to complete the environmental document and alternatives analysis.

The Applicant-drafted PEA Executive Summary, Introduction, Project Description, Description of Alternatives, and other chapters typically found in past CPUC EIRs and Initial Study/MNDs will be *thorough*—emulate the level of detail provided in typical CPUC EIRs. The setting sections provided for

PEA Chapter 5, Environmental Analysis, will also be thorough. Applicants will ensure that the PEA text, graphics, and file formats can be efficiently converted into CPUC's CEQA document with minimal revision, reformatting, and redevelopment by CPUC Staff and consultants.

The impact analyses and determinations provided for Chapter 5, Environmental Analysis, and Chapter 6, Comparison of Alternatives, need not be as thorough as those to be prepared by the CPUC for its CEQA document. These two sections are expected to be revised and redeveloped by CPUC Staff and consultants. Other sections of the CEQA document will only be revised and redeveloped by CPUC Staff and consultants if determined to be necessary after PEA filing.

10. Applicant Proposed Measures

The Pre-filing Consultation process can support the development Applicant Proposed Measures (APMs); measures that Applicants incorporate into the PEA project description to avoid or reduce what otherwise may be considered significant impacts. APMs that use phrases, such as, "as practicable," "as needed," or other conditional language will be superseded by Mitigation Measures if required to avoid or reduce a potentially significant impact. CPUC CEQA Unit Staff and their consultant team may review and provide comments on the Draft PEA APMs during Pre-filing Consultation.

Applicants will carefully consider each CPUC Draft Environmental Measure identified in Chapter 5 of this PEA Checklist. The measures may be applied to the proposed project if appropriate and may be subject to modification by the CPUC during its environmental review.¹

11. PEA Checklist Deviations

CPUC CEQA Unit Staff understand that the PEA Checklist requires Applicants to develop a significant quantity of information. There are times when it is appropriate to deviate from the PEA Checklist. Deviations to the Pre-Filing Consultation Guidelines or the PEA Checklist contents may be approved by the CPUC's CEQA Unit Staff. Staff approval will be in writing and will occur prior to Applicant filing of the Draft PEA. Note that any deviations approved in writing by staff during the Pre-filing period may be reversed or modified after application and PEA filing and at any time throughout the environmental review period at the discretion of CPUC CEQA Unit Staff.

12. Submittal of Confidential Information

CPUC Staff are available during Pre-filing Consultation to discuss concerns that Applicants may have about confidentiality. However, the CEQA process requires public disclosure about projects, and such disclosure can often appear to conflict with Applicant requests for confidentiality. CPUC CEQA Unit Staff will rely on CPUC adopted confidentiality procedures to resolve confidentiality concerns. Applicants that expect aspects of a PEA filing to be confidential must follow CPUC confidentiality procedures. Applicants may mark information as confidential if allowed pursuant to General Order 66 or latest applicable Commission rule (e.g., see Public Records Act Proceeding Rulemaking (R.14-11-001)).

13. Additional CEQA Impact Questions

Additional CEQA Impact Questions that are specific to the types of projects evaluated by the Commission's CEQA Unit are identified in the PEA Checklist to be considered in addition to the checklist items in CEQA Guidelines Appendix G.

The next section of this Guidelines document provides the PEA Checklist for all energy project applications that require CEQA compliance.

¹ At this time, the CPUC environmental measures are in draft format, see PEA Checklist Attachment 4. They may be formally incorporated into Chapter 5 of future versions of the PEA Checklist.

Proponent's Environmental Assessment (PEA) Checklist

The PEA Checklist provides project Applicants (e.g., projects involving electric transmission lines, electric substations or switching stations, natural gas transmission pipelines, and underground natural gas storage facilities) with detailed guidance regarding the level of detail CPUC CEQA Unit Staff expect to deem PEAs complete. Applicants will prepare their PEAs using the same section headers and numbering as provided in the PEA Checklist. Applicants will also provide supporting data that is specific to each item within the PEA Checklist. As noted in the Pre-Filing Consultation Guidelines, the PEA Checklist is written with the assumption that an EIR will be prepared. PEA contents may not need to support the development of an EIR, but this determination can only be made in consultation with CPUC CEQA Unit Staff as described in the Pre-Filing Consultation Guidelines.

Formatting and Basic PEA Data Needs, Including GIS Data

1. Provide **editable and fully functional source files** in electronic format for all PDF files, hardcopies, maps, images, and diagrams. Files will be provided in their original file format as well as the output file format. All Excel and other spreadsheet files or modeling files will include all underlying formulas/modeling details. All modeling files must be fully functional.
2. Details about the types of **GIS data and maps** to be submitted are provided in Attachment 1. GIS data not specified in this checklist may also be requested depending on the Proposed Project and alternatives.
3. The Applicant is responsible for ensuring that all project features, including project components and temporary and permanent work areas, are included within all **survey boundaries** (e.g., biological and cultural resources).
4. Excel spreadsheets with **emissions calculations** will be provided that are complete with all project assumptions, values, and formulas used to prepare emissions calculations in the PEA. Accompanying PDF files with the same information will be provided as Appendix B to the PEA (see List of Appendices below).
5. Applicants will provide in an Excel spreadsheet a comprehensive **mailing list** that includes the names and addresses of all affected landowners and residents, including unit numbers for multi-unit properties for both the proposed project and alternatives.
 - a. An affected resident or landowner is defined as one whose place of residence or property is:
 - i. Crossed by or abuts any component of the proposed project or an alternative including any permanent or temporary disturbance area (either above or below ground) and any extra work area (e.g., staging or parking area); or
 - ii. Located within approximately 1,000 feet² of the edge of any construction work area.
 - b. Include in the following information for each resident in a spreadsheet, at minimum: parcel APN number, owner name and mailing address, and parcel physical address. If individual occupant names, facility names, or business names are available, also provide these names and addresses in the spreadsheet. A sample mailing list format is provided in Table 2.

² Notice to all property owners within 300 feet of a Proposed Project is required at the time of application filing under GO 131-D. Commission notices of CEQA document preparation may be mailed to residents and property owners greater than 300 feet from a Proposed Project to ensure adequate notification (e.g., 1,000 feet) and the extent of notification will be determined on a project specific basis. Appropriate notice expectations will be discussed during Pre-filing (e.g., with respect to visual impact areas and other types of impacts specific to the Proposed Project and its study area).

Table 2. Sample Project Mailing List

Category	Company/ Agency	Name	Mailing Address	Phone Number	Email	APN	Source
State Agency	California Resources Agency	John Doe	1234 California Street City, CA 98765	(333) 456-7899	johndoe@email.com	123-456-789	County Assessor
Individual	n/a	Jane Doe	222 Main Street City, CA 97531	(909) 876-5432	janedoe@email.com	101-202-303	Public meeting on Month, Day 2019

6. **PEA Organization:** This PEA Checklist is organized to include each of the chapters and sections found in typical CPUC EIRs. The following sections will serve as the outline for all Draft PEAs submitted during Pre-filing and all PEAs filed with the CPUC Docket Office. PEAs will include each chapter and section identified (in matching numerical order) unless otherwise directed by CPUC CEQA Unit Staff in writing prior to filing.

Cover

A single sheet with the following information:	Applicant Notes, Comments
Title "Proponent's Environmental Assessment" and filing date	
Proponent Name (the Applicant)	
Name of the proposed project ³	
Technical subheading summarizing the type of project and its major components, in one sentence or about 40 words, for example: A new 1,120 MVA, 500/115kV substation, 10 miles of new singled-circuit 500kV transmission lines, 25 miles of new and replaced double-circuit 115kV power lines, and upgrades at three existing substations are proposed.	
Location of the proposed project (all counties and municipalities or map figure for the cover that shows the areas crossed)	
Proceeding for which the PEA was prepared and CPUC Docket number (if known) or simply leave a blank where the Docket number would go	
Primary Contact's name, address, telephone number, and email address for both the project Applicant(s) and entities that prepared the PEA	
See example PEA cover in Figure 1.	

³ If approved by the California Independent System Operator (CAISO), the project name listed will match the name specified in the CAISO approval. If multiple names apply, list all versions.

Figure 1. Example PEA Cover



Proponent's Environmental Assessment for California Utility Company's Evergreen Electric Substation and Transmission Line Project

May 1, 2019 (PEA filing date)

A new 230 kV substation, 10 miles of new single-circuit 230kV transmission lines, and upgrades at two existing substations are proposed.

The Proposed Project would be located primarily in __ County but would also cross __ and __ counties and areas within the City of __.

Application A.19-05-01 to the California Public Utilities Commission

*Prepared by California Environmental
Consulting
1234 Avenue
City, CA Zip Code
Primary Contact's Name
Position
Phone Number
Email*

*Prepared for California Utility Company
1234 Avenue
City, CA Zip Code
Primary Contact's Name
Position
Phone Number
Email*

Table of Contents

Sections

Order	The format of the PEA will be organized as follows:	Applicant Notes, Comments
--	Cover	
--	Table of Contents, List of Tables, List of Figures, List of Appendices	
1	Executive Summary	
2	Introduction	
3	Proposed Project Description	
4	Description of Alternatives	
5	Environmental Analysis	
5.1	Aesthetics	
5.2	Agriculture and Forestry	
5.3	Air Quality	
5.4	Biological Resources	
5.5	Cultural Resources	
5.6	Energy	
5.7	Geology, Soils, and Paleontological Resources	
5.8	Greenhouse Gas Emissions	
5.9	Hazards, Hazardous Materials, and Public Safety	
5.10	Hydrology and Water Quality	
5.11	Land Use and Planning	
5.12	Mineral Resources	
5.13	Noise	
5.14	Population and Housing	
5.15	Public Services	
5.16	Recreation	
5.17	Transportation	
5.18	Tribal Cultural Resources	
5.19	Utilities and Service Systems	
5.20	Wildfire	
5.21	Mandatory Findings of Significance	
6	Comparison of Alternatives	

7	Cumulative Impacts and Other CEQA Considerations	
8	List of Preparers	
9	References ⁴	
--	Appendices	

Required PEA Appendices and Supporting Materials

Order	Title	Applicant Notes, Comments
Appendix A	Detailed Maps and Design Drawings	
Appendix B	Emissions Calculations	
Appendix C	Biological Resources Technical Reports (see Attachment 2)	
Appendix D	Cultural Resources Studies (see Attachment 3)	
Appendix E	Detailed Tribal Consultation Report ⁵	
Appendix F	Environmental Data Resources Report, Phase I Environmental Site Assessment, or similar hazardous materials report	
Appendix G	Agency Consultation and Public Outreach Report and Records of Correspondence	
Appendix H	Construction Fire Prevention Plan ⁶	

Potentially Required⁷ Appendices and Supporting Materials

Order	Title	Applicant Notes, Comments
Appendix I	Noise Technical Studies	
Appendix J	Traffic Studies	
Appendix K	Geotechnical Investigations (may preliminary at time of PEA filing)	
Appendix L	Hazardous Substance Control and Emergency Response Plan / Hazardous Waste and Spill Prevention Plan	

⁴ References will be organized by section but contained in a single chapter called, "References."

⁵ Include summary and timing of all correspondence to and from any Tribes and the State Historic Preservation Office/Native American Heritage Commission, including Sacred Lands File search results, and full description of any issues identified by Tribes in their interactions with the Applicant.

⁶ The Construction Fire Prevention Plan will be provided to federal, state, and local fire agencies for review and comment as applicable to where components of the proposed project would be located. CPUC will approve the final Construction Fire Prevention Plan. Record of the request for review and comment and any comments received from these agencies will be provided to CPUC CEQA Unit Staff.

⁷ Anticipated Appendix and study requirements should be discussed with CPUC CEQA Unit Staff during Pre-filing.

Appendix M	Erosion and Sedimentation Control Best Management Practice Plan / Draft Storm Water Pollution Prevention Plan (may be preliminary at time of PEA filing)	
Appendix N	FAA Notice and Criteria Tool Results	
Appendix O	Revegetation or Site Restoration Plan	
Appendix P	Health and Safety Plan	
Appendix Q	Existing Easements ⁸	
Appendix R	Blasting Plan (may be preliminary at time of PEA filing)	
Appendix S	Traffic Control/Management Plan (may be preliminary at time of PEA filing)	
Appendix T	Worker Environmental Awareness Program (may preliminary at time of PEA filing)	
Appendix U	Helicopter Use and Safety Plan (may be preliminary at time of PEA filing)	
Appendix V	Electric and Magnetic Fields Management Plan (may be part of the Application rather than the PEA)	

⁸ Easements should be provided military lands, conservation easements, or other lands where the real estate agreement specifies the range of activities that can be conducted

1 Executive Summary

This section will include, but is not limited to, the following:	PEA Section and Page Number ⁹	Applicant Notes, Comments
1.1: Proposed Project Summary. Provide a summary of the proposed project and its underlying purpose and basic objectives.		
1.2: Land Ownership and Right-of-Way Requirements. Provide a summary of the existing and proposed land ownership and rights-of-way for the proposed project.		
1.3: Areas of Controversy. Identify areas of anticipated controversy and public concern regarding the project.		
1.4: Summary of Impacts <ul style="list-style-type: none"> a) Identify all impacts expected by the Applicant to be potentially significant. Identify and discuss Applicant Proposed Measures here and provide a reference to the full listing of Applicant Proposed Measures provided in the table described in Section 3.11 of this PEA Checklist. b) Identify any significant and unavoidable impacts that may occur. 		
1.5: Summary of Alternatives. Summarize alternatives that were considered by the Applicant and the process and criteria that were used to select the proposed project.		
1.6: Pre-filing Consultation and Public Outreach Summary. Briefly summarize Pre-filing consultation and public outreach efforts that occurred and identify any significant outcomes that were incorporated into the proposed project.		
1.7: Conclusions. Provide a summary of the major PEA conclusions.		
1.8: Remaining Issues. Describe any major issues that must still be resolved.		

⁹ The *PEA Section and Page Number* column and *Applicant Notes, Comments* column are intended to be filled out and provided with PEA submittals. The PEA Checklist is provided in Word to all Applicants to allow column resizing as appropriate to reduce PEA checklist length when completed for submittal. Landscape formatting may also be appropriate for completed PEA Checklist tables.

2 Introduction

2.1 Project Background

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>2.1.1: Purpose and Need</p> <ul style="list-style-type: none"> a) Explain why the proposed project is needed. b) Describe localities the proposed project would serve and how the project would fit into the local and regional utility system. c) If the proposed project was identified by the California Independent System Operator (CAISO), thoroughly describe the CAISO's consideration of the proposed project and provide the following information: <ul style="list-style-type: none"> i. Include references to all CAISO Transmission Planning Processes that considered the proposed project. ii. Explain if the proposed project is considered an economic, reliability, or policy-driven project or a combination thereof. iii. Identify whether and how the Participating Transmission Owner recommended the project in response to a CAISO identified need, if applicable. iv. Identify if the CAISO approved the original scope of the project or an alternative and the rationale for their approval either for the original scope or an alternative. v. Identify how and whether the proposed project would exceed, combine, or modify in any way the CAISO identified project need. vi. If the Applicant was selected as part of a competitive bid process, identify the factors that contributed to the selection and CAISO's requirements for in-service date. d) If the project was not considered by the CAISO, explain why. 		
<p>(Natural Gas Storage Only)</p> <ul style="list-style-type: none"> e) Provide storage capacity or storage capacity increase in billion cubic feet. If the project does not increase capacity, make this statement. f) Describe how existing storage facilities will work in conjunction with the proposed project. Describe the purchasing process (injection, etc.) and transportation arrangements this facility will have with its customers. 		
<p>2.1.2: Project Objectives</p> <ul style="list-style-type: none"> a) Identify and describe the basic project objectives.¹⁰ The objectives will include reasons for constructing the project based on its 		

¹⁰ Tangential project goals should not be included as basic project objectives, such as, minimizing environmental impacts, using existing ROWs and disturbed land to the maximum extent feasible, ensuring safety during construction and operation, building on property already controlled by the Applicant/existing site control. Goals of this type do not describe the underlying purpose or basic objectives but, rather, are good general practices for all projects.

<p>purpose and need (i.e., address a specific reliability issue). The description of the project objectives will be sufficiently detailed to permit CPUC to independently evaluate the project need and benefits to accurately consider them in light of the potential environmental impacts. The basic project objectives will be used to guide the alternatives screening process, when applicable.</p> <p>b) Explain how implementing the project will achieve the basic project objectives and underlying purpose and need.</p> <p>c) Discuss the reasons why attainment of each basic objective is necessary or desirable.</p>		
<p>2.1.3: Project Applicant(s). Identify the project Applicant(s) and ownership of each component of the proposed project. Describe each Applicant’s utility services and their local and regional service territories.</p>		

2.2 Pre-filing Consultation and Public Outreach¹¹

<p>This section will include, but is not limited to, the following:</p>	<p>PEA Section and Page Number</p>	<p>Applicant Notes, Comments</p>
<p>2.2.1: Pre-filing Consultation and Public Outreach</p> <p>a) Describe all Pre-filing consultation and public outreach that occurred, such as, but not limited to:</p> <ul style="list-style-type: none"> i. CAISO ii. Public agencies with jurisdiction over project areas or resources that may occur in the project area iii. Native American tribes affiliated with the project area iv. Private landowners and homeowner associations v. Developers for large housing or commercial projects near the project area vi. Other utility owners and operators vii. Federal, state, and local fire management agencies <p>b) Provide meeting dates, attendees, and discussion summaries, including any preliminary concerns and how they were addressed and any project alternatives that were suggested.</p> <p>c) Clearly identify any significant outcomes of consultation that were incorporated into the proposed project.</p> <p>d) Clearly identify any developments that could coincide or conflict with project activities (i.e., developments within or adjacent to a proposed ROW).</p>		
<p>2.2.2: Records of Consultation and Public Outreach. Provide contact information, notification materials, meeting dates and materials, meeting notes, and records of communication organized by entity as an Appendix to the PEA (Appendix G).</p>		

¹¹ CPUC CEQA Unit Staff request that consultation and public outreach that occurs during the Pre-filing period and throughout environmental review include the assigned CPUC Staff person and CPUC consultant.

2.3 Environmental Review Process

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
2.3.1: Environmental Review Process. Provide a summary of the anticipated environmental review process and schedule.		
2.3.2: CEQA Review a) Explain why CPUC is the appropriate CEQA Lead agency. b) Identify other state agencies and any federal agencies that may have discretionary permitting authority over any aspect of the proposed project. c) Identify all potential involvement by federal, state, and local agencies not expected to have discretionary permitting authority (i.e., ministerial actions). d) Summarize the results of any preliminary outreach with these agencies as well as future plans for outreach.		
2.3.3: NEPA Review (if applicable). If review according to the National Environmental Policy Act (NEPA) is expected, explain the portions of the project that will require the NEPA review process. Discuss which agency is anticipated to be the NEPA Lead agency if discretionary approval by more than one federal agency is required.		
2.3.4: Pre-filing CEQA and NEPA Coordination. Describe the results of Pre-filing coordination with CEQA and NEPA review agencies (refer to CPUC’s Pre-Filing Consultation Guidelines). Identify major outcomes of the Pre-filing coordination process and how the information was incorporated into the PEA, including suggestions on the type of environmental documents and joint or separate processes based on discussions with agency staff.		

2.4 Document Organization

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
2.4: PEA Organization. Summarize the contents of the PEA and provide an annotated list of its sections.		

3 Proposed Project Description¹²

3.1 Project Overview

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.1: Project Overview</p> <ul style="list-style-type: none"> a) Provide a concise summary of the proposed project and components in a few paragraphs. b) Described the geographical location of the proposed project (i.e., county, city, etc.). c) Provide an overview map of the proposed project location. 		

3.2 Existing and Proposed System

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.2.1: Existing System</p> <ul style="list-style-type: none"> a) Identify and describe the existing utility system that would be modified by the proposed project, including connected facilities to provide context. Include detailed information about substations, transmission lines, distribution lines, compressor stations, metering stations, valve stations, nearby renewable generation and energy storage facilities, telecommunications facilities, control systems, SCADA systems, etc. b) Provide information on users and the area served by the existing system features. c) Explain how the proposed project would fit into the existing local and regional systems. d) Provide a schematic diagram of the existing system features. e) Provide detailed maps and associated GIS data for existing facilities that would be modified by the proposed project. 		
<p>3.2.2: Proposed Project System</p> <ul style="list-style-type: none"> a) Describe the whole of the proposed project by component, including all new facilities and any modifications, upgrades, or expansions to existing facilities and any interrelated activities that are part of the whole of the action. b) Clearly identify system features that would be added, modified, removed, disconnected and left in place, etc. c) Identify the expected capacities of the proposed facilities, highlighting any changes from the existing system. If the project would not change existing capacities, make this statement. For electrical projects, provide the anticipated capacity increase in amps or megawatts or in the typical units for the types of facilities proposed. For gas projects, provide the total volume of gas to be 		

¹² Applicant review of the Administrative Draft Project Description or sections of the Administrative Draft Project Description prepared for the CEQA document may be requested by CPUC CEQA Unit Staff to ensure technical accuracy.

<p>delivered by the proposed facilities, anticipated system capacity increase (typically in million cubic feet per day), expected customers, delivery points and corresponding volumes, and the anticipated maximum allowable operating pressure(s).</p> <p>d) Describe the initial buildout and eventual full buildout of the proposed project facilities. For example, if an electrical substation or gas compressor station would be installed to accommodate additional demand in the future, then include the designs for both the initial construction based on current demand and the design for all infrastructure that could ultimately be installed within the planned footprint of an electric substation or compressor station.</p> <p>e) Explain whether the electric line or gas pipeline will create a second system tie or loop for reliability.</p> <p>f) Provide information on users and the area served by the proposed system features, highlighting any differences from the existing system.</p> <p>g) Provide a schematic diagram of the proposed system features.</p> <p>h) Provide detailed maps and associated GIS data for proposed facilities that would be installed, modified, or relocated by the proposed project.</p>		
<p>3.2.3: System Reliability. Explain whether the electric line or gas pipeline will create a second system tie or loop for reliability. Clearly explain and show how the proposed project relates to and supports the existing utility systems.</p>		
<p>3.2.4: Planning Area. Describe the system planning area served or to be served by the project. Clearly define the Applicant’s term for the planning area (e.g., Electrical Needs Area or Distribution Planning Area).</p>		

3.3 Project Components

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
Required for all Project Types		
3.3.1: Preliminary Design and Engineering		
<p>a) Provide preliminary design and engineering information for all above-ground and below-ground facilities for the proposed project. The approximate locations, maximum dimensions of facilities, and limits of areas that would be needed to construction and operate the facilities should be clearly defined.¹³</p> <p>b) Provide preliminary design drawings for project features and explain the level of completeness (i.e., percentage).</p> <p>c) Provide detailed project maps (approximately 1:3,000 scale) and associated GIS data of all facility locations and boundaries with attributes and spatial geometry that corresponds to information in the Project Description.</p>		

¹³ Refer to Attachment 1 for mapping and GIS data requirements for the project layout and design.

<p>3.3.2: Segments, Components, and Phases</p> <ul style="list-style-type: none"> a) Define all project segments, components, and phases for the proposed project. b) Provide the length/area of each segment or component, and the timing of each development phase. c) Provide an overview map showing each segment and provide associated GIS data (may be combined with other mapping efforts). 		
<p>3.3.3: Existing Facilities</p> <ul style="list-style-type: none"> a) Identify the types of existing facilities that would be removed or modified by the proposed project (i.e., conductor/cable, poles/towers, substations, switching stations, gas storage facilities, gas pipelines, service buildings, communication systems, etc.). b) Describe the existing facilities by project segment and/or component, and provide information regarding existing dimensions, areas/footprints, quantities, locations, spans, etc. c) Distinguish between above-ground and below-ground facilities and provide both depth and height ranges for each type of facility. For poles/towers, provide the installation method (i.e., foundation type or direct bury), and maximum above-ground heights and below-ground depths. d) Explain what would happen to the existing facilities. Would they be replaced, completely removed, modified, or abandoned? Explain why. e) Identify the names, types, materials, and capacity/volumes ranges (i.e., minimum and maximum) of existing facilities that would be installed or modified by the proposed project. f) Provide diagrams with dimensions representing existing facilities to provide context on how the proposed facilities would be different. g) Briefly describe the surface colors, textures, light reflectivity, and any lighting of existing facilities. 		
<p>3.3.4: Proposed Facilities</p> <ul style="list-style-type: none"> a) Identify the types of proposed facilities to be installed or modified by the proposed project (e.g., conductor/cable, poles/towers, substations, switching stations, gas storage facilities, gas pipelines, service buildings, communication systems). b) Describe the proposed facilities by project segment and/or component, and provide information regarding maximum dimensions, areas/footprints, quantities, locations, spans, etc. c) Distinguish between above-ground and below-ground facilities and provide both depth and height ranges for each type of facility. For poles/towers, provide the installation method (i.e., foundation type or direct bury), and maximum above-ground heights and below-ground depths. 		

<ul style="list-style-type: none"> d) Identify where facilities would be different (e.g., where unique or larger poles would be located, large guy supports or snub poles). e) Provide details about civil engineering requirements (i.e., permanent roads, foundations, pads, drainage systems, detention basins, spill containment, etc.). f) Distinguish between permanent facilities and any temporary facilities (i.e., poles, shoo-fly lines, mobile substations, mobile compressors, transformers, capacitors, switch racks, compressors, valves, driveways, and lighting). g) Identify the names, types, materials, and capacity/volumes ranges (i.e., minimum and maximum) of proposed facilities that would be installed or modified by the proposed project. h) Provide diagrams with dimensions representing existing facilities. i) Briefly describe the surface colors, textures, light reflectivity, and any lighting of proposed facilities. 		
<p>3.3.5: Other Potentially Required Facilities</p> <ul style="list-style-type: none"> a) Identify and describe in detail any other actions or facilities that may be required to complete the project. For example, consider the following questions: <ul style="list-style-type: none"> i. Could the project require the relocation (temporary or permanent), modification, or replacement of unconnected utilities or other types of infrastructure by the Applicant or any other entity? ii. Could the project require aviation lighting and/or marking? iii. Could the project require additional civil engineering requirements to address site conditions or slope stabilization issues, such as pads and retaining walls, etc.? b) Provide the location of each facility and a description of the facility. 		
<p>3.3.6: Future Expansions and Equipment Lifespans</p> <ul style="list-style-type: none"> a) Provide detailed information about the current and reasonably foreseeable plans for expansion and future phases of development. b) Provide the expected usable life of all facilities. c) Describe all reasonably foreseeable consequences of the proposed project (e.g., future ability to upgrade gas compressor station to match added pipeline capacity). 		
<p>Required for Certain Project Types</p>		
<p>3.3.7: Below-ground Conductor/Cable Installations (as Applicable)</p> <ul style="list-style-type: none"> a) Describe the type of line to be installed (e.g., single circuit cross-linked polyethylene-insulated solid-dielectric, copper-conductor cables). b) Describe the type of casing the cable would be installed in (e.g., concrete-encased duct bank system) and provide the dimensions of the casing. 		

<p>c) Describe the types of infrastructure would likely be installed within the duct bank (e.g., transmission, fiber optics, etc.).</p>		
<p>3.3.8: Electric Substations and Switching Stations (as Applicable)</p> <p>a) Provide the number of transformer banks that will be added at initial and full buildout of the substation. Identify the transformer voltage and number of each transformer type.</p> <p>b) Identify any gas insulated switchgear that will be installed within the substation.</p> <p>c) Describe any operation and maintenance facilities, telecommunications equipment, and SCADA equipment that would be installed within the substation.</p>		
<p>3.3.9: Gas Pipelines (as Applicable). For each segment:</p> <p>a) Identify pipe diameter, number and length of exposed sections, classes and types of pipe to be installed, pressure of pipe, and cathodic protection for each linear segment.</p> <p>b) Describe new and existing inspection facilities (e.g., pig launcher sites).</p> <p>c) Describe system cross ties and laterals/taps.</p> <p>d) Identify the spacing between each valve station.</p> <p>e) Describe the compressor station, if needed, for any new or existing pipeline.</p> <p>f) Describe all pipelines and interconnections with existing and proposed facilities:</p> <ul style="list-style-type: none"> i. Number of interconnections and locations and sizes; ii. All below-ground and above-ground installations; and iii. All remote facility locations for metering, telemetry, control. 		
<p>3.3.10: Gas Storage Facilities – Background and Resource Information (as Applicable)</p> <p>a) Provide detailed background information on the natural gas formation contributing to the existing or proposed natural gas facility, including the following:</p> <ul style="list-style-type: none"> i. Description of overlying stratigraphy, especially caps ii. Description of production, injection, and intervening strata iii. Types of rock iv. Description of types of rocks in formation, including permeability or fractures v. Thickness of strata <p>b) Provide a graphic and/or table showing formation thicknesses.</p> <p>c) Identify and describe any potential gas migration pathways, such as faults, permeable contacts, abandoned wells, underground water or other pipelines.</p> <p>d) Provide a summary and detailed cross-section diagrams of the geologic formations and structures of the oil/gas field or area.</p> <p>e) Provide the first well drilling and production history, abandonment procedures, inspections, etc.</p> <p>f) Describe production zones, including depth, types of formations, and characteristics of field/area.</p>		

<p>g) Describe the existing and proposed storage capacity and limiting factors, such as injection or withdrawal capacities.</p> <p>h) Describe existing simulation studies that were used to predict the reservoir pressure response under gas injection and withdrawal operations, and simulation studies for how the system would change as proposed. Provide the studies as a PEA Appendix.</p> <p>i) Provide the history of the oil/gas field or area.</p>		
<p>3.3.11: Gas Storage Facilities – Well-Head Sites (as Applicable). Describe the location, depth, size and completion information for all existing, abandoned, proposed production and injection, monitoring, and test wells.</p>		
<p>3.3.12: Gas Storage Facilities – Production and Injection (as Applicable)</p> <p>a) Provide the proposed storage capacity of production and injection wells.</p> <p>b) Provide production and injection pressures, depths, and rates.</p> <p>c) Provide production and injection cycles by day, week, and year.</p> <p>d) Describe existing and proposed withdrawal/production wells (i.e., size, depth, formations, etc.).</p> <p>e) Describe existing and proposed cushion gas requirements.</p> <p>f) Describe any cushion gas injection—formation the well is completed in (cushion gas formation), and injection information.</p>		
<p>3.3.13: Gas Storage Facilities – Electrical Energy (as Applicable). Describe all existing and proposed electric lines, telecommunications facilities, and other utilities/facilities (e.g., administrative offices, service buildings, and non-hazardous storage), and chemical storage associated with the proposed project.</p>		
<p>3.3.14: Telecommunication Lines (as Applicable)</p> <p>a) Identify the type of cable that is proposed and length in linear miles by segment.</p> <p>b) Identify any antenna and node facilities that are part of the project.</p> <p>c) For below-ground telecommunication lines, provide the depth of cable and type of conduit.</p> <p>d) For above-ground telecommunication lines, provide:</p> <ul style="list-style-type: none"> i. Types of poles that will be installed (if new poles are required) ii. Where existing poles will be used iii. Any additional infrastructure (e.g., guy wires) or pole changes required to support the additional cable on existing poles 		

3.4 Land Ownership, Rights-of-Way, and Easements

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.4.1: Land Ownership. Describe existing land ownership where each project component would be located. State whether the proposed</p>		

project would be located on property(ies) owned by the Applicant or if additional property would be required.		
<p>3.4.2: Existing Rights-of-Way or Easements</p> <p>a) Identify and describe existing rights-of-way (ROWs) or easements where project components would be located. Provide the approximately lengths and widths in each project area.</p> <p>b) Clearly state if project facilities would be replaced, modified, or relocated within existing ROWs or easements.</p>		
<p>3.4.3: New or Modified Rights-of-Way or Easements</p> <p>a) Describe new permanent or modified ROWs or easements that would be required. Provide the approximately lengths and widths in each project area.</p> <p>b) Describe how any new permanent or modified ROWs or easements would be acquired.</p> <p>c) Provide site plans identifying all properties/parcels and partial properties/parcels that may require acquisition and the anticipated ROWs or easements. Provide associated GIS data.</p> <p>d) Describe any development restrictions within new ROWs or easements, e.g., building clearances and height restrictions, etc.</p> <p>e) Describe any relocation or demolition of commercial or residential property/structures that may be necessary.</p>		
<p>3.4.4: Temporary Rights-of-Way or Easements</p> <p>f) Describe temporary ROWs or easements that would be required to access project areas, including ROWs or easements for temporary construction areas (i.e., staging areas or landing zones).</p> <p>g) Explain where temporary construction areas would be located with existing ROWs or easements for the project or otherwise available to the Applicant without a temporary ROW or easement.</p> <p>h) Describe how any temporary ROWs or easements would be acquired.</p>		

3.5 Construction

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
3.5.1 Construction Access (All Projects)		
<p>3.5.1.1: Existing Access Roads</p> <p>a) Provide the lengths, widths, ownership details (both public and private roads), and surface characteristics (i.e., paved, graveled, bare soil) of existing access roads that would be used during construction. Provide the area of existing roads that would be used (see example in Table 3 below).</p> <p>b) Describe any road modifications or stabilization that would be required prior to construction, including on the adjacent road</p>		

shoulders or slopes. Identify any roads that would be expanded and provide the proposed width increases. c) Describe any procedures to address incidental road damage cause by project activities following construction. d) Provide detailed maps and associated GIS data for all existing access roads.		
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Table 3. Access Roads

Type of Road	Description	Area Proposed Project
Existing Dirt Road	Typically double track. May have been graded previously. No other preparation required, although a few sections may need to be re-graded and crushed rock applied in very limited areas for traction.	_____ acres
New Permanent	Would be xx feet wide, bladed. No other preparation required although crushed rock may need to be applied in very limited areas for traction.	_____ acres
Overland Access	No preparation required. Typically grassy areas that are relatively flat. No restoration would be necessary.	_____ acres

<p>3.5.1.2: New Access Roads</p> a) Identify any new access roads that would be developed for project construction purposes, such as where any blading, grading, or gravel placement could occur to provide equipment access outside of a designated workspace. ¹⁴ b) Provide lengths, widths, and development methods for new access roads. c) Identify any temporary or permanent gates that would be installed. d) Clearly identify any roads that would be temporary and fully restored following construction. Otherwise it will be assumed the new access road is a permanent feature. e) Provide detailed maps and associated GIS data for all new access roads.		
<p>3.5.1.3: Overland Access Routes</p> a) Identify any overland access routes that would be used during construction, such as where vehicles and equipment would travel over existing vegetation and where blading, grading, or gravel placement would occur. b) Provide lengths and widths for new access roads. c) Provide detailed maps and associated GIS data for all overland access routes.		
<p>3.5.1.4: Watercourse Crossings</p> a) Identify all temporary watercourse crossings that would be required during construction. Provide specific methods and procedures for temporary watercourse crossings.		

¹⁴ Temporary roads that would not require these activities should be considered an overland route.

<ul style="list-style-type: none"> b) Describe any bridges or culverts that replacement or installation of would be required for construction access. c) Provide details about the location, design and construction methods. 		
<p>3.5.1.5: Helicopter Access. If helicopters would be used during construction:</p> <ul style="list-style-type: none"> a) Describe the types and quantities of helicopters that would be used during construction (e.g., light, medium, heavy, or sky crane), and a description of the activities that each helicopter would be used for. b) Identify areas for helicopter takeoff and landing. c) Describe helicopter refueling procedures and locations. d) Describe flight paths, payloads, and expected hours and durations of helicopter operation. e) Describe any safety procedures or requirements unique to helicopter operations, such as but not limited to obtaining a Congested Area Plan from the Federal Aviation Administration (FAA). 		
<p>3.5.2 Staging Areas (All Projects)</p>		
<p>3.5.2.1: Staging Area Locations</p> <ul style="list-style-type: none"> a) Identify the locations of all staging area(s). Provide a map and GIS data for each.¹⁵ b) Provide the size (in acres) for each staging area and the total staging area requirements for the project. 		
<p>3.5.2.2: Staging Area Preparation</p> <ul style="list-style-type: none"> a) Describe any site preparation required, if known, or generally describe what might be required (i.e., vegetation removal, new access road, installation of rock base, etc.). b) Describe what the staging area would be used for (i.e., material and equipment storage, field office, reporting location for workers, parking area for vehicles and equipment, etc.). c) Describe how the staging area would be secured. Would a fence be installed? If so, describe the type and extent of the fencing. d) Describe how power to the site would be provided if required (i.e., tap into existing distribution, use of diesel generators, etc.). e) Describe any temporary lightning facilities for the site. f) Describe any grading activities and/or slope stabilization issues. 		

¹⁵ While not all potential local site staging areas will be known prior to selection of a contractor, it is expected that approximate area and likely locations of staging areas be disclosed. The identification of extra or optional staging areas should be considered to reduce the risk of changes after project approval that could necessitate further CEQA review.

3.5.3 Construction Work Areas (All Projects)		
3.5.3.1: Construction Work Areas		
<p>a) Describe known work areas that may be required for specific construction activities (e.g., pole assembly, hillside construction)¹⁶</p> <p>b) Describe the types of activities that would be performed at each work area. Work areas may include but are not necessarily limited to:</p> <ul style="list-style-type: none"> i. Helicopter landing zones and touchdown areas ii. Vehicle and equipment parking, passing, or turnaround areas iii. Railroad, bridge, or watercourse crossings iv. Temporary work pads for facility installation, modification, or removal v. Excavations and associated equipment work areas vi. Temporary guard structures vii. Pull-and-tension/stringing sites viii. Jack and bore pits, drilling areas and pull-back areas for horizontal directional drills ix. Retaining walls 		
3.5.3.2 Work Area Disturbance		
<p>a) Provide the dimensions of each work area including the maximum area that would be disturbed during construction (e.g., 100 feet by 200 feet) (see example in Table 4 below).</p> <p>b) Provide a table with temporary and permanent disturbance at each work area (in square feet or acres), and the total area of temporary and permanent disturbance for the entire project (in acres).</p>		
3.5.3.3: Temporary Power. Identify how power would be provided at work area (i.e., tap into existing distribution, use of diesel generators, etc.). Provide the disturbance area for any temporary power lines.		
3.5.4 Site Preparation (All Projects)		
3.5.4.1: Surveying and Staking. Describe initial surveying and staking procedures for site preparation and access.		
3.5.4.2: Utilities		
<p>a) Describe the process for identifying any underground utilities prior to construction (i.e., underground service alerts, etc.).</p> <p>b) Describe the process for relocating any existing overhead or underground utilities that aren't directly connected to the project system.</p> <p>c) Describe the process for installing any temporary power or other utility lines for construction.</p>		

¹⁶ Understanding that each specific work area may not be determined until the final work plan is submitted by the construction contractor, estimate total area likely to be disturbed.

Table 4. Work Areas

Proposed Project (approximate metrics)	
Pole Diameter:	
• Wood	_____ inches
• Self-Supporting Steel	_____ inches
Lattice Tower Base Dimension:	
• Self-Supporting Lattice Structure	_____ feet
Auger Hole Depth:	
• Wood	_____ to _____ feet
• Self-Supporting Steel	_____ to _____ feet
Permanent Footprint per Pole/Tower:	
• Wood	_____ sq. feet
• Self-Supporting Steel	_____ sq. feet
• Self-Supporting Steel Tower	_____ sq. feet
Number of Poles/Towers:	
• Wood	_____
• Self-Supporting Steel	_____
• Self-Supporting Steel Tower	_____
Average Work Area around Pole/Towers (e.g., for old pole removal and new pole installation):	
• Tangent structure work areas	_____ sq. feet
• Dead End / Angle structure work areas	_____ sq. feet
	_____ sq. feet
Total Permanent Footprint for Poles/Towers	Approximately _____ acres

<p>3.5.4.3: Vegetation Clearing</p> <p>a) Describe what types of vegetation clearing may be required (e.g., tree removal, brush removal, flammable fuels removal) and why (e.g., to provide access, etc.).</p> <p>b) Provide calculations of temporary and permanent disturbance of each vegetation community and include all areas of vegetation removal in the GIS database. Distinguish between disturbance that would occur in previously developed areas (i.e., paved, graveled, or otherwise urbanized), and naturally vegetated areas.</p> <p>c) Describe how each type of vegetation removal would be accomplished.</p> <p>d) Describe the types of equipment that would be used for vegetation removal.</p>		
<p>3.5.4.4: Tree Trimming Removal</p> <p>a) For electrical projects, distinguish between tree trimming as required under CPUC General Order 95-D and tree removal.</p> <p>b) Identify the types, locations, approximate numbers, and sizes of trees that may need to be removed or trimmed substantially.</p> <p>c) Identify potentially protected trees that may be removed or substantially trimmed, such as but not limited to riparian trees, oaks trees, Joshua trees, or palm trees.</p>		

<p>d) Describe the types of equipment that would typically be used for tree removal.</p>		
<p>3.5.4.5: Work Area Stabilization. Describe the processes to stabilize temporary work areas and access roads including the materials that would be used (e.g., gravel).</p>		
<p>3.5.4.6: Grading</p> <p>a) Describe any earth moving or substantial grading activities (i.e., grading below a 6-inch depth) that would be required and identify locations where it would occur.</p> <p>b) Provide estimated volumes of grading (in cubic yards) including total cut, total fill, cut that would be reused, cut that would be hauled away, and clean fill that would be hauled to the site.</p>		
<p>3.5.5 Transmission Line Construction (Above Ground)</p>		
<p>3.5.5.1: Poles/Towers</p> <p>a) Describe the process and equipment for removing poles, towers, and associated foundations for the proposed project (where applicable). Describe how they would be disconnected, demolished, and removed from the site. Describe backfilling procedures and where the material would be obtained.</p> <p>b) Describe the process and equipment for installing or otherwise modifying poles and towers for the proposed project. Describe how they would be put into place and connected to the system. Identify any special construction methods (e.g., helicopter installation) at specific locations or specific types of poles/towers.</p> <p>c) Describe how foundations, if any, would be installed. Provide a description of the construction method(s), approximate average depth and diameter of excavation, approximate volume of soil to be excavated, approximate volume of concrete or other backfill required, etc. for foundations. Describe what would be done with soil removed from a hole/foundation site.</p> <p>d) Describe how the poles/towers and associated hardware would be delivered to the site and assembled.</p> <p>e) Describe any pole topping procedures that would occur, identify specific locations and reasons, and describe how each facility would be modified. Describe any special methods that would be required to top poles that may be difficult to access.</p>		
<p>3.5.5.2: Aboveground and Underground Conductor/Cable</p> <p>a) Provide a process-based description of how new conductor/cable would be installed and how old conductor/cable would be removed, if applicable.</p> <p>b) Identify where conductor/cable stringing/installation activities would occur.</p> <p>c) Provide a diagram of the general sequencing and equipment that would be used.</p> <p>d) Describe the conductor/cable splicing process.</p>		

<p>e) Provide the general or average distance between pull-and-tension sites. Describe the approximate dimensions and where pull-and-tension sites would generally be required (as indicated by the designated work areas), such as the approximate distance to pole/tower height ratio, at set distances, or at significant direction changes. Describe the equipment that would be required at these sites.</p> <p>f) For underground conductor/cable installations, describe all specialized construction methods that would be used for installing underground conductor or cable. If vaults are required, provide their dimensions and location/spacing along the alignment. Provide a detailed description for how the vaults would be delivered to the site and installed.</p> <p>g) Describe any safety precautions or areas where special methodology would be required (e.g., crossing roadways, stream crossing).</p>		
<p>3.5.5.3: Telecommunications. Identify the procedures for installation of proposed telecommunication cables and associated infrastructure.</p>		
<p>3.5.5.4: Guard Structures. Identify the types of guard structures that would be used at crossings of utility lines, roads, railroads, highways, etc. Describe the different types of guard structures or methods that may be used (i.e., buried poles and netting, poles secured to a weighted object, bucket trucks, etc.). Describe any pole installation and removal procedures associated with guard structures. Describe guard structure installation and removal process and duration that guard structures would remain in place.</p>		
<p>3.5.5.5: Blasting</p> <p>a) Describe any blasting that may be required to construct the project.</p> <p>b) If blasting may be required, provide a Blasting Plan that identifies the blasting locations; types and amounts of blasting agent to be used at each location; estimated impact radii; and, noise estimates. The Blasting Plan should be provided as an Appendix to the PEA.</p> <p>c) Provide a map identifying the locations where blasting may be required with estimated impact radii. Provide associated GIS data.</p>		
<p>3.5.6 Transmission Line Construction (Below Ground)</p>		
<p>3.5.6.1: Trenching</p> <p>a) Describe the approximate dimensions of the trench (e.g., depth, width).</p> <p>b) Provide the total approximate volume of material to be removed from the trench, the amount to be used as backfill, and any amount to subsequently be removed/disposed of offsite in cubic yards.</p> <p>c) Describe the methods used for making the trench (e.g., saw cutter to cut the pavement, backhoe to remove, etc.).</p> <p>d) Provide off-site disposal location, if known, or describe possible option(s).</p> <p>e) Describe if dewatering would be anticipated and if so, how the trench would be dewatered, the anticipated flows of the water,</p>		

<p>whether there would be treatment, and how the water would be disposed of.</p> <p>f) Describe the process for testing excavated soil or groundwater for the presence of pre-existing environmental contaminants that could be exposed from trenching operations.</p> <p>g) If a pre-existing hazardous waste were encountered, describe the process of removal and disposal.</p> <p>h) Describe the state of the ground surface after backfilling the trench.</p> <p>i) Describe standard Best Management Practices to be implemented.</p>		
<p>3.5.6.2: Trenchless Techniques (Microtunnel, Jack and Bore, Horizontal Directional Drilling)</p> <p>a) Identify any locations/features for which the Applicant expects to use a trenchless (i.e., microtunneling, jack and bore, horizontal directional drilling) crossing method and which method is planned for each crossing.</p> <p>b) Describe the methodology of the trenchless technique.</p> <p>c) Provide the approximate location and dimensions of the sending and receiving pits.</p> <p>d) Describe the methodology of excavating and shoring the pits.</p> <p>e) Provide the total volume of material to be removed from the pits, the amount to be used as backfill, and the amount subsequently to be removed/disposed of offsite in cubic yards.</p> <p>f) Describe process for safe handling of drilling mud and bore lubricants.</p> <p>g) Describe the process for detecting and avoiding “fracturing-out” during horizontal directional drilling operations.</p> <p>h) Describe the process for avoiding contact between drilling mud/lubricants and stream beds.</p> <p>i) If engineered fill would be used as backfill, indicate the type of engineered backfill and the amount that would be typically used (e.g., the top 2 feet would be filled with thermal-select backfill).</p> <p>j) Describe if dewatering is anticipated and, if so, how the pits would be dewatered, the anticipated flows of the water, whether there would there be treatment, and how the water would be disposed of.</p> <p>k) Describe the process for testing excavated soil or groundwater for the presence of pre-existing environmental contaminants. Describe the process of disposing of any pre-existing hazardous waste that is encountered during excavation.</p> <p>l) Describe any standard BMPs that would be implemented for trenchless construction.</p>		
<p>3.5.7 Substation, Switching Stations, Gas Compressor Stations</p>		
<p>3.5.7.1: Installation or Facility Modification. Describe the process and equipment for removing, installing, or modifying any substations, switching stations, or compressor stations including:</p> <p>a) Transformers/ electric components</p> <p>b) Gas components</p> <p>c) Control and operation buildings</p> <p>d) Driveways</p>		

<ul style="list-style-type: none"> e) Fences f) Gates g) Communication systems (SCADA) h) Grounding systems 		
<p>3.5.7.2: Civil Works. Describe the process and equipment required to construct any slope stabilization, drainage, retention basins, and spill containment required for the facility.</p>		
<p>3.5.8 Gas Pipelines</p>		
<p>3.5.8.1: Gas Pipeline Construction. Describe the process for proposed pipeline construction including site development, trenching and trenchless techniques, pipe installation, and backfilling.</p>		
<p>3.5.8.2: Water Crossings. Describe water feature crossings that will occur during trenching, the method of trenching through stream crossings, and the process for avoiding impacts to the water features required for pipeline construction. Identify all locations where the pipeline will cross water features. Cite to any associated geotechnical or hydrological investigations completed and provide a full copy of each report as an Appendix to the PEA.¹⁷</p>		
<p>3.5.8.3: Gas Pipeline Other Requirements</p> <ul style="list-style-type: none"> a) Describe hydrostatic testing process including pressures, timing, source of flushing water, discharge of water. b) Describe energy dissipation basin, and the size and length of segments to be tested. c) Describe pig launching locations and any inline inspection techniques used during or immediately post construction. 		
<p>3.5.9 Gas Storage Facilities</p>		
<p>3.5.9.1: Gas Storage Construction</p> <ul style="list-style-type: none"> a) Describe the process for constructing the gas storage facility including constructing well pads and drilling wells. b) Describe the specific construction equipment that would be used, such as the type of drill rig (i.e., size, diesel, electric, etc.), depth of drilling, well-drilling schedule and equipment. 		
<p>3.5.9.2: Drilling Muds and Fluids. Describe the use of any drilling muds, fluids, and other drilling materials. Provided estimated types and quantities.</p>		
<p>3.5.10 Public Safety and Traffic Control (All Projects)</p>		
<p>3.5.10.1: Public Safety</p> <ul style="list-style-type: none"> a) Describe specific public safety considerations during construction and best management practices to appropriately manage public safety. Clearly state when and where they each safety measure would be applied. 		

¹⁷ If a geotechnical study is not available at the time of PEA filing, provide the best information available.

<p>b) Identify procedures for managing work sites in urban areas, covering open excavations securely, installing barriers, installing guard structures, etc.</p> <p>c) Identify specific project areas where public access may be restricted for safety purposes and provide the approximate durations and timing of restricted access at each location.</p>		
3.5.10.2: Traffic Control		
<p>a) Describe traffic control procedures that would be implemented during construction.</p> <p>b) Identify the locations, process, and timing for closing any sidewalks, lanes, roads, trails, paths, or driveways to manage public access.</p> <p>c) Identify temporary detour routes and locations.</p> <p>d) Provide a preliminary Traffic Control Plan(s) for the project.</p>		
<p>3.5.10.3: Security. Describe any security measures, such as fencing, lighting, alarms, etc. that may be required. State if security personnel will be stationed at project areas and anticipated duration of security.</p>		
<p>3.5.10.4: Livestock. Describe any livestock fencing or guards that may be necessary to prevent livestock from entering project areas. State if the fencing would be electrified and if so, how it would be powered.</p>		
3.5.11 Dust, Erosion, and Runoff Controls (All Projects)		
<p>3.5.11.1: Dust. Describe specific best management practices that would be implemented to manage fugitive dust.</p>		
<p>3.5.11.2: Erosion. Describe specific best management practices that would be implemented to manage erosion.</p>		
<p>3.5.11.3: Runoff. Describe specific best management practices that would be implemented to manage stormwater runoff and sediment.</p>		
3.5.12 Water Use and Dewatering (All Projects)		
<p>3.5.12.1: Water Use. Describe the estimated volumes of water that would be used by construction activity (e.g., dust control, compaction, etc.). State if recycled or reclaimed water would be used and provide estimated volumes. Identify the anticipated sources where the water would be acquired or purchased. Identify if the source of water is groundwater and the quantity of groundwater that could be used.</p>		
<p>3.5.12.2: Dewatering</p> <p>a) Describe dewatering procedures during construction, including pumping, storing, testing, permitted discharging, and disposal requirements that would be followed.</p> <p>b) Describe the types of equipment and workspace considerations to be used to dewater, store, transport, or discharge extracted water.</p>		
3.5.13 Hazardous Materials and Management (All Projects)		
3.5.13.1: Hazardous Materials		
<p>a) Describe the types, uses, and volumes of all hazardous materials that would be used during construction.</p> <p>b) State if herbicides or pesticides may be used during construction.</p>		

<p>c) If a pre-existing hazardous waste were encountered, describe the process of removal and disposal.</p>		
<p>3.5.13.2: Hazardous Materials Management</p>		
<p>a) Identify specific best management practices that would be followed for transporting, storing, and handling hazardous materials. b) Identify specific best management practices that would be followed in the event of an incidental leak or spill of hazardous materials. c) Provide a Hazardous Substance Control and Emergency Response Plan / Hazardous Waste and Spill Prevention Plan as an Appendix to the PEA, if appropriate.</p>		
<p>3.5.14 Waste Generation and Management (All Projects)</p>		
<p>3.5.14.1: Solid Waste</p>		
<p>a) Describe solid waste streams from existing and proposed facilities during construction. b) Identify procedures to be implemented to manage solid waste, including collection, containment, storage, treatment, and disposal. c) Provide estimated total volumes of solid waste by construction activity or project component. d) Describe the recycling potential of solid waste materials and provide estimated volumes of recyclable materials by construction activity or project component. e) Identify the locations of appropriate disposal and recycling facilities where solid wastes would be transported.</p>		
<p>3.5.14.2: Liquid Waste</p>		
<p>a) Describe liquid waste streams during construction (i.e., sanitary waste, drilling fluids, contaminated water, etc.) b) Describe procedures to be implemented to manage liquid waste, including collection, containment, storage, treatment, and disposal. c) Provide estimated volumes of liquid waste generated by construction activity or project component. d) Identify the locations of appropriate disposal facilities where liquid wastes would be transported.</p>		
<p>3.5.14.3: Hazardous Waste</p>		
<p>a) Describe potentially hazardous waste streams during construction and procedures to be implemented to manage hazardous wastes, including collection, containment, storage, treatment, and disposal. b) If large volumes of hazardous waste are anticipated, such as from a pre-existing contaminant in the soil that must be collected and disposed of, provide estimated volumes of hazardous waste that would be generated by construction activity or project component. c) Identify the locations of appropriate disposal facilities where hazardous wastes would be transported.</p>		
<p>3.5.15 Fire Prevention and Response (All Projects)</p>		
<p>3.5.15.1: Fire Prevention and Response Procedures. Describe fire prevention and response procedures that would be implemented during</p>		

construction. Provide a Construction Fire Prevention Plan or specific procedures as an Appendix to the PEA.		
3.5.15.2: Fire Breaks. Identify any fire breaks (i.e., vegetation clearance) requirements around specific project activities (i.e., hot work). Ensure that such clearance buffers are included in the limits of the defined work areas, and the vegetation removal in that area is attributed to Fire Prevention and Response (refer to 3.5.4.3: Vegetation Clearing).		

3.6 Construction Workforce, Equipment, Traffic, and Schedule

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.6.1: Construction Workforce</p> <p>a) Provide the estimated number of construction crew members. In the absence of project-specific data, provide estimates based on past projects of a similar size and type.</p> <p>b) Describe the crew deployment. Would crews work concurrently (i.e., multiple crews at different sites); would they be phased? How many crews could be working at the same time and where?</p> <p>c) Describe the different types of activities to be undertaken during construction, the number of crew members for each activity (i.e. trenching, grading, etc.), and number and types of equipment expected to be used for the activity. Include a written description of the activity. See example in Table 5.</p>		
<p>3.6.2: Construction Equipment. Provide a tabular list of the types of equipment expected to be used during construction of the proposed project including the horsepower. Define the equipment that would be used by each phase as shown in the example table below (Table 5).</p>		

Table 5. Construction Equipment and Workforce

Work Activity				Activity Production				
Equipment Description	Estimated Horse-power	Probable Fuel Type	Equipment Quantity	Estimated Workforce	Estimated Start Date	Estimated End Date	Duration of Use (Hrs./Day)	Estimated Production
Survey				4	January 2020	December 2020		358 Miles
1-Ton Truck, 4x4	300	Diesel	2		January 2020	December 2020	10	1 Mile/Day
Staging Yards				5	DOP			
1-Ton Truck, 4x4	300	Diesel	1		Duration of Project		4	
R/T Forklift	350	Diesel	1				5	
Boom/Crane Truck	350	Diesel	1				5	
Water Truck	300	Diesel	2				10	
Jet A Fuel Truck	300	Diesel	1				4	
Truck, Semi-Tractor	500	Diesel	1				6	
Road Work				6	January 2020	March 2020		426 Miles
1-Ton Truck, 4x4	300	Diesel	2		January 2020	March 2020	5	
Backhoe/Front Loader	350	Diesel	1		January 2020	March 2020	7	
Track Type Dozer	350	Diesel	1		January 2020	March 2020	7	
Motor Grader	350	Diesel	1		January 2020	March 2020	5	
Water Truck	300	Diesel	2		January 2020	March 2020	10	
Drum Type Compactor	250	Diesel	1		January 2020	March 2020	5	
Excavator	300	Diesel	1		January 2020	February 2020	7	
Lowboy Truck/Trailer	500	Diesel	1		January 2020	February 2020	4	

<p>3.6.3: Construction Traffic</p> <p>a) Describe how the construction crews and their equipment would be transported to and from the proposed project site.</p> <p>b) Provide vehicle type, number of vehicles, and estimated hours of operation per day, week, and month for each construction activity and phase.</p> <p>c) Provide estimated vehicle trips and vehicles miles traveled (VMT) for each construction activity and phase. Provide separate values for construction crews commuting, haul trips, and other types of construction traffic.</p>		
<p>3.6.4: Construction Schedule</p> <p>a) Provide the proposed construction schedule (e.g., month and year) for each segment or project component, and for each construction activity and phase.</p> <p>b) Provide and explain the sequencing of construction activities, and if they would or would not occur concurrently.</p> <p>c) Provide the total duration of each construction activity and phase in days or weeks.</p> <p>d) Identify seasonal considerations that may affect the construction schedule, such as weather or anticipated wildlife restrictions, etc. The proposed construction should account for such factors.</p>		
<p>3.6.5: Work Schedule</p> <p>a) Describe the anticipated work schedule, including the days of the week and hours of the day when work would occur. Clearly state if work would occur at night or on weekends and identify when and where this could occur.</p> <p>b) Provide the estimated number of days or weeks that construction activities would occur at each type of work area. For example, construction at a stationary facility or staging area may occur for the entire duration of construction, but construction at individual work areas along a linear project would be limited to a few hours, days or weeks, and only a fraction of the total construction period.</p>		

3.7 Post-Construction

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.7.1: Configuring and Testing. Describe the process and duration for post-construction configuring and testing of facilities. Describe the number of personnel and types of equipment that would be involved.</p>		
<p>3.7.2: Landscaping. Describe any landscaping that would be installed. Provide a conceptual landscape plan that identifies the locations and types of plantings that will be used. Identify whether plantings will include container plants or seeds. Include any water required for landscaping in the description of water use above.</p>		

3.7.3 Demobilization and Site Restoration		
3.7.3.1: Demobilization. Describe the process for demobilization after construction activities, but prior to leaving the work site. For example, describe final processes for removing stationary equipment and materials, etc.		
3.7.3.2: Site Restoration. Describe how cleanup and post-construction restoration would be performed (i.e., personnel, equipment, and methods) on all project ROWs, sites, and extra work areas. Things to consider include, but are not limited to, restoration of the following: a) Restoring natural drainage patterns b) Recontouring disturbed soil c) Removing construction debris d) Vegetation e) Permanent and semi-permanent erosion control measures f) Restoration of all disturbed areas and access roads, including restoration of any public trails that are used as access, as well as any damaged sidewalks, agricultural infrastructure, or landscaping, etc. g) Road repaving and striping, including proposed timing of road restoration for underground construction within public roadways		

3.8 Operation and Maintenance

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
3.8.1: Regulations and Standards a) Identify and describe all regulations and standards applicable to operation and maintenance of project facilities. b) Provide a copy of any applicable Wildfire Management Plan and describe any special procedures for wildfire management.		
3.8.2: System Controls and Operation Staff a) Describe the systems and methods that the Applicant would use for monitoring and control of project facilities (e.g., on-site control rooms, remote facilities, standard monitoring and protection equipment, pressure sensors, automatic shut-off valves, and site and equipment specific for monitoring and control such as at natural gas well pads). b) If new full-time staff would be required for operation and/or maintenance, provide the number of positions and purpose.		
3.8.3: Inspection Programs a) Describe the existing and proposed inspection programs for each project component, including the type, frequency, and timing of scheduled inspections (i.e., aerial inspection, ground inspection, pipeline inline inspections). b) Describe any enhanced inspections, such as within any High Fire Threat Districts consistent with applicable Wildfire Management Plan requirements.		

<p>c) Describe the inspection processes, such as the methods, number of crew members, and how access would occur (i.e., walk, vehicle, all-terrain vehicle, helicopter, drone, etc.). If new access would be required, describe any restoration that would be provided for the access roads.</p>		
<p>3.8.4: Maintenance Programs</p> <p>a) Describe the existing and proposed maintenance programs for each project component.</p> <p>b) Describe scheduled maintenance or facility replacement after the designated lifespan of the equipment.</p> <p>c) Identify typical parts and materials that require regular maintenance and describe the repair procedures.</p> <p>d) Describe any access road maintenance that would occur.</p> <p>e) Describe maintenance for surface or color treatment.</p> <p>f) Describe cathodic protection maintenance that would occur.</p> <p>g) Describe ongoing landscaping maintenance that would occur.</p>		
<p>3.8.5: Vegetation Management Programs</p> <p>a) Describe vegetation management programs within and surrounding project facilities. Distinguish between any different types of vegetation management.</p> <p>b) Describe any enhanced vegetation management, such as within any High Fire Threat Districts consistent with any applicable Wildfire Management Plan requirements. Identify the areas where enhanced vegetation management would be conducted.</p>		

3.9 Decommissioning

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.9.1: Decommissioning. Provide detailed information about the current and reasonably foreseeable plans for the disposal, recycling, or future abandonment of all project facilities.</p>		

3.10 Anticipated Permits and Approvals

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.10.1: Anticipated Permits and Approvals. Identify all necessary federal, state, regional, and local permits that may be required for the project. For each permit, list the responsible agency and district/office representative with contact information, type of permit or approval, and status of each permit with date filed or planned to file. For example:</p> <p>a) Federal Permits and Approvals</p> <ul style="list-style-type: none"> i. U.S. Fish and Wildlife Service ii. U.S. Army Corps of Engineers iii. Federal Aviation Administration iv. U.S. Forest Service 		

<ul style="list-style-type: none"> v. U.S. Department of Transportation – Office of Pipeline Safety vi. U.S. Environmental Protection Agency (Resource Conservation and Recovery Act; Comprehensive Environmental Response, Compensation, and Liability Act) <p>b) State and Regional Permits</p> <ul style="list-style-type: none"> i. California Department of Fish and Wildlife ii. California Department of Transportation iii. California State Lands Commission iv. California Coastal Commission v. State Historic Preservation Office, Native American Heritage Commission vi. State Water Resources Control Board vii. California Division of Oil, Gas and Geothermal Resources viii. Regional Air Quality Management District ix. Regional Water Quality Control Board (National Pollutant Discharge Elimination System General Industrial Storm Water Discharge Permit) x. Habitat Conservation Plan Authority (if applicable) <p>See also Table 6 of example permitting requirements and processes.</p>		
<p>3.10.2: Rights-of-Way or Easement Applications. Demonstrate that applications for ROWs or other proposed land use have been or soon will be filed with federal, state, or other land-managing agencies that have jurisdiction over land that would be affected by the project (if any). Discuss permitting plans and timeframes and provide the contact information at the federal agency(ies) approached.</p>		

3.11 Applicant Proposed Measures

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.11 Applicant Proposed Measures</p> <ul style="list-style-type: none"> a) Provide a table with the full text of any Applicant Proposed Measure. Where applicable, provide a copy of Applicant procedures, plans, and standards referenced in the Applicant Proposed Measures. b) Within Chapter 5, describe the basis for selecting a particular Applicant Proposed Measure and how the Applicant Proposed Measure would reduce the impacts of the project.¹⁸ c) Carefully consider each CPUC Draft Environmental Measure identified in Chapter 5 of this PEA Checklist. The CPUC Draft Environmental Measures will be applied to the proposed project where applicable. 		

¹⁸ Applicant Proposed Measures that use phrases, such as, “as practicable” or other conditional language are not acceptable and will be superseded by Mitigation Measures if required to avoid or reduce a potentially significant impact.

Table 6. Example Permitting Requirements and Processes

Note: In addition to the CPCN or PTC, the applicant may also be required to secure resource agency permits for the project.

Disclaimer: Below is a general list of permits required for transmission projects. Permit requirements for individual projects may vary slightly depending on project conditions.

Agency	Permit	Regulation	Protected Resource	Trigger	Application Process	Timing
<i>Federal</i>						
Army Corps of Engineers	404 Permit	Clean Water Act	Waters of the United States (including wetlands)	Placement of dredge or fill material into waters of the U.S., including wetlands. If project impacts less than 0.5 acres a nationwide permit (NWP) is typically issued	NWP: prepare a preconstruction notification (PCN) along with the draft Corps's application (Engineer Form 4345). Information in the PCN includes, but is not limited to: results of wetland delineation including areas of waters of the U.S.; temporary and permanent impacts to waters of the U.S. and discussion of avoidance; construction techniques, timeline, and equipment that would be used; special status species that potentially occur in the project area, and discussion of mitigation (if applicable) to replace wetlands	NWP: takes approximately nine months from the date of application submittal (depending on level of impacts and level of consultation required by other agencies). Initial review is 30 days after which application is deemed complete or additional information is requested.
				If project would impact more than 0.5 acres a regional or individual permit may be required.	Regional or Individual Permit: Same requirements as NWP as well as preparation and submittal of 404(b)(1) Alternatives analysis which identifies the Least Environmentally Damaging Practicable Alternative (LEDPA). Public notice also required	Regional or Individual Permit: An additional three to six months may be required on top of the nine months expected for an NWP. A 30 day public notice is also required to inform the public about the project before the Corps issues the permit.
USFWS	Section 7 Consultation	Federal Endangered Species Act	Federally Listed Species	Potential impact to a federally listed threatened or endangered species	Biological Assessment (BA) prepared and submitted to Corps. BA contains information on each species and describes potential for "take" of species and/or habitat.	The timeline for processing and receiving a formal Biological Opinion (BO) from USFWS can be six months to a year from when the Corps has initiated consultation and depending on the level of impact to listed species. The typical timeline for issuance of a BO is no less than 135 days after acceptance of the BA as complete.
US Department of Agriculture, Forest Service	Special Use Authorization	National Forest Management Act/NEPA	National Forest lands	Use of federal lands managed by the USDA Forest Service for a transmission line. Typically constitutes a Major Federal Action which in turn triggers NEPA analysis.	Special Use Authorization Application: prepare a special use application for consideration by the Forest Service. Prior to submitting a proposal, applicant is required to arrange a preapplication meeting at the local Forest Service office. Application typically includes project plan, operating plans, liability insurance, licenses/registrations and other documents. If it is determined that NEPA is required either an EA or EIS would be prepared. The NEPA document may be prepared jointly with the CEQA document.	Review of Special Use Authorization applications is often dependent upon what level of NEPA analysis is required. An EA is typically 9-12 months, and EIS is generally 18 months. NEPA process may occur concurrently with CEQA process.
US Department of the Interior, Bureau of Land Management	Right-of-Way Grant	Federal Land Policy and Management Act/NEPA	Federal Lands	Use of federal lands managed by the BLM for a transmission line. Typically constitutes a Major Federal Action which in turn triggers NEPA analysis.	Right-of-Way Application: Contact the BLM office with management responsibility. Obtain an application form "Application for Transportation and Utility Systems and Facilities on Federal Lands". Arrange a pre-application meeting with a BLM Realty Specialist or appropriate staff member. Submit completed application to the appropriate BLM office. If it is determined that NEPA is required either an EA or EIS would be prepared. The NEPA document may be prepared jointly with the CEQA document.	BLM attempts to review completed applications within 60 days of submittal. Full timing is often dependent upon what level of NEPA analysis is required. An EA is typically 9-12 months, and EIS is generally 18 months. NEPA process may occur concurrently with CEQA process.

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Agency	Permit	Regulation	Protected Resource	Trigger	Application Process	Timing
<i>State (continued)</i>						
State Historic Preservation Officer (SHPO)	Section 106 National Historic Preservation Act (NHPA)	National Historic Preservation Act	Cultural and/or historical resources	Required if there are potential impacts to cultural and/or historical resources that are listed or eligible for listing on the National Register of Historic Places.	Information on cultural and historical resources gathered during the draft CEQA document preparation is included in a 106 Technical Report and submitted to the Corps along with the Area of Potential Effect (APE) map. The information is then evaluated by the Corps' cultural resources evaluator for potential adverse effects within the APE. Depending upon the level of potential adverse effect, the Corps then forwards its finding to SHPO for concurrence or begins the process for a Memorandum of Agreement (MOA). Native American consultation is also mandatory for the 106 process but can begin during preparation of the environmental document. All letters and correspondence for the Native American consultation must be provided to the Corps. Consultation with federally-recognized tribes may require a more extensive consultation.	Once SHPO has received the Corps' determination, it has approximately 60 days to agree or request additional information. However, SHPO has recently become more involved in projects and this timeframe is only an estimate and if a potential adverse effect to cultural or historical resources could occur, the SHPO process can take up to a year or more. Depending on the level of impacts to cultural resources, the Corps may determine no effect and issue the permit before receiving concurrence from SHPO.
California State Lands Commission (CSLC)	Right of Way Lease Agreement	Division 6 of the California Public Resources Code	California Sovereign Lands	May be triggered if the transmission line crosses state lands under the jurisdiction of the CSLC, which includes the beds of 1) more than 120 rivers, streams and sloughs; 2) nearly 40 non-tidal navigable lakes, such as Lake Tahoe and Clear Lake; 3) the tidal navigable bays and lagoons; and 4) the tide and submerged lands adjacent to the entire coast and offshore islands of the State from the mean high tide line to three nautical miles offshore.	Leases or permits may be issued to qualified applicants and the Commission shall have broad discretion in all aspects of leasing including category of lease or permit and which use, method or amount of rental is most appropriate, whether competitive bidding should be used in awarding a lease, what term should apply, how rental should be adjusted during the term, whether bonding and insurance should be required and in what amounts, whether an applicant is qualified based on what it deems to be in the best interest of the State.	Most coordination should be done concurrently with the CEQA process to ensure that any CSLC-required issues are addressed under CEQA. Once a final route/alternative is selected, the lease process may take two to three months for final Commission approval.
<i>Local / Other</i>						
Air Quality Management District or Air Pollution Control District	Permit to Construct	Federal Clean Air Act	Air Quality	Depends on the air district involved; may not be required for most transmission projects. Some air districts have a trigger level based on disturbed acreage.	Application forms need to be prepared and submitted to the local AQMD or APCD	Typically 30 to 90 days after submittal of a complete application.

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¹⁹ Permitting is project specific. This table is provided for discussion purposes.

3.12 Project Description Graphics, Mapbook, and GIS Requirements

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>3.12.1: Graphics. Provide diagrams of the following as applicable:</p> <ul style="list-style-type: none"> a) All pole, tower, pipe, vault, conduit, and retaining wall types b) For poles, provide typical drawings with approximate diameter at the base and tip; for towers, estimate the width at base and top. c) A typical detail for any proposed underground duct banks and vaults d) All substation, switchyard, building, and facility layouts e) Trenching, drilling, pole installation, pipe installation, vault installation, roadway construction, facility removal, helicopter uses, conductor installation, traffic control, and other construction activities where a diagram would assist the reader in visualizing the work area and construction approach f) Typical profile views of proposed aboveground facilities and existing facilities to be modified within the existing and proposed ROW (e.g., typical cross-section of existing and proposed facilities by project segment). g) Photos of representative existing and proposed structures 		
<p>3.12.2: Mapbook. Provide a detailed mapbook on an aerial imagery basemap at a scale between 1:3000 and 1:6000 (or as appropriate and legible) that show mileposts, roadways, and all project components and work areas including:</p> <ul style="list-style-type: none"> a) All proposed above-ground and underground structure/facility locations (e.g., poles, conductor, substations, compressor stations, telecommunication lines, vaults, duct bank, lighting, markers, etc.) b) All existing structures/facilities that would be modified or removed c) Identify by milepost where existing ROW will be used and where new ROW or land acquisition will be required. d) All permanent work areas including permanent facility access e) All access roads including, existing, temporary, and new permanent access f) All temporary work areas including staging, material storage, field offices, material laydown, temporary work areas for above ground (e.g., pole installation) and underground facility construction (e.g., trenching and duct banks), helicopter landing zones, pull and tension sites, guard structures, shoo flies etc. g) Areas where special construction methods (e.g., jack and bore, HDD, blasting, retaining walls etc.) may need to be employed 		

<ul style="list-style-type: none"> h) Areas where vegetation removal may occur i) Areas to be heavily graded and where slope stabilization measures would be employed including any retaining walls 		
<p>3.12.3: GIS Data. Provide GIS data for all features and ROW shown on the detailed mapbook.</p>		
<p>3.12.4: GIS Requirements. Provide the following information for each pole/tower that would be installed and for each pole/tower that would be removed:</p> <ul style="list-style-type: none"> a) Unique ID number and type of pole (e.g., wood, steel, etc.) or tower (e.g., self-supporting lattice) both in a table and in the attributes of the GIS data provided b) Identify pole/tower heights and conductor sizes in the attributes of the GIS data provided. 		
<p>3.12.5: Natural Gas Facilities GIS Data. For natural gas facilities, provide GIS data for system cross ties and all laterals/taps, valve stations, and new and existing inspection facilities (e.g., pig launcher sites).</p>		

4 Description of Alternatives

All Applicants will assume that alternatives will be required for the environmental analysis and that an EIR will be prepared unless otherwise instructed by CPUC CEQA Unit Staff in writing prior to application filing. See PEA Requirements at the beginning of this checklist document. The consideration and discussion of alternatives will adhere to CEQA Guidelines Section 15126.6. The description of alternatives will be provided in this chapter of the PEA, and the comparison of each alternative to the proposed project is provided in PEA Chapter 6. The amount of detail required for the description of various alternatives to the proposed project and what may be considered a reasonable range of alternatives will be discussed with CPUC during Pre-filing.

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>4.1 Alternatives Considered. Identify alternatives to the proposed project.²⁰ Include the following:</p> <ul style="list-style-type: none"> a) All alternatives to the proposed project that were suggested, considered, or studied by the CAISO or by CAISO stakeholders b) Alternatives suggested by the public or agencies during public outreach efforts conducted by the Applicant c) Reduced footprint alternatives, including, e.g., smaller diameter pipelines and space for fewer electric transformers d) Project phasing options (e.g., evaluate the full build out for environmental clearance but consider an initial, smaller buildout that would only be expanded [in phases] if needed) e) Alternative facility and construction activity sites (e.g., substation, compressor station, drilling sites, well-head sites, staging areas) f) Renewable, energy conservation, energy efficiency, demand response, distributed energy resources, and energy storage alternatives g) Alternatives that would avoid or limit the construction of new transmission-voltage facilities or new gas transmission pipelines h) Other technological alternatives (e.g., conductor type) i) Route alternatives and route variations j) Alternative engineering or technological approaches (e.g., alternative types of facilities, or materials, or configurations) k) Assign an identification label and brief, descriptive title to each alternative described in this PEA chapter (e.g., Alternative A: No Project; Alternative B: Reduced Footprint 500/115-kV Substation; Alternative C: Ringo Hills 16-inch Pipeline Alignment; Alternative D1: Lincoln Street Route Variation; etc.). Each alternative will be easily identifiable by reading the brief title. <p>Provide a description of each alternative. The description of each alternative will discuss to what extent it would be potentially feasible,</p>		

²⁰ Reduced footprint alternatives; siting alternatives; renewable, energy conservation, energy efficiency, demand response, distributed energy resources, and energy storage alternatives; and non-wires alternatives (electric projects only) are typically required. For linear projects, route alternatives and route variations are typically required as well.

<p>meet the project’s underlying purpose, meet most of the basic project objectives, and avoid or reduce one or more potentially significant impacts. If the Applicant believes that an alternative is infeasible or the implementation is remote and speculative (CEQA Guidelines Section 15126.6(f)(3), clearly explain why.</p> <p>If significant environmental effects are possible without mitigation, alternatives will be provided in the PEA that are capable of avoiding or reducing any potentially significant environmental effects, even if the alternative(s) substantially impede the attainment of some project objectives or are costlier.²¹</p>		
<p>4.2 No Project Alternative. Include a thorough description of the No Project Alternative. The No Project Alternative needs to describe the range of actions that are reasonably foreseeable if the proposed project is not approved. The No Project Alternative will be described to meet the requirements of CEQA Guidelines Section 15126.6(e).</p>		
<p>4.3 Rejected Alternatives. Provide a detailed discussion of all alternatives considered by the Applicant that were not selected by the Applicant for a full description in the PEA and analysis in PEA Chapter 5. The detailed discussion will include the following:</p> <ul style="list-style-type: none"> a) Description of the alternative and its components b) Map of any alternative sites or routes c) Discussion about the extent to which the alternative would meet the underlying purpose of the project and its basic objectives d) Discussion about the feasibility of implementing the alternative e) Discussion of whether the alternative would reduce or avoid any significant environmental impacts of the proposed project f) Discussion of any new significant impacts that could occur from implementation of the alternative g) Description of why the alternative was rejected h) Any comments from the public or agencies about the alternative during PEA preparation 		
<p>For Natural Gas Storage Projects:</p>		
<p>4.4 Natural Gas Storage Alternatives. In addition to the requirements included above, alternatives to be considered for proposed natural gas storage projects include the following, where applicable:</p> <ul style="list-style-type: none"> a) Alternative reservoir locations considered for gas storage including other field locations and other potential storage areas b) Alternative pipelines, road, and utility siting c) Alternative suction gas requirements, and injection/withdrawal options 		

²¹ CPUC CEQA Unit Staff will determine whether an alternative could *substantially* reduce one or more potentially significant impacts of the proposed project (CEQA Guidelines Section 15125.5). Applicants are strongly advised to provide more rather than less alternatives for CPUC’s consideration or as determined during Pre-filing.

5 Environmental Analysis

Include a description of the environmental setting, regulatory setting, and impact analysis for each resource area. The resource areas addressed will include each environmental factor (resource area) identified in the most recent adopted version of the CEQA Guidelines Appendix G checklist and any additional relevant resource areas and impact questions that are defined in this PEA checklist.

1. Environmental Setting
 - a. For each resource area, the PEA will include a detailed description of the natural and built environment in the vicinity of the proposed project area (e.g., topography, land use patterns, biological environment, etc.) as applicable to the resource area. Both regional and local environmental setting information will be provided.
 - b. All setting information provided will relate in some way to the impacts of the proposed project discussed in the PEA's impacts analysis, however CPUC's impacts analysis may be more thorough, which may necessitate additional setting information than the Applicant might otherwise provide.
2. Regulatory Setting
 - a. Organized by federal, State, regional, and local sections
 - b. Describe the policy or regulation and briefly explain why it is applicable to the proposed project.
 - i. Identify in the setting all laws, regulations, and policies that would be applicable for CPUC's exclusive jurisdiction over the siting and design of electric and gas facilities. Public utilities under CPUC's jurisdiction are expected to consult with local agencies regarding land use matters. Local laws, regulations, and policies will be considered for the consideration of potential impacts during CPUC's CEQA review (e.g., encroachment, grading, erosion control, scenic corridors, overhead line undergrounding, tree removal, fire protection, permanent and temporary noise limits, zoning requirements, general plan polices, and all local and regional laws, regulations, and policies).
3. Impact Questions
 - a. Includes all impact questions in the current version of CEQA Guidelines, Appendix G.
 - b. Additional impact questions that are frequently relevant to utility projects are provided in Attachment 4, CPUC Draft Environmental Measures.
4. Impact Analyses
 - a. Discussion organized by CEQA Guidelines, Appendix G impact items and any Additional CEQA Impact Questions in the PEA Checklist. Assess all potential environmental impacts and make determinations, such as, No Impact, Less than Significant, Less than Significant with Mitigation, Significant and Unavoidable, or Beneficial Impact with respect to construction, operations, and maintenance activities.
 - b. The impact analyses provided in PEA Chapter 5, Environmental Analysis, need not be as thorough as those to be prepared by CPUC for the CEQA environmental document. A preliminary determination will be provided but with only brief justification unless otherwise directed by CPUC Staff in writing during Pre-filing.
5. CPUC Draft Environmental Measures
 - a. CPUC Draft Environmental Measures are provided for some of the resource areas in Attachment 4, CPUC Draft Environmental Measures. The measures may be applied to the proposed project as written or modified by the CPUC during its environmental review if the measure would avoid or reduce a potentially significant impact.

- b. The CPUC Draft Environmental Measures should be discussed with the CPUC’s CEQA Unit Staff during Pre-filing, especially with respect to the development of Applicant Proposed Measures.
- c. In general, impact avoidance is preferred to the reduction of potentially significant impacts.

Additional requirements specific to each resource area are identified in the following sections.

5.1 Aesthetics

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.1.1 Environmental Setting		
5.1.1.1: Landscape Setting. Briefly described the regional and local landscape setting.		
5.1.1.2: Scenic Resources. Identify and describe any vistas, scenic highways, national scenic areas, or other scenic resources within and surrounding the project area (approximately 5-mile buffer but may be greater if necessary). Scenic resources may also include but are not limited to historic structures, trees, or other resources that contribute to the scenic values where the project would be located.		
5.1.1.3: Viewshed Analysis <ul style="list-style-type: none"> a) Conduct a viewshed analysis for the project area (approximately 5-mile buffer but may be greater if necessary). b) Describe the project viewshed, including important visibility characteristics for the project site, such as viewing distance, viewing angle, and intervening topography, vegetation, or structures. c) Provide a supporting map (or maps) showing project area, landscape units, topography (i.e., hillshade), and the results of the viewshed analysis. Provide associated GIS data. 		
5.1.1.4: Landscape Units. Identify and describe landscape units (geographic zones) within and surrounding the project area (approximately 5-mile buffer but may be greater if necessary) that categorizes different landscape types and visual characteristics, with consideration to topography, vegetation, and existing land uses. Landscape units should be developed based on the existing landscape characteristics rather than the project’s features or segments.		
5.1.1.5: Viewers and Viewer Sensitivity. Identify and described the types of viewers expected within the viewshed and landscape units. Describe visual sensitivity to general visual change based on viewing conditions, use of the area, feedback from the public about the project, and landscape characteristics.		

<p>5.1.1.6: Representative Viewpoints</p> <p>a) Identify representative viewpoints from publicly accessible locations (up to approximately 5-mile buffer but may be greater if appropriate). The number and location of the viewpoints must represent a range of views of the project site from major roads, highways, trails, parks, vistas, landmarks, and other scenic resources near the project site. Multiple viewpoints should be included where the project site would be visible from sensitive scenic resources to provide context on different viewing distances, perspectives, and directions.</p> <p>b) Provide the following information for each viewpoint:</p> <ul style="list-style-type: none"> i. Number, title, and brief description of the location ii. Types of viewers iii. Viewing direction(s) and distance(s) to the nearest proposed project features iv. Description of the existing visual conditions and visibility of the project site as seen from the viewpoint and shown in the representative photographs <p>c) Provide a supporting map (or maps) showing project features and representative viewpoints with arrows indicating the viewing direction(s). Provide associated GIS data (may be combined with GIS data request below for representative photographs).</p>		
<p>5.1.1.7: Representative Photographs</p> <p>a) Provide high resolution photographs taken from the representative viewpoints in the directions of all proposed project features.²² Multiple photographs should be provided where project features may be visible in different viewing directions from the same location.</p> <p>b) Provide the following information for each photograph:</p> <ul style="list-style-type: none"> i. Capture time and date ii. Camera body and lens model iii. Lens focal length and camera height when taken <p>c) Provide GIS data associated with each photograph location that includes coordinates (<1 meter resolution), elevations, and viewing directions, as well as the associated viewpoint.</p>		
<p>5.1.1.8: Visual Resource Management Areas</p> <p>a) Identify any visual resource management areas within and surrounding the project area (approximately 5-mile buffer).</p> <p>b) Describe any project areas within visual resource management areas.</p>		

²² All representative photographs should be taken using a digital single-lens reflex camera with standard 50-millimeter lens equivalent, which represents an approximately 40-degree horizontal view angle. The precise photograph coordinates and elevations should be collected using a high accuracy GPS unit.

c) Provide a supporting map (or maps) showing project features and visual resource management areas. Provide associated GIS data.		
5.1.2 Regulatory Setting		
5.1.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding aesthetics and visual resource management.		
5.1.3 Impact Questions		
5.1.3.1: Impact Questions. The impact questions include all aesthetic impact questions in the current version of CEQA Guidelines, Appendix G. 5.1.3.2: Additional CEQA Impact Questions: None.		
5.1.4 Impact Analysis		
5.1.4.1: Visual Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines Appendix G for this resource area and any additional impact questions listed above.		
The following information will be included in the PEA or a technical Appendix to support the aesthetic impact analysis:		
5.1.4.2: Analysis of Selected Viewpoints. Identify the methodology and assumptions that were applied in selecting key observation points for visual simulation. It is recommended that viewpoints are selected where viewers may be sensitive to visual change (public views) and in areas that are visually sensitive, or heavily trafficked or visited. ²³		
5.1.4.3: Visual Simulation		
a) Identify methodology and assumptions for completing the visual simulations. The simulations should include photorealistic 3-D models of project features and any land changes within the KOP view. The visual simulations should depict conditions: <ul style="list-style-type: none"> i. Immediately following construction, and ii. After vegetation establishment in all areas of temporary impact to illustrate the visual impact from vegetation removal. b) Provide high resolution images for the visual simulations.		
5.1.4.4: Analysis of Visual Change		
a) Identify the methodology and assumptions for completing the visual change analysis. ²⁴ The methodology should be consistent with applicable visual resource management criteria. b) Provide a description of the visual change for each selected viewpoint. Describe any conditions that would change over time, such as vegetation growth.		

²³ The KOP selection process should be discussed with CPUC during Pre-filing

²⁴ The visual impact assessment methodology should be discussed with CPUC during Pre-filing

c) Describe the effects of visual change that would result in the entire project area, as indicated by the selected viewpoints that were simulated and analyzed.		
5.1.4.5: Lighting and Marking. Identify all new sources of permanent lighting. Identify any proposed structures or lines that could require FAA notification. Identify any structures or line segments that could require lighting and marking based on flight patterns and FAA or military requirements. Provide supporting documentation in an Appendix (e.g., FAA notice and criteria tool results).		
5.1.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.2 Agriculture and Forestry Resources

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.2.1 Environmental Setting		
5.2.1.1: Agricultural Resources and GIS		
a) Identify all agricultural resources that occur within the project area including: <ul style="list-style-type: none"> i. Areas designated as Prime Farmland, Unique Farmland, or Farmland of Statewide Importance ii. Areas under Williamson Act contracts and provide information on the status of the Williamson Act contract iii. Any areas zoned for agricultural use in local plans iv. Areas subject to active agricultural use b) Provide GIS data for agricultural resources within the proposed project area.		
5.2.1.2: Forestry Resources and GIS		
a) Identify all forestry resources within the project area including: <ul style="list-style-type: none"> i. Forest land as defined in Public Resources Code 12220(g)25 ii. Timberland as defined in Public Resource Code section 4526 iii. Timberland zoned Timberland Production as defined in Government Code section 51104(g) b) Provide GIS data for all forestry resources within the proposed project area.		
5.2.2 Regulatory Setting		
5.2.2: Agriculture and Forestry Regulations. Identify all federal, state, and local policies for protection of agricultural and forestry resources that apply to the proposed project.		

²⁵ Forest land is defined in Public Resources Code as, “land that can support 10 percent native tree cover of any species, including hardwoods, under natural conditions, and that allows for management of one or more forest resources, including timber, aesthetics, fish and wildlife, biodiversity, water quality, recreation, and other public benefits.”

5.2.3 Impact Questions		
5.2.3.1: Agriculture and Forestry Impact Questions. The impact questions include all agriculture and forestry impact questions in the current version of CEQA Guidelines, Appendix G.		
5.2.3.2: Additional CEQA Impact Questions: None.		
5.2.4 Impact Analyses		
5.2.4.1: Agriculture and Forestry Impacts. Provide an impact analysis for each checklist item identified in CEQA Guidelines Appendix G for this resource area and any additional impact questions listed above.		
Incorporate the following discussions into the analysis of impacts:		
5.2.4.2: Prime Farmland Soil Impacts. Calculate the acreage of Prime Farmland soils that would be affected by construction and operation and maintenance.		
5.2.4.3. Williamson Act Impacts. Describe the approach to resolve potential conflicts with Williamson Act contract (if applicable)		
5.2.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.3 Air Quality

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.3.1 Environmental Setting		
5.3.1.1: Air Quality Plans Identify and describe all applicable air quality plans and attainment areas. Identify the air basin(s) for the project area. If the project is located in more than one attainment area and/or air basin, provide the extent in each attainment area and air basin.		
5.3.1.2: Air Quality. Describe existing air quality in the project area. a) Identify existing air quality exceedance of National Ambient Air Quality Standards and California Ambient Air Quality Standards in the air basin. b) Provide the number of days that air quality in the area exceeds state and federal air standards for each criteria pollutant that where air quality standards are exceeded. c) Provide air quality data from the nearest representative air monitoring station(s).		
5.3.1.3: Sensitive Receptor Locations. Identify the location and types of each sensitive receptor locations ²⁶ within 1,000 feet of the project area. Provide GIS data for sensitive receptor locations.		

²⁶ Sensitive Receptor locations may include hospitals, schools, and day care centers, and such other locations as the air district board or California Air Resources Board may determine (California Health and Safety Code § 42705.5(a)(5)).

5.3.2 Regulatory Setting		
5.3.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding aesthetics and visual resource management.		
5.3.2.2: Air Permits. Identify and list all necessary air permits.		
5.3.3 Impact Questions		
5.3.3.1: Impact Questions. The impact questions include all air quality impact questions in the current version of CEQA Guidelines, Appendix G.		
5.3.3.2: Additional CEQA Impact Questions: None.		
5.3.4 Impact Analysis		
5.3.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines Appendix G for this resource area and any additional impact questions listed above.		
The following information will be presented in the PEA or a technical Appendix to support the air quality impact analysis:		
5.3.4.2: Air Quality Emissions Modeling. Model project emissions using the most recent version of CalEEMod and/or a current version of other applicable modeling program. Provide all model input and output data sheets in Microsoft Excel format to allow CPUC to evaluate whether project data was entered into the modeling program accurately. The assumptions used in the air quality modeling must be consistent with all PEA information about the project’s schedule, workforce, and equipment. The following information will be addressed in the emissions modeling, Air Quality Appendix, and PEA:		
<ul style="list-style-type: none"> a) Quantify the expected emissions of criteria pollutants from all project-related sources. Quantify emissions for both construction and operation (e.g., compressor equipment). b) Identify manufacturer’s specifications for all proposed new emission sources. For proposed new, additional, or modified compressor units, include the horsepower, type, and energy source. c) Describe any emission control systems that are included in the air quality analysis (e.g., installation of filters, use of EPA Tier II, III, or IV equipment, use of electric engines, etc.). d) When multiple air basins may be affected by the project, model air emissions within each air basin and provide a narrative (supported by calculations) that clearly describes the assumptions around the project activities considered for each air basin. Provide modeled emissions by attainment area or air basin (supported by calculations). 		

5.3.4.3: Air Quality Emissions Summary. Provide a table summarizing the air quality emissions for the project and applicable thresholds for each applicable attainment area. Include a summary of uncontrolled emissions (prior to application of any APMs) and controlled emissions (after application of APMs). Clearly identify the assumptions that were applied in the controlled emissions estimates.		
5.3.4.4: Health Risk Assessment. Complete a Health Risk Assessment when air quality emissions have the potential to lead to human health impacts ²⁷ . If health impacts are not anticipated from project emissions, the analysis should clearly describe why emissions would not lead to health impacts.		
5.3.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.4 Biological Resources

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.4.1 Environmental Setting		
5.4.1.1: Biological Resources Technical Report. Provide a Biological Resources Technical Report as an Appendix to the PEA that includes all information specified in Attachment 2.		
The following biological resources information will be presented in the PEA:		
5.4.1.2: Survey Area (Local Setting). Identify and describe the biological resources survey area as documented in the Biological Resources Technical Report. All temporary and permanent project areas must be within the survey area.		
5.4.1.3: Vegetation Communities and Land Cover a) Identify, describe, and quantify vegetation communities and land cover types within the biological resources survey area. b) Clearly identify any sensitive natural vegetation communities that meet the definition of a biological resource under CEQA (i.e., rare, designated, or otherwise protected), such as, but not limited to, riparian habitat. c) Provide a supporting map (or maps) showing project features and vegetation communities and land cover type.		

²⁷ Refer to Office of Environmental Health Hazard Assessment (OEHHA) most recent guidance for preparation of Health Risk Assessments to determine whether a Health Risk Assessment is required for the project. The need for an HRA should also be discussed with CPUC during Pre-filing.

<p>5.4.1.4: Aquatic Features</p> <ul style="list-style-type: none"> a) Identify, describe, and quantify aquatic features within the biological resources survey area that may provide potentially suitable aquatic habitat for rare and special-status species. b) Identify and quantify potentially jurisdictional aquatic features and delineated wetlands, according to the Wetland Delineation Report and Biological Resources Technical Report. c) Provide a supporting map (or maps) showing project features and aquatic resources. 		
<p>5.4.1.5: Habitat Assessment. Identify rare and special-status species with potential to occur in the project region (approximately a 5-mile buffer but may be larger if necessary). For each species, provide the following information:</p> <ul style="list-style-type: none"> a) Common and scientific name b) Status and/or rank c) Habitat characteristics (i.e., vegetation communities, elevations, seasonal changes, etc.) d) Blooming characteristics for plants e) Breeding and other dispersal (range) behavior for wildlife f) Potential to occur within the survey area (i.e., Present, High Potential, Moderate Potential, Low Potential, or Not Expected), with justification based on the results of the records search, survey findings, and presence of potentially suitable habitat g) Specific types and locations of potentially suitable habitat that correspond to the vegetation communities and land cover and aquatic features 		
<p>5.4.1.6: Critical Habitat</p> <ul style="list-style-type: none"> a) Identify and describe any critical habitat for rare or special-status species within and surrounding the project area (approximately a 5-mile buffer). b) Provide a supporting map (or maps) showing project features and critical habitat. 		
<p>5.4.1.7: Native Wildlife Corridors and Nursery Sites</p> <ul style="list-style-type: none"> a) Identify and describe regional and local wildlife corridors within and surrounding the project area (approximately a 5-mile buffer), including but not limited to, landscape and aquatic features that connect suitable habitat in regions otherwise fragmented by terrain, changes in vegetation, or human development. b) Identify and describe regional and local native wildlife nursery sites within and surrounding the project area (approximately a 5-mile buffer), as identified through the records search, surveys, and habitat assessment. 		

c) Provide a supporting map (or maps) showing project features, native wildlife corridors, and native nursery sites.		
5.4.1.8: Biological Resource Management Areas		
<p>a) Identify any biological resource management areas (i.e., conservation or mitigation areas, HCP or NCCP boundaries, etc.) within and surrounding the project area (approximately 5-mile buffer).</p> <p>b) Identify and quantify any project areas within biological resource management areas.</p> <p>c) Provide a supporting map (or maps) showing project features and biological resource management areas.</p>		
5.4.2 Regulatory Setting		
5.4.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding biological resources.		
5.4.2.2: Habitat Conservation Plan. Provide a copy of any relevant Habitat Conservation Plan.		
5.4.3 Impact Questions		
<p>5.4.3.1: Impact Questions. The impact questions include all biological resource impact questions in the current version of CEQA Guidelines, Appendix G.</p> <p>5.4.3.2: Additional CEQA Impact Question:</p> <p>Would the project create a substantial collision or electrocution risk for birds or bats?</p>		
5.4.4 Impact Analysis		
5.4.4.1: Impact Analysis Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for Biological Resources and any additional impact questions listed above.		
The following information will be included in the impact analysis:		
<p>5.4.4.2: Quantify Habitat Impacts. Provide the area of impact in acres by each habitat type. Quantify temporary and permanent impacts. For all temporary impacts provide the following:</p> <p>a) Description of the restoration and revegetation approach</p> <p>b) Vegetation species that would be planted within the area of temporary disturbance</p> <p>c) Procedures to reduce invasive weed encroachment within areas of temporary disturbance</p> <p>d) Expected timeframe for restoration of the site</p>		
5.4.4.3: Special-Status Species Impacts. Identify anticipated impacts on special-status species. Identify any take permits that are anticipated for the project. If an existing habitat conservation plan (HCP) or natural communities conservation plan (NCCP) would be used for the project, provide current accounting of take coverage included in the HCP/NCCP		

to demonstrate that there is sufficient habitat coverage remaining under the existing permit.		
<p>5.4.4.4: Wetland Impacts. Quantify the area (in acres) of temporary and permanent impacts on wetlands. Include the following details:</p> <ul style="list-style-type: none"> a) Provide a table identifying all wetlands, by milepost and length, crossed by the project and the total acreage of each wetland type that would be affected by construction. b) Discuss construction and restoration methods proposed for crossing wetlands. c) If wetlands would be filled or permanently lost, describe proposed measures to compensate for permanent wetland losses. d) If forested wetlands would be affected, describe proposed measures to restore forested wetlands following construction. 		
<p>5.4.4.5: Avian Impacts. Describe avian obstructions and risk of electrocution from the project. Describe any standards that will be implemented as part of the project to reduce the risk of collision and electrocution.</p>		
5.4.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.5 Cultural Resources²⁸

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.5.1 Environmental Setting		
<p>5.5.1.1: Cultural Resource Reports. Provide a cultural resource inventory and evaluation report that addresses the technical requirement provided in Attachment 3.</p>		
<p>5.5.1.2: Cultural Resources Summary. Summarize cultural resource survey and inventory results and survey methods. Do not provide any confidential cultural resource information within the PEA chapter.</p>		
<p>5.5.1.3: Cultural Resource Survey Boundaries. Provide a map with mileposts showing the boundaries of all survey areas in the report. Provide the GIS data for the survey area. Provide confidential GIS data for the resource locations and boundaries separately under confidential cover.</p>		
5.5.2 Regulatory Setting		
<p>5.5.2.1: Regulatory Setting. Identify applicable federal and state regulations for protection of cultural resources.</p>		

²⁸ For a description and evaluation of cultural resources specific to Tribes, see Section 5.18, Tribal Cultural Resources.

5.5.3 Impact Questions		
5.5.3.1: Impact Questions. The impact questions include all cultural resource impact questions in the current version of CEQA Guidelines, Appendix G.		
5.5.3.2: Additional CEQA Impact Questions: None.		
5.5.4 Impact Analysis		
5.5.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis		
5.5.4.2: Human Remains. Describe the potential for encountering human remains or grave goods during the trenching or any other phase of construction. Describe the procedures that would be used if human remains are encountered.		
5.5.4.3: Resource Avoidance. Describe avoidance procedures that would be implemented to avoid known resources.		
5.5.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.6 Energy

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.6.1 Environmental Setting		
5.6.1.1: Existing Energy Use. Identify energy use of existing infrastructure if the proposed project would replace or upgrade an existing facility.		
5.6.2 Regulatory Setting		
5.6.2.1: Regulatory Setting. Identify applicable federal, state, or local regulations or policies applicable to energy use for the proposed project.		
5.6.3 Impact Questions		
5.6.3.1: Impact Questions: The impact questions include all energy impact questions in the current version of CEQA Guidelines, Appendix G.		
5.6.3.2: Additional CEQA Impact Question: Would the project add capacity for the purpose of serving a non-renewable energy resource?		

5.6.4 Impact Analysis		
5.6.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.6.4.2: Nonrenewable Energy. Identify renewable and non-renewable energy projects that may interconnected to or be supplied by the proposed project.		
5.6.4.3: Fuels and Energy Use		
<ul style="list-style-type: none"> a) Provide an estimation of the amount of fuels (gasoline, diesel, helicopter fuel, etc.) that would be used during construction and operation and maintenance of the project. Fuel estimates should be consistent with Air Quality calculations supporting the PEA. b) Provide the following information on energy use: <ul style="list-style-type: none"> i. Total energy requirements of the project by fuel type and end use ii. Energy conservation equipment and design features iii. Identification of energy supplies that would serve the project 		
5.6.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.7 Geology, Soils, and Paleontological Resources

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.7.1 Environmental Setting		
5.7.1.1: Regional and Local Geologic Setting. Briefly describe the regional and local physiography, topography, and geologic setting in the project area.		
5.7.1.2: Seismic Hazards		
<ul style="list-style-type: none"> a) Provide the following information on potential seismic hazards in the project area: <ul style="list-style-type: none"> i. Identify and describe regional and local seismic risk including any active faults within and surrounding the project area (will be a 10-mile buffer unless otherwise instructed in writing by CEQA Unit Staff during Pre-filing) ii. Identify any areas that are prone to seismic-induced landslides iii. Provide the liquefaction potential for the project area b) Provide a supporting map (or maps) showing project features and major faults, areas of landslide risk, and areas at high risk of liquefaction. Provide GIS data for all faults, landslides, and areas of high liquefaction potential. 		

<p>5.7.1.3: Geologic Units. Identify and describe the types of geologic units in the project area. Include the following information for each geologic unit:</p> <ul style="list-style-type: none"> a) Summarize the geologic units within the project area. b) Identify any previous landslides in the area and any areas that are at risk of landslide. c) Identify any unstable geologic units. d) Provide a supporting map (or maps) showing project features and geologic units. Clearly identify any areas with potentially hazardous geologic conditions. Provide associated GIS data. 		
<p>5.7.1.4: Soils. Identify and describe the types of soils in the project area.</p> <ul style="list-style-type: none"> a) Summarize the soils within the project area. b) Clearly identify any soils types that could be unstable (e.g., at risk of lateral spreading, subsidence, liquefaction, or collapse). c) Provide information on erosion susceptibility for each soil type that occurs in the project area. d) Provide a supporting map (or maps) showing project features and soils. Provide associated GIS data. 		
<p>5.7.1.5: Paleontological Report. Provide a paleontological report that includes the following:</p> <ul style="list-style-type: none"> a) Information on any documented fossil collection localities within the project area and a 500-foot buffer. b) A paleontological resource sensitivity analysis based on published geological mapping and the resource sensitivity of each rock type. c) Supporting maps and GIS data. 		
5.7.2 Regulatory Setting		
<p>5.7.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding geology, soils, and paleontological resources.</p>		
5.7.3 Impact Questions		
<p>5.7.3.1: Impact Questions. The impact questions include all geology, soils, and paleontological resource impact questions in the current version of CEQA Guidelines, Appendix G.</p> <p>5.7.3.2: Additional CEQA Impact Questions: None.</p>		
5.7.4 Impact Analysis		
<p>5.7.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.</p>		
<p>Include the following information in the impact analysis:</p>		

5.7.4.2: Geotechnical Requirements. Identify any geotechnical requirements that would be implemented to address effects from unstable geologic units or soils. Describe how the recommendation would be applied (i.e., when and where).		
5.7.4.3: Paleontological Resources. Identify the potential to disturb paleontological resources based on the depth of proposed excavation and paleontological sensitivity of geologic units within the project area.		
5.7.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.8 Greenhouse Gas Emissions

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.8.1 Environmental Setting		
5.8.1.1: GHG Setting. Provide a description of the setting for greenhouse gases (GHGs). The setting should consider any GHG emissions from existing infrastructure that would be upgraded or replaced by the proposed project.		
5.8.2 Regulatory Setting		
5.8.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards for greenhouse gases.		
5.8.3 Impact Questions		
5.8.3.1 Impact Questions. The impact questions include all greenhouse gas impact questions in the current version of CEQA Guidelines, Appendix G.		
5.8.3.2: Additional CEQA Impact Questions: None.		
5.8.4 Impact Analysis		
5.8.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.8.4.2: GHG Emissions. Provide a quantitative assessment of GHG emissions for construction and operation and maintenance of the proposed project. Provide model results and all model files. Modeling will be conducted using the latest version of the emissions model at the time of application filing (e.g., most recent version of CalEEMod). GHG emissions will be provided for the following conditions: <ul style="list-style-type: none"> a) Uncontrolled emissions (before APMs are applied) b) Controlled emissions considering application of APMs <ul style="list-style-type: none"> i. Based on the modeled GHG emissions, quantify the project’s contribution to and analyze the project’s effect on 		

<p>climate change. Identify and provide justification for the timeframe considered in the analysis.</p> <p>ii. Discuss any programs already in place to reduce GHG emissions on a system-wide level. This includes the Applicant’s voluntary compliance with the EPA SF6 reduction program, reductions from energy efficiency, demand response, LTPP, etc.</p> <p>iii. For any significant impacts, identify potential strategies that could be employed by the project to reduce GHGs during construction or operation and maintenance consistent with OPR Advisory on CEQA and Climate Change.</p>		
Natural Gas Storage		
5.8.4.3: Natural Gas Storage Accident Conditions. In addition to the requirements above, identify the potential GHG emissions that could result in the event of a gas leak.		
5.8.4.4: Monitoring and Contingency Plan. Provide a comprehensive monitoring plan that would be implemented during project operation to monitor for gas leaks. The plan should identify a monitoring schedule, description of monitoring activities, and actions to be implemented if gas leaks are observed.		
5.8.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.9 Hazards, Hazardous Materials, and Public Safety²⁹

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.9.1 Environmental Setting		
5.9.1.1: Hazardous Materials Report. Provide a Phase I Environmental Site Assessment or similar hazards report for the proposed project area. Describe any known hazardous materials locations within the project area and the status of the site.		
5.9.1.2: Airport Land Use Plan. Identify any airport land use plan(s) within the project area.		
5.9.1.3: Fire Hazard. Identify if the project occurs within federal, state, or local fire responsibility areas and identify the fire hazard severity rating for all project areas, including temporary work areas and access roads.		
5.9.1.4: Metallic Objects. For electrical projects, identify any metallic pipelines or cables within 25 feet of the project.		

²⁹ For fire risk specific to state responsibility areas or lands classified as very high fire hazard severity zones, see Section 5.20, Wildfire.

<p>5.9.1.5: Pipeline History (for Natural Gas Projects). Provide a narrative describing the history of the pipeline system(s) to which the project would connect, list of previous owner and operators, and detailed summary of the pipeline systems’ safety and inspection history.</p>		
<p>5.9.2 Regulatory Setting</p>		
<p>5.9.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards for hazards, hazardous materials, and public safety.</p>		
<p>5.9.2.2: Touch Thresholds. Identify applicable standards for protection of workers and the public from shock hazards.</p>		
<p>5.9.3 Impact Questions</p>		
<p>5.9.3.1: Impact Questions. The impact questions include all hazards and hazardous materials impact questions in the current version of CEQA Guidelines, Appendix G.</p> <p>5.9.3.2: Additional CEQA Impact Questions:</p> <ul style="list-style-type: none"> a) Would the project create a significant hazard to air traffic from the installation of new power lines and structures? b) Would the project create a significant hazard to the public or environment through the transport of heavy materials using helicopters? c) Would the project expose people to a significant risk of injury or death involving unexploded ordnance? d) Would the project expose workers or the public to excessive shock hazards? 		
<p>5.9.4 Impact Analysis</p>		
<p>5.9.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines Appendix G for this resource area and any additional impact questions listed above.</p>		
<p>Include the following information in the impact analysis:</p>		
<p>5.9.4.2: Hazardous Materials. Identify the hazardous materials (i.e., chemicals, solvents, lubricants, and fuels) that would be used during construction and operation of the project. Estimate the quantity of each hazardous material that would be stored on site during construction and operation.</p>		
<p>5.9.4.3: Air Traffic Hazards. If the project involves construction of above-ground structures (including structure replacement) within the airport land use plan area, provide a discussion of how the project would or would not conflict with height restrictions identified in the airport land use plan and how the project would comply with any FAA or military requirements for the above ground facilities.</p>		
<p>5.9.4.4: Accident or Upset Conditions. Describe how the project facilities would be designed, constructed, operated, and maintained to</p>		

minimize potential hazard to the public from the failure of project components as a result of accidents or natural catastrophes.		
5.9.4.5: Shock Hazard. For electricity projects, identify infrastructure that may be susceptible to induced current from the proposed project. Describe strategies (e.g., cathodic protection) that the project would employ to reduce shock hazards and avoid electrocution of workers or the public.		
For Natural Gas and Gas Storage:		
5.9.4.6: Health and Safety Plan. Include in the Health and Safety Plan, plans for addressing gas leaks, fires, etc. Identify sensitive receptors, methods of evacuation, and protection measures. The Plan will be provided as an Appendix to the PEA.		
5.9.4.7: Health Risk Assessment. Provide a Health Risk Assessment including risk from potential gas leaks, fires, etc. Identify sensitive receptors that would be affected and potential impacts on them if there is a gas release. ³⁰		
5.9.4.8: Gas Migration. Describe potential for and effects of gas migration through natural and manmade pathways. a) Provide Applicant Proposed Measures for avoiding gas emissions at the surface from gas migration pathways. b) Provide Applicant Proposed Measures for avoiding emissions of mercaptan and/or other odorizing agents.		
5.9.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.10 Hydrology and Water Quality

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.10.1 Environmental Setting		
5.10.1.1: Waterbodies. Identify by milepost all ephemeral, intermittent, and perennial surface waterbodies crossed by the project. For each, list its water quality classification, if applicable.		
5.10.1.2: Water Quality. Identify any downstream waters that are on the state 303(d) list and identify whether a total maximum daily load (TMDL) has been adopted or the date for adoption of a TMDL. Identify existing sources of impairment for downstream waters. Describe any management plans that are in place for downstream waters.		
5.10.1.3: Groundwater Basin. Identify all known EPA and state groundwater basins and aquifers crossed by the project.		

³⁰Refer to the requirements for Health Risk Assessments in Section 5.3.4.4.

<p>5.10.1.4: Groundwater Wells and Springs. Identify the locations of all known public and private groundwater supply wells and springs within 150 feet of the project area.</p>		
<p>5.10.1.5: Groundwater Management. Identify the groundwater management status of any groundwater resources in the project area and any groundwater resources that may be used by the project. Describe if groundwater resources in the basin have been adjudicated. Identify any sustainable groundwater management plan that has been adopted for groundwater resources in the project area or describe the status of groundwater management planning in the area.</p>		
<p>5.10.2 Regulatory Setting</p>		
<p>5.10.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding hydrologic and water quality.</p>		
<p>5.10.3 Impact Questions</p>		
<p>5.10.3.1: Impact Questions. The impact questions include all hydrology and water quality impact questions in the current version of CEQA Guidelines, Appendix G.</p>		
<p>5.10.3.2: Additional CEQA Impact Questions: None.</p>		
<p>5.10.4 Impact Analysis</p>		
<p>5.10.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in the current version of CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.</p>		
<p>Include the following information in the impact analysis:</p>		
<p>5.10.4.2: Hydrostatic Testing. Identify all potential sources of hydrostatic test water, quantity of water required, withdrawal methods, treatment of discharge, and any waste products generated.</p>		
<p>5.10.4.3: Water Quality Impacts. Describe impacts to surface water quality, including the potential for accelerated soil erosion, downstream sedimentation, and reduced surface water quality.</p>		
<p>5.10.4.4: Impermeable Surfaces. Describe increased run-off and impacts on groundwater recharge due to construction of impermeable surfaces. Provide the acreage of new impermeable surfaces that will be created as a result of the project.</p>		
<p>5.10.4.5: Waterbody Crossings. Identify by milepost all waterbody crossings. Provide the following information for crossing:</p> <ul style="list-style-type: none"> a) Identify whether the waterbody has contaminated waters or sediments. b) Describe the waterbody crossing method and any approaches to avoid the waterbody. c) Describe typical additional work area and staging area requirements at waterbody and wetland crossings. 		

d) Describe any dewatering or water diversion that will be required during construction near the waterbody. Identify treatment methods for any dewatering.		
e) Describe any proposed restoration methods for work near or within the waterbody.		
5.10.4.6: Groundwater Impacts. If water would be obtained from groundwater supplies, evaluate the project’s consistency with any applicable sustainable groundwater management plan.		
5.10.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.11 Land Use and Planning

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.11.1 Environmental Setting		
5.11.1.1: Land Use. Provide a description of land uses within the area traversed by the project route as designated in the local General Plan (e.g., residential, commercial, agricultural, open space, etc.).		
5.11.1.2: Special Land Uses. Identify by milepost and segment all special land uses within the project area including: a) All land administered by federal, state, or local agencies, or private conservation organizations b) Any designated coastal zone management areas c) Any designated or proposed candidate National or State Wild and Scenic Rivers crossed by the project d) Any national landmarks		
5.11.1.3: Habitat Conservation Plan. Provide a copy of any Habitat Conservation Plan applicable to the project area or proposed project. Also required for Section 5.4, Biological Resources.		
5.11.2 Regulatory Setting		
5.11.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards for land use and planning.		
5.11.3 Impact Questions		
5.11.3.1: Impact Questions. The impact questions include all land use questions in the current version of CEQA Guidelines, Appendix G.		
5.11.3.2: Additional CEQA Impact Questions: None.		
5.11.4 Impact Analysis		
5.11.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		

5.11.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.12 Mineral Resources

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.12.1 Environmental Setting		
5.12.1.1: Mineral Resources. Provide information on the following mineral resources within 0.5 mile of the proposed project area: a) Known mineral resources b) Active mining claims c) Active mines d) Resource recovery sites		
5.12.2 Regulatory Setting		
5.12.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards for minerals.		
5.12.3 Impact Questions		
5.12.3.1: Impact Questions. The impact questions include all mineral resource impact questions in the current version of CEQA Guidelines, Appendix G. 5.12.3.2: Additional CEQA Impact Questions: None.		
5.12.4 Impact Analysis		
5.12.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
5.12.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.13 Noise

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.13.1 Environmental Setting		
5.13.1.1: Noise Sensitive Land Uses. Identify all noise sensitive land uses within 1,000 feet of the proposed project. Provide GIS data for sensitive receptors within 1,000 feet of the project.		
5.13.1.2: Noise Setting. Provide the existing noise levels (Lmax, Lmin, Leq, and Ldn sound level and other applicable noise parameters) at noise sensitive areas near the proposed project. All noise measurement data and the methodology for collecting the data will be provided in a noise study as an Appendix to the PEA.		

5.13.2 Regulatory Setting		
5.13.2.1: Regulatory Setting. Identify applicable state, and local laws, policies, and standards for noise.		
5.13.3 Impact Questions		
5.13.3.1 Impact Questions. The impact questions include all noise questions in the current version of CEQA Guidelines, Appendix G.		
5.13.3.2: Additional CEQA Impact Questions: None.		
5.13.4 Impact Analysis		
5.13.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.13.4.2: Noise Levels		
<ul style="list-style-type: none"> a) Identify noise levels for each piece of equipment that could be used during construction. b) Provide a table that identifies each phase of construction, the equipment used in each construction phase, and the length of each phase at any single location (see example in Table 7 below). c) Estimate cumulative equipment noise levels for each phase of construction. d) Include phases of operation if noise levels during operation have the potential to frequently exceed pre-project existing conditions. e) Identify manufacturer’s specifications for equipment and describe approaches to reduce impacts from noise. 		

Table 7. Construction Noise Levels

Equipment Required	Equipment Noise Levels (Leq; 50 feet)	Phase Noise Level (Leq; 50 feet)	Phase Duration at Each Location	Receptor Nearest to Construction Phase	Noise Level at Nearest Receptor (Leq)	Exceeds Noise Standard at Nearest Receptor?	Distance to Not Exceed Standard
Site Preparation/Grading							
Dozer	78 dBA	82 dBA	5 days	Residence on Main Street; 100 feet from Substation Site	76 dBA	Yes	112 feet
Gradall	79 dBA						
Dump Truck	73 dBA						
Construct Tower Foundation							
Auger Rig	77 dBA	82 dBA	11 days	School on Education Avenue; 130 feet from Tower A12	73 dBA	No	N/A
Dump Truck	73 dBA						
Excavator	77 dBA						
Concrete Truck	75 dBA						

For Natural Gas:		
5.13.4.3: Compressor Station Noise. Provide site plans of compressor stations or other noisy, permanent equipment, showing the location of the nearest noise sensitive areas within 1 mile of the proposed ROW. If new compressor station sites are proposed, measure or estimate the existing ambient sound environment based on current land uses and		

activities. For existing compressor stations (operated at full load), include the results of a sound level survey at the site property line and nearby noise-sensitive areas. Include a plot plan that identifies the locations and duration of noise measurements.		
5.13.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.14 Population and Housing

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.14.1 Environmental Setting		
5.14.1.1: Population Estimates. Identify population trends for the areas (county, city, town, census designated place) where the project would take place.		
5.14.1.2: Housing Estimates. Identify housing estimates and projections in areas where the project would take place.		
5.14.1.3: Approved Housing Developments a) Provide the following information for all housing development projects within 1 mile of the proposed project that have been recently approved or may be approved around the PEA and application filing date: <ul style="list-style-type: none"> i. Project name ii. Location iii. Number of units and estimated population increase iv. Approval date and construction status v. Contact information for developer (provided in the public outreach Appendix) b) Ensure that the project information provided above is consistent with the PEA analysis of cumulative project impacts.		
5.14.2 Regulatory Setting		
5.14.2.1: Regulatory Setting. Identify any applicable federal, state or local laws or regulations that apply to the project.		
5.14.3 Impact Questions		
5.14.3.1: Impact Questions. The impact questions include all population and housing impact questions in the current version of CEQA Guidelines, Appendix G.		
5.14.3.2: Additional CEQA Impact Questions: None.		
5.14.4 Impact Analysis		
5.14.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		

Include the following information in the impact analysis:		
5.14.4.2: Impacts to Housing. Identify if any existing or proposed homes occur within the footprint of any proposed project elements or right-of-way. Describe housing impacts (e.g., demolition and relocation of residents) that may occur as a result of the proposed project.		
5.14.4.3: Workforce Impacts. Describe on-site manpower requirements, including the number of construction personnel who currently reside within the impact area, who would commute daily to the site from outside the impact area or would relocate temporarily within the impact area. Chapter 4 of this document can be referenced as applicable. Identify any permanent employment opportunities that would be create by the project and the workforce conditions in the area that the jobs would be created.		
5.14.4.4: Population Growth Inducing. Provide information on the project’s growth inducing impacts, if any. The information will include, but is not necessarily limited to, the following: a) Any economic or population growth in the surrounding environment that will directly or indirectly result from the project b) Any obstacles to population growth that the project would remove c) Any other activities directly or indirectly encouraged or facilitated by the project that would cause population growth leading to a significant effect on the environment, either individually or cumulatively		
5.14.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.15 Public Services

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.15.1 Environmental Setting		
5.15.1.1 Service Providers a) Identify the following service providers that serve the project area and provide a map showing the service facilities that could serve the project: i. Police ii. Fire (identify service providers within local and state responsibility areas) iii. Schools iv. Parks v. Hospitals		

b) Provide the documented performance objectives and data on existing emergency response times for service providers in the area (e.g., police or fire department response times).		
5.15.2 Regulatory Setting		
5.15.2.1 Regulatory Setting. Identify any applicable federal, state or local laws or regulations for public services that apply to the project.		
5.15.3 Impact Questions		
5.15.3.1: Impact Questions. The impact questions include all public services impact questions in the current version of CEQA Guidelines, Appendix G.		
5.15.3.2: Additional CEQA Impact Questions: None.		
5.15.4 Impact Analysis		
5.15.4.1 Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.15.4.2: Emergency Response Times		
<ul style="list-style-type: none"> a) Describe whether the project would impede ingress and egress of emergency vehicles during construction and operation. b) Include an analysis of impacts on emergency response times during project construction and operation, including impacts during any temporary road closures. Describe approaches to address impacts on emergency response times. 		
5.15.4.3: Displaced Population. If the project would create permanent employment or displace people, evaluate the impact of the new employment or relocated people on governmental facilities and services and describe plans to reduce the impact on public services.		
5.15.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.16 Recreation

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.16.1 Environmental Setting		
5.16.1.1: Recreational Setting		
<ul style="list-style-type: none"> a) Describe the regional and local recreation setting in the project area including: <ul style="list-style-type: none"> i. Any recreational facilities or areas within and surrounding the project area (approximately 0.5-mile buffer) including the recreational uses of each facility or area 		

<ul style="list-style-type: none"> ii. Any available data on use of the recreational facilities including volume of use b) Provide a map (or maps) showing project features and recreational facilities and provide associated GIS data. 		
5.16.2 Regulatory Setting		
5.16.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding recreation.		
5.16.3 Impact Questions		
5.16.3.1: Impact Questions. The impact questions include all recreation impact questions in the current version of CEQA Guidelines, Appendix G.		
5.16.3.2: Additional CEQA Impact Questions: <ul style="list-style-type: none"> a) Would the project reduce or prevent access to a designated recreation facility or area? b) Would the project substantially change the character of a recreational area by reducing the scenic, biological, cultural, geologic, or other important characteristics that contribute to the value of recreational facilities or areas? c) Would the project damage recreational trails or facilities? 		
5.16.4 Impact Analysis		
5.16.4.1: Impact Analysis: Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
5.16.4.2: Impact Details. Clearly identify the maximum extent of each impact, and when and where the impacts would or would not occur. Organize the impact assessment by project phase, project component, and/or geographic area, as necessary.		
5.16.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.17 Transportation

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.17.1 Environmental Setting		
5.17.1.1: Circulation System. Briefly describe the regional and local circulation system in the project area, including modes of transportation, types of roadways, and other facilities that contribute to the circulation system.		
5.17.1.2: Existing Roadways and Circulation <ul style="list-style-type: none"> a) Identify and describe existing roadways that may be used to access the project site and transport materials during 		

<p>construction or are otherwise adjacent to or crossed by linear project features. Provide the following information for each road:</p> <ul style="list-style-type: none"> i. Name of the road ii. Jurisdiction or ownership (i.e., State, County, City, private, etc.) iii. Number of lanes in both directions of travel iv. Existing traffic volume (if publicly available data is unavailable or significantly outdated, then it may be necessary to collect existing traffic counts for road segments where large volumes of construction traffic would be routed or where lane or road closures would occur) v. Closest project feature name and distance <p>b) Provide a supporting map (or maps) showing project features and the existing roadway network identifying each road described above. Provide associated GIS data. The GIS data should include all connected road segments within at least 5 miles of the project.</p>		
<p>5.17.1.3: Transit and Rail Services</p> <ul style="list-style-type: none"> a) Identify and describe transit and rail service providers in the region. b) Identify any rail or transit lines within 1,000 feet of the project area. c) Identify specific transit stops, and stations within 0.5 mile of the project. Provide the frequency of transit service. d) Provide a supporting map (or maps) showing project features and transit and rail services within 0.5 mile of the project area. Provide associated GIS data. 		
<p>5.17.1.4: Bicycle Facilities</p> <ul style="list-style-type: none"> a) Identify and describe any bicycle plans for the region. b) Identify specific bicycle facilities within 1,000 feet of the project area. c) Provide a supporting map (or maps) showing project features and bicycle facilities. Provide associated GIS data. 		
<p>5.17.1.5: Pedestrian Facilities</p> <ul style="list-style-type: none"> a) Identify and describe important pedestrian facilities near the project area that contribute to the circulation system, such as important walkways. b) Identify specific pedestrian facilities that would be near the project, including on the road segments identified per 5.17.1.2. c) Provide a supporting map (or maps) showing project features and important pedestrian facilities. Provide associated GIS data. 		

5.17.1.6: Vehicle Miles Traveled (VMT). Provide the average VMT for the county(s) where the project is located.		
5.17.2 Regulatory Setting		
5.17.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards regarding transportation.		
5.17.3 Impact Questions		
5.17.3.1: Impact Questions. All impact questions for this resource area in the current version of CEQA Guidelines, Appendix G.		
5.17.3.2: Additional CEQA Impact Questions: a) Would the project create potentially hazardous conditions for people walking, bicycling, or driving or for public transit operations? b) Would the project interfere with walking or bicycling accessibility? c) Would the project substantially delay public transit?		
5.17.4 Impact Analysis		
5.17.4.1: Impact Analysis. Provide an impact analysis for each significance criteria identified in Appendix G of the CEQA Guidelines for transportation and any additional impact questions listed above ³¹ .		
Include the following information in the impact analysis:		
5.17.4.2: Vehicle Miles Traveled (VMT) a) Identify whether the project is within 0.5 mile of a major transit stop or a high-quality transit corridor. b) Identify the number of vehicle daily trips that would be generated by the project during construction and operation by light duty (e.g., worker vehicles) and heavy-duty vehicles (e.g., trucks). Provide the frequency of trip generation during operation. c) Quantify VMT generation for both project construction and operation. d) Provide an excel file with the VMT assumptions and model calculations, including all formulas and values. e) Evaluate the project VMT relative to the average VMT for the area in which the project is located.		
5.17.4.3: Traffic Impact Analysis. Provide a traffic impact study. The traffic impact study should be prepared in accordance with guidance from the relevant local jurisdiction or Caltrans, where appropriate.		
5.17.4.4: Hazards. Identify any traffic hazards that could result from construction and operation of the project. Identify any lane closures and traffic management that would be required to construct the project.		

³¹ Discuss with CPUC during Pre-filing whether a traffic study is needed.

5.17.4.5: Accessibility. Identify any closures of bicycle lanes, pedestrian walkways, or transit stops during construction or operation of the project.		
5.17.4.6: Transit Delay. Identify any transit lines that could be delayed by construction and operation of the project. Provide the maximum extent of the delay in minutes and the duration of the delay.		
5.17.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.18 Tribal Cultural Resources³²

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.18.1 Environmental Setting		
5.18.1.1: Outreach to Tribes. Provide a list of all tribes that are on the Native American Heritage Commission (NAHC) list of tribes that are affiliated with the project area. Provide a discussion of outreach to Native American tribes, including tribes notified, responses received from tribes, and information of potential tribal cultural resources provided by tribes. Any information of potential locations of tribal cultural resources should be submitted in an Appendix under clearly marked confidential cover. Provide copies of all correspondence with tribes in an Appendix.		
5.18.1.2: Tribal Cultural Resources. Describe tribal cultural resources (TCRs) that are within the project area. a) Summarize the results of attempts to identify possible TCRs using publicly available documentary resources. The identification of TCRs using documentary sources should include review of archaeological site records and should begin during the preparation of the records search report (see Attachment 3). During the inventory phase, a formal site record would be prepared for any resource identified unless tribes object. b) Summarize attempts to identify TCRs by speaking directly with tribal representatives.		
5.18.1.3: Ethnographic Study. The ethnographic study should document the history of Native American use of the area and oral history of the area.		
5.18.2 Regulatory Setting		
5.18.2.1: Regulatory Setting. Identify any applicable federal, state or local laws or regulations for tribal cultural resources that apply to the project.		

³² For a description of historical resources and requirements for cultural resources that are not tribal cultural resources, refer to Section 5.5 Cultural Resources.

5.18.3 Impact Questions		
5.18.3.1: Impact Questions. The impact questions include all tribal cultural resources impact questions in the current version of CEQA Guidelines, Appendix G.		
5.18.3.2: Additional CEQA Impact Questions: None.		
5.18.4 Impact Analysis		
5.18.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.18.4.2: Information Provided by Tribes. Include an analysis of any impacts that were identified by the tribes during the Applicant’s outreach.		
5.18.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.19 Utilities and Service Systems

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.19.1 Environmental Setting		
5.19.1.1: Utility Providers. Identify existing utility providers and the associated infrastructure that serves the project area.		
5.19.1.2: Utility Lines. Describe existing utility infrastructure (e.g., water, gas, sewer, electrical, stormwater, telecommunications, etc.) that occurs in the project ROW. Provide GIS data and/or as-built engineering drawings to support the description of existing utilities and their locations.		
5.19.1.3: Approved Utility Projects. Identify utility projects that have been approved for construction within the project ROW but that have not yet been constructed. ³³		
5.19.1.4: Water Supplies. Identify water suppliers and the water source (e.g., aqueduct, well, recycled water, etc.). For each potential water supplier, provide data on the existing water capacity, supply, and demand.		
5.19.1.5: Landfills and Recycling. Identify local landfills that can accept construction waste and may service the project. Provide documentation of landfill capacity and estimated closure date. Identify any recycling centers in the area and opportunities for construction and demolition waste recycling.		

³³ Note that this project information should be consistent with the cumulative project description included in Chapter 7.

5.19.2 Regulatory Setting		
5.19.2.1: Regulatory Setting. Identify any applicable federal, state or local laws or regulations for utilities that apply to the project.		
5.19.3 Impact Questions		
5.19.3.1: Impact Questions. All impact questions for this resource area in the current version of CEQA Guidelines, Appendix G.		
5.19.3.2: Additional CEQA Impact Question: Would the project increase the rate of corrosion of adjacent utility lines as a result of alternating current impacts?		
5.19.4 Impact Analysis		
5.19.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.19.4.2: Utility Relocation. Identify any project conflicts with existing utility lines. If the project may require relocation of existing utilities, identify potential relocation areas and analyze the impacts of relocating the utilities. Provide a map showing the relocated utility lines and GIS data for all relocations.		
5.19.4.3: Waste		
<ul style="list-style-type: none"> a) Identify the waste generated by construction, operation, and demolition of the project. b) Describe how treated wood poles would be disposed of after removal, if applicable. c) Provide estimates for the total amount of waste materials to be generated by waste type and how much of it would be disposed of, reused, or recycled. 		
5.19.4.4: Water Supply		
<ul style="list-style-type: none"> a) Estimate the amount of water required for project construction and operation. Provide the potential water supply source(s). b) Evaluate the ability of the water supplier to meet the project demand under a multiple dry year scenario. c) Provide a discussion as to whether the proposed project meets the criteria for consideration as a project subject to Water Supply Assessment Requirements under Water Code Section 10912. d) If determined to be necessary under Water Code Section 10912, submit a Water Supply Assessment to support conclusions that the proposed water source can meet the project’s anticipated water demand, even in multiple dry year scenarios. Water Supply Assessments should be approved by 		

the water supplier and consider normal, single-dry, and multiple-dry year conditions.		
5.19.4.5: Cathodic Protection. Analyze the potential for existing utilities to experience corrosion due to proximity to the proposed project. Identify cathodic protection measures that could be implemented to reduce corrosion issues and where the measures may be applied.		
5.19.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.20 Wildfire

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
5.20.1 Environmental Setting		
5.20.1.1: High Fire Risk Areas and State Responsibility Areas <ul style="list-style-type: none"> a) Identify areas of high fire risk or State Responsibility Areas (SRAs) within the project area. Provide GIS data for the Wildland Urban Interface (WUI) and Fire Hazard Severity Zones (FHSZ) mapping along the project alignment. Include areas mapped by CPUC as moderate and high fire threat districts as well as areas mapped by CalFire. b) Identify any areas the utility has independently identified as High FHSZ known to occur within the proposed project vicinity. 		
5.20.1.2: Fire Occurrence. Identify all recent (within the last 10 years) large fires that have occurred within the project vicinity. For each fire, identify the following: <ul style="list-style-type: none"> a) Name of the fire b) Location of fire c) Ignition source and location of ignition d) Amount of land burned e) Boundary of fire area in GIS 		
5.20.1.3: Fire Risk. Provide the following information for assessment of baseline fire risk in the area: <ul style="list-style-type: none"> a) Provide fuel modeling using Scott Burgan fuel models, or other model of similar quality. b) Provide values of wind direction and speed, relative humidity, and temperature for representative weather stations along the alignment for the previous 10 years, gathered hourly. c) Digital elevation models for the topography in the project region showing the relationship between terrain and wind patterns, as well as localized topography to show the effects of terrain on wind flow, and on a more local area to show effect of slope on fire spread. 		

d) Describe vegetation fuels within the project vicinity and provide data in map format for the project vicinity. USDA Fire Effects Information System or similar data source should be consulted to determine high-risk vegetation types. Provide the mapped vegetation fuels data in GIS format.		
5.20.1.4: Values at Risk. Identify values at risk along the proposed alignment. Values at risk may include: Structures, improvements, rare habitat, other values at risk, (including utility-owned infrastructure) within 1000 feet of the project. Provide some indication as to its vulnerability (wood structures vs. all steel features). Communities and/or populations near the project should be identified with their proximity to the project defined.		
5.20.1.5: Evacuation Routes. Identify all evacuation routes that are adjacent to or within the project area. Identify any roads that lack a secondary point of access or exit (e.g., cul-de-sacs).		
5.20.2 Regulatory Setting		
5.20.2.1: Regulatory Setting. Identify applicable federal, state, and local laws, policies, and standards for wildfire.		
5.20.2.2: CPUC Standards. Identify any CPUC standards that apply to wildfire management of the new facilities.		
5.20.3 Impact Questions		
5.20.3.1: Impact Questions. All impact questions for this resource area in the current version of CEQA Guidelines, Appendix G.		
5.20.3.2: Additional CEQA Impact Questions: None.		
5.20.4 Impact Analysis		
5.20.4.1: Impact Analysis. Provide an impact analysis for each checklist item identified in CEQA Guidelines, Appendix G for this resource area and any additional impact questions listed above.		
Include the following information in the impact analysis:		
5.20.4.2: Fire Behavior Modeling. For any new electrical lines, provide modeling to support the analysis of wildfire risk.		
5.20.4.3: Wildfire Management. Describe approaches that would be implemented during operation and maintenance to manage wildfire risk in the area. Provide a copy of any Wildfire Management Plan.		
5.20.5 CPUC Draft Environmental Measures		
Refer to Attachment 4, CPUC Draft Environmental Measures.		

5.21 Mandatory Findings of Significance³⁴

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>5.21.1: Impact Assessment for Mandatory Findings of Significance. Provide an impact analysis for each of the mandatory findings of significance provided in Appendix G of the CEQA Guidelines. The impact analysis can reference relevant information and conclusion from the biological resources, cultural resources, air quality, hazards, and cumulative sections of the PEA, where applicable.</p>		

6 Comparison of Alternatives

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>6.1: Alternatives Comparison</p> <p>a) Compare the ability of each alternative described in Chapter 4 against the proposed project in terms of its ability to avoid or reduce a potentially significant impact. The alternatives addressed in this section will each be:</p> <ul style="list-style-type: none"> i. Potentially feasible ii. Meet the underlying purpose of the proposed project iii. Meet most of the basic project objectives, and iv. Avoid or reduce one or more potentially significant impacts. <p>b) The relative effect of the various potentially significant impacts may be compared using the following or similar descriptors and an accompanying analysis:</p> <ul style="list-style-type: none"> i. Short-term versus long-term impacts ii. Localized versus widespread impacts iii. Ability to fully mitigate impacts <p>c) Impacts that the Applicant believes would be less than significant with mitigation may also be included in the analysis, but only if the steps listed above fail to distinguish among the remaining few alternatives.</p>		
<p>6.2: Alternatives Ranking. Provide a detailed table that summarizes the Applicant's comparison results and ranks the alternatives in order of environmental superiority.³⁵</p>		

³⁴ PEAs need only include a Mandatory Findings of Significance section if CPUC CEQA Unit Staff determine that a Mitigated Negative Declaration may be the appropriate type of document to prepare for the project, as determined through Pre-filing consultation. If no such determination has been made, then a Mandatory Findings of Significance section and the requirements below are not required.

³⁵ If the proposed project does not rank #1 on the list, the Applicant should provide the rationale for selecting the proposed project.

7 Cumulative and Other CEQA Considerations

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
7.1 Cumulative Impacts		
<p>7.1.1: List of Cumulative Projects</p> <p>a) Provide a detailed table listing past, present, and reasonably foreseeable future projects within and surrounding the project area (approximately 2-mile buffer)³⁶. The following information should be provided for each project in the table:</p> <ul style="list-style-type: none"> i. Project name and type ii. Brief description of the project location(s) and associated actions iii. Distance to and name of the nearest project component iv. Project status and anticipated construction schedule v. Source of the project information and date last checked (for each individual project), including links to any public websites where the information was obtained so it can be reviewed and updated (the project information should be current when the PEA is filed) <p>b) Provide a supporting map (or maps) showing project features and cumulative project locations and/or linear features. Provide associated GIS data.</p>		
<p>7.1.2: Geographic Scope. Define the geographic scope of analysis for each resource topic. The geographic scope of analysis for each resource topic should consider the extent to which impacts can be cumulative. For example, the geographic scope for cumulative noise impacts would be more limited in scale than the geographic scope for biological resource impacts because noise attenuates rapidly with distance. Explain why the geographic scope is appropriate for each resource.</p>		
<p>7.1.3: Cumulative Impact Analysis. Provide an analysis of cumulative impacts for each resource topic included in Chapter 5. Evaluate whether the proposed project impacts are cumulatively considerable³⁷ for any significant cumulative impacts.</p>		
7.2 Growth-Inducing Impacts		
<p>7.2.1: Growth-Inducing Impacts. Provide an evaluation of the following potential growth-inducing impacts:</p>		

³⁶ Information on cumulative projects may be obtained from federal, state, and local agencies with jurisdiction over planning, transportation, and/or resource management in the area. Other projects the Applicant is involved in or aware of in the area should be included.

³⁷ "Cumulatively considerable" means that the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.

<p>a) Would the proposed project foster any economic or population growth, either directly or indirectly, in the surrounding environment?</p> <p>b) Would the proposed project cause any increase in population that could further tax existing community service facilities (i.e., schools, hospitals, fire, police, etc.)?</p> <p>c) Would the proposed project remove any obstacles to population growth?</p> <p>d) Would the proposed project encourage and facilitate other activities that would cause population growth that could significantly affect the environment, either individually or cumulatively?</p>		
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8 List of Preparers

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>8.1: List of Preparers. Provide a list of persons, their organizations, and their qualifications for all authors and reviewers of each section of the PEA.</p>		

9 References

This section will include, but is not limited to, the following:	PEA Section and Page Number	Applicant Notes, Comments
<p>9.1: Reference List</p> <p>a) Organize all references cited in the PEA by section within a single chapter called “References.”</p> <p>b) Within the References chapter, organize all of the Chapter 5 references under subheadings for each resource area section.</p>		
<p>9.2: Electronic References</p> <p>a) Provide complete electronic copies of all references cited in the PEA that cannot be readily obtained for free on the Internet. This includes any company-specific documentation (e.g., standards, policies, and other documents).</p> <p>b) If the reference can be obtained on the Internet, the Internet address will be provided.</p>		

PEA Checklist Attachments

Attachment 1: GIS Data Requirements

This Attachment includes specific requirements and format of GIS data that is intended to be applicable to all PEAs. The specific GIS data requirements may be updated on a project-specific basis during Pre-filing coordination with CPUC's CEQA Unit Staff.

1. GIS data will be provided in an appropriate format (i.e., point, line, polygon, raster) and scale to adequately verify assumptions in the PEA and supporting materials and determine the level of environmental impacts. At a minimum, all GIS data layers will include the following metadata properties:
 - a. The source (e.g., report reference), date, title, and preparer (name or company)
 - b. Description of the contents and any limitations of the data
 - c. Reference scale and accuracy of the data
 - d. Complete attributes that correspond to the detailed mapbook, project description, and figures presented in the PEA and/or supporting application materials, including unique IDs, labels, geometry, and other appropriate project details
2. Where precise boundaries of project features may change (e.g., staging areas and temporary construction work areas), the Applicant will provide GIS data layers with representative boundaries to evaluate potential environmental impacts as a worst-case scenario.
3. Provide GIS data for:
 - a. All proposed and alternative project facilities including but not limited to existing and proposed/alternative ROWs; substations and switching stations; pole/tower locations; conduit; vaults, pipelines; valves; compressor stations; metering stations; valve stations, gas wellheads; other project buildings, facilities, and components (both temporary and permanent); telecommunication and distribution lines modifications or upgrades related to the project; marker ball and lighting locations; and mileposts, facility perimeters, and other demarcations or segments as applicable
 - b. All proposed areas required for construction and construction planning, including all proposed and alternative disturbance areas (both permanent and temporary); access roads; geotechnical work areas; extra work areas (e.g., staging areas, parking areas, lay-down areas, work areas at and around specific pole/tower sites, pull and tension sites, helicopter landing areas); airport landing areas; underground installation areas (e.g. trenches, vaults, underground work areas); horizontal directional drilling, jack and bore, or tunnel areas; blasting areas; and any areas where special construction methods may need to be employed
 - c. Within the PEA checklist there are also specific requirements for environmental resources within Chapter 5. All environmental resource GIS data must meet the minimum mapping standards specified in this Attachment.

Attachment 2: Biological Resource Technical Report Standards

Definitions

The following biological resources will be considered within the scope of the PEA and the Biological Resources Technical Report:

Sensitive Vegetation Communities and Habitats

- a) Sensitive vegetation communities/habitats identified in local or regional plans, policies, or regulations, or designated by CDFW³⁸ or USFWS
- b) Areas that provide habitat for locally unique biotic species/communities (e.g., oak woodlands, grasslands, and forests)
- c) Habitat that contains or supports rare, endangered, or threatened wildlife or plant species as defined by CDFW and USFWS
- d) Habitat that supports CDFW Species of Special Concern
- e) Areas that provide habitat for rare or endangered species and that meet the definition in CEQA Guidelines Section 15380
- f) Existing game and wildlife refuges and reserves
- g) Lakes, wetlands, estuaries, lagoons, streams, and rivers
- h) Riparian corridors

Special-Status Species

- a) Species listed or proposed for listing as threatened or endangered under the federal Endangered Species Act (ESA) (50 CFR § 17.12 [listed plants], 17.11 [listed animals] and various notices in the Federal Register [proposed species])
- b) Species that are candidates for possible future listing as threatened or endangered under the federal ESA (61 FR § 40, February 28, 1996)
- c) Species listed or proposed for listing by the State of California as threatened or endangered under the California ESA (14 CCR § 670.5)
- d) Plants listed as rare or endangered under the California Native Plant Protection Act (California Fish and Game Code, Section 1900 et seq.)
- e) Species that meet the definitions of rare and endangered under CEQA. CEQA Guidelines Section 15380 provides that a plant or animal species may be treated as “rare or endangered” even if not on one of the official lists.
- f) Plants considered by the California Native Plant Society (CNPS) to be “rare, threatened or endangered in California” (California Rare Plant Rank 1A, 1B, 2A, and 2B) as well as California Rare Plant Rank 3 and 4 plant species
- g) Species designated by CDFW as Fully Protected or as a Species of Special Concern
- h) Species protected under the Federal Bald and Golden Eagle Protection Act
- i) Birds of Conservation Concern or Watch List species
- j) Bats considered by the Western Bat Working Group to be “high” or “medium” priority (Western Bat Working Group 2015)

³⁸ CDFW’s Rarity Ranking follows NatureServe’s Heritage Methodology (Faber-Langendoen, et al. 2016) in which communities are given a G (global) and S (state) rank based on their degree of imperilment (as measured by rarity, trends, and threats). Communities with a Rarity Ranking of S1 (critically imperiled), S2 (imperiled), or S3 (vulnerable) are considered sensitive by CDFW.

Biological Resource Technical Report Minimum Requirements

Report Contents

The Biological Resource Technical Report will include the following information at a minimum.

- a) **Preliminary Agency Consultation.** Describe any pre-survey contact with agencies. Describe any agency approvals that were required for biologists or agency protocols that were applied to the survey effort. Provide copies of correspondence and meeting notes with the names and contact information for agency staff and the dates of consultation as an appendix to the Biological Resources Technical Report.
- b) **Records Search.** Provide the results of all database and literature searches for biological resources within and surrounding the project area. Identify all sources reviewed (e.g., CNDDDB, CNPS, USFWS, etc.).
- c) **Biological Resource Survey Method.** Identify agency survey requirements and protocols applicable to each biological survey that was conducted. Identify the areas where each survey occurred. Identify any limitations for the surveys (e.g., survey timing or climatic conditions) that could affect the survey results.
- d) **Vegetation Communities and Land Cover.** Identify all vegetation communities or land cover types (e.g., disturbed or developed) within the biological survey area. The biological survey area should include a 1,000-foot buffer from project facilities to support CPUC's evaluation of indirect effects.
- e) **Aquatic Resources.** Identify any wetlands, streams, lakes, reservoirs, estuarine, or other aquatic resources within the biological survey area. Provide a wetland delineation and all data sheets including National Wetlands Inventory maps (or the appropriate state wetland maps, if National Wetlands Inventory maps are not available) that show all proposed facilities and include milepost locations for proposed pipeline routes. Provide a copy of agency verification of the wetland delineation if the delineation has been verified by the U.S. Army Corps of Engineers or CDFW. If the delineation has not been verified, describe the process and timing for obtaining agency verification.
- f) **Habitat Assessments.** Evaluate the potential for suitable habitat in the biological survey area for each species identified in the database and literature search.
- g) **Native Wildlife Corridors and Nursery Sites.** Identify any wildlife corridors or nursery sites that occur within the biological survey area.
- h) **Survey Results.** Describe all survey results and include a copy of any focused (e.g., rare plant, protocol special-status wildlife) biological resources survey reports.

Mapping and GIS Data

Provide detailed maps (at approximately 1:3,000 scale or similar), and all associated GIS data for the Biological Resources Technical Report and any supporting biological survey reports, including:

- a) Biological survey area for each survey that was conducted
- b) Vegetation communities and land cover types
- c) Aquatic resource delineation
- d) Special-status plant locations
- e) Special-status wildlife locations
- f) Avian point count locations
- g) Critical habitat
- h) California Coastal Commission or Bay Conservation and Development Commission jurisdictional areas

Attachment 3: Cultural Resource Technical Report Standards

Cultural Resource Inventory Report

Provide a cultural resource inventory report that includes archaeological, unique archaeological, and built-environment resources within all areas that could be affected by the proposed project including areas of indirect effect. The inventory report will include the results of both a literature search and pedestrian survey. The contents will address the requirements in *Archaeological Resource Management Reports: Recommended Contents and Guidelines*. The methodology and results of the inventory should be sufficient to provide the reader with an understanding of the nature, character, and composition of newly discovered and previously identified cultural resources so that the required recommendations about the resource(s) CRHR eligibility are clearly understood. No information regarding the location of the cultural resources will be included in these descriptions. The required Department of Parks and Recreation (DPR) 523 forms, including location information and photographs of the resources, are to be included in a removable confidential appendix to the report.³⁹

The inventory report will meet the following requirements:

- a) The report should clearly discuss the methods used to identify unique archaeological resources (e.g., how the determination was made about the resources' eligibility).
- b) The report should identify large resources such as districts and landscapes where resources indicate their presence, even if federal agencies disagree. It is understood that often only a few contributing elements may be in the project area, and that the boundaries of the large resource may need to be revisited as part of future projects. It is acknowledged that boundaries of districts and landscapes can be difficult to define and there is not always good recorded data on these resources.
- c) In the case of archaeological resources, the report should discuss whether each one is also a unique archaeological resource and explain why or why not.
- d) Descriptions of resources should include spatial relationships to other nearby resources, raw materials sources, and natural features such as water sources and mountains.
- e) The evidence that indicates a particular function or age for a resource should be explicitly described with a clear explanation, not simply asserted.

Cultural Resource Evaluation Report

Provide a cultural resource evaluation report. The report contents required by the state of California are outlined in the *Archaeological Resource Management Reports: Recommended Contents and Guidelines*. The evaluation report should also include:

- a) Resource descriptions and evaluations together, and not in separate volumes or report sections. This will facilitate understanding of each resource.
- b) An evaluation of each potential or eligible California Register of Historical Resources (CRHR) resource within the public archaeology laboratory (PAL) for all seven aspects of integrity⁴⁰ using specific examples for each resource. This evaluation needs to be included in the evaluation

³⁹ Any aspect of the PEA and associated data that Applicants believe to be confidential will be provided in full but may be marked confidential if allowed pursuant to General Order 66 or latest applicable Commission rule (e.g., see Public Records Act Proceeding R.14-11-001).

⁴⁰ The seven aspects of integrity are location, design, setting, materials, workmanship, feeling, and association, as defined in “*Types of Historical Resources and Criteria for Listing in the California Register of Historical Resources*” [14 CCR 4852(c)].

- report for all resources that could be affected by the project even if the resources were not previously evaluated. Previous evaluations should be reviewed to address change over time.
- c) An evaluation of each potential or eligible CRHR resource within the PAL under all four criteria using specific examples for each resource. This evaluation needs to be included in the evaluation report for all resources that could be affected by the project even if the resources were not previously evaluated. The cultural resources professional should make their own recommendation regarding eligibility, which does not need to agree with previous recommendations for CRHR or NRHP, as long as it is clearly explained.
 - d) For **prehistoric archaeological resources**, Criteria 1, 2 and 341 should be explicitly considered. Research efforts to search for important events and persons related to the resource must be described. This evaluation needs to be included in the evaluation report for all resources that could be affected by the project even if the resources were not previously evaluated. The cultural resources professional should make their own recommendation, which does not need to agree with previous recommendations for CRHR or NRHP eligibility, as long as it is clearly explained.
 - e) While **potential unique archaeological resources** could be identified in the records search report or inventory report, the justification for each individual resource to be considered a resource under CEQA should be presented in this report.
 - f) If surface information collected during survey is sufficient to make an eligibility recommendation, this reasoning should be outlined explicitly for each resource. This is particularly the case for resources that are believed to have buried subsurface components.
 - g) If archaeological testing or additional historical research was required in order to evaluate a resource, the evaluation report will be explicit about why the work was required, the results for each resource, and the subsequent eligibility recommendation.
 - h) For large projects with multiple similar resources where the eligibility justifications for similar resources are essentially identical, it is acceptable to discuss these resources as a group. However, eligibility justifications for each individual resource is preferred, so if the grouping strategy is used, the criteria used to group resources must be clearly justified.
 - i) Large resources such as districts and landscapes may be challenging to fully evaluate in the context of a single project. CPUC encourages the identification and evaluation of these resources with the understanding that often only a few contributing elements may be located within the project area, and that the boundaries of the large resource may need to be revisited as part of future projects. It is understood that a full evaluation of the resource may be beyond the scope of one project. Regardless, the potential for the project to affect any resources within a district or landscape must be defined.

⁴¹ Criteria for Designation on the California Register are as follows (defined in http://ohp.parks.ca.gov/?page_id=21238):

- Criterion 1: Associated with events that have made a significant contribution to the broad patterns of local or regional history or the cultural heritage of California or the United States.
- Criterion 2: Associated with the lives of persons important to local, California or national history.
- Criterion 3: Embodies the distinctive characteristics of a type, period, region or method of construction or represents the work of a master or possesses high artistic values.
- Criterion 4: Has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California or the nation.

Attachment 4: CPUC Draft Environmental Measures

About this Attachment: The following CPUC Draft Environmental Measures are provided for consideration during PEA development. They should be discussed with the CPUC's CEQA Unit Staff during Pre-filing, especially with respect to the development of Applicant Proposed Measures. The CPUC Draft Environmental Measures may form the basis for mitigation measures in the CEQA document if appropriate to the analysis of potentially significant impacts. These and other CPUC Draft Environmental Measures may be formally incorporated into Chapter 5 of future versions of the PEA Checklist.

5.1 Aesthetics

Aesthetics Impact Reduction During Construction

All project sites will be maintained in a clean and orderly state. Construction staging areas will be sited away from public view where possible. Nighttime lighting will be directed away from residential areas and have shields to prevent light spillover effects. Upon completion of project construction, project staging and temporary work areas will be returned to pre-project conditions, including re-grading of the site and re-vegetation or re-paving of disturbed areas to match pre-existing contours and conditions.

5.3 Air Quality

Dust Control During Construction

The Applicant shall implement measures to control fugitive dust in compliance with all local air district(s) standards. Dust control measures shall include the following at a minimum:

- All exposed surfaces with the potential of dust-generating shall be watered or covered with coarse rock to reduce the potential for airborne dust from leaving the site.
- The simultaneous occurrence of more than two ground disturbing construction phases on the same area at any one time shall be limited. Activities shall be phased to reduce the amount of disturbed surfaces at any one time.
- Cover all haul trucks entering/leaving the site and trim their loads as necessary.
- Use wet power vacuum street sweepers to sweep all paved access road, parking areas, staging areas, and public roads adjacent to project sites on a daily basis (at minimum) during construction. The use of dry power sweeping is prohibited.
- All trucks and equipment, including their tires, shall be washed off prior to leaving project sites.
- Apply gravel or non-toxic soil stabilizers on all unpaved access roads, parking areas, and staging areas at project sites.
- Water and/or cover soil stockpiles daily.
- Vegetative ground cover shall be planted in disturbed areas as soon as possible and watered appropriately until vegetation is established.
- All vehicle speeds shall be limited to fifteen (15) miles per hour or less on unpaved areas.
- Implement dust monitoring in compliance with the standards of the local air district.
- Halt construction during any periods when wind speeds are in excess of 50 mph.

5.5 Cultural Resources

Human Remains (Construction and Maintenance)

Avoidance and protection of inadvertent discoveries that contain human remains shall be the preferred protection strategy with complete avoidance of such resources ensured by redesigning the project. If human remains are discovered during construction or maintenance activities, all work shall be diverted from the area of the discovery, and the CPUC shall be informed immediately. The Applicant shall contact the County Coroner to determine whether or not the remains are Native American. If the remains are determined to be Native American, the Coroner will contact the Native American Heritage Commission (NAHC). The NAHC will then identify the person or persons it believes to be the most likely descendant of the deceased Native American, who in turn would make recommendations for the appropriate means of treating the human remains and any associated funerary objects.

If the remains are on federal land, the remains shall be treated in accordance with the Native American Graves Protection and Repatriation Act (NAGPRA). If the remains are not on federal land, the remains shall be treated in accordance with Health and Safety Code Section 7050.5, CEQA Section 15064.5(e), and Public Resources Code Section 5097.98.

5.8 Greenhouse Gas Emissions

Greenhouse Gas Emissions Reduction During Construction

The following measures shall be implemented to minimize greenhouse gas emissions from all construction sites:

- If suitable park-and-ride facilities are available in the project vicinity, construction workers shall be encouraged to carpool to the job site.
- The Applicant shall develop a carpool program to the job site.
- On road and off-road vehicle tire pressures shall be maintained to manufacturer specifications. Tires shall be checked and re-inflated at regular intervals.
- Demolition debris shall be recycled for reuse to the extent feasible.
- The contractor shall use line power instead of diesel generators at all construction sites where line power is available.
- The contractor shall maintain construction equipment per manufacturing specifications.

5.19 Utilities and Service Systems

Notify Utilities with Facilities Above and Below Ground

The Applicant shall notify all utility companies with utilities located within or crossing the project ROW to locate and mark existing underground utilities along the entire length of the project at least 14 days prior to construction. No subsurface work shall be conducted that would conflict with (i.e., directly impact or compromise the integrity of) a buried utility. In the event of a conflict, areas of subsurface excavation or pole installation shall be realigned vertically and/or horizontally, as appropriate, to avoid other utilities and provide adequate operational and safety buffering. In instances where separation between third-party utilities and underground excavations is less than 5 feet, the Applicant shall submit the intended construction methodology to the owner of the third-party utility for review and approval at least 30 days prior to construction. Construction methods shall be adjusted as necessary to assure that the integrity of existing utility lines is not compromised.

5.20 Wildfire

Construction Fire Prevention Plan

A project-specific Construction Fire Prevention Plan for both construction and operation of the project shall be submitted for review prior to initiation of construction. A draft copy of the Plan shall be provided to the CPUC and state and local fire agencies at least 90 days before the start of any construction activities in areas designated as Very High or High Fire Hazard Severity Zones. Plan reviewers shall also include

federal, state, or local agencies with jurisdiction over areas where the project is located. The final Plan shall be approved by the CPUC at least 30 days prior to the initiation of construction activities. The Plan shall be fully implemented throughout the construction period and include the following at a minimum:

- The purpose and applicability of the Plan
- Responsibilities and duties
- Preparedness training and drills
- Procedures for fire reporting, response, and prevention that include:
 - Identification of daily site-specific risk conditions
 - The tools and equipment needed on vehicles and to be on hand at sites
 - Reiteration of fire prevention and safety considerations during tailboard meetings
 - Daily monitoring of the red-flag warning system with appropriate restrictions on types and levels of permissible activity
- Coordination procedures with federal and local fire officials
- Crew training, including fire safety practices and restrictions
- Method(s) for verifying that all Plan protocols and requirements are being followed

A project Fire Marshal or similar qualified position shall be established to enforce all provisions of the Construction Fire Prevention Plan as well as perform other duties related to fire detection, prevention, and suppression for the project. Construction activities shall be monitored to ensure implementation and effectiveness of the Plan.

Fire Prevention Practices (Construction and Maintenance)

The Applicant shall implement ongoing fire patrols during the fire season as defined each year by local, state, and federal fire agencies. These dates vary from year to year, generally occurring from late spring through dry winter periods. During Red Flag Warning events, as issued daily by the National Weather Service, all construction/maintenance activities shall cease, with an exception for transmission line testing, repairs, unfinished work, or other specific activities which may be allowed if the facility/equipment poses a greater fire risk if left in its current state.

All construction/maintenance crews and inspectors shall be provided with radio and cellular telephone access that is operational in all work areas and access routes to allow for immediate reporting of fires. Communication pathways and equipment shall be tested and confirmed operational each day prior to initiating construction/maintenance activities at each work site. All fires shall be reported to the fire agencies with jurisdiction in the area immediately upon discovery of the ignition.

All construction/maintenance personnel shall be trained in fire-safe actions, initial attack firefighting, and fire reporting. All construction/maintenance personnel shall be trained and equipped to extinguish small fires in order to prevent them from growing into more serious threats. All construction/maintenance personnel shall carry at all times a laminated card and be provided a hard hat sticker that list pertinent telephone numbers for reporting fires and defining immediate steps to take if a fire starts. Information on laminated contact cards and hard hat stickers shall be updated and redistributed to all construction/maintenance personnel and outdated cards and hard hat stickers shall be destroyed prior to the initiation of construction/maintenance activities on the day the information change goes into effect.

Construction/maintenance personnel shall have fire suppression equipment on all construction vehicles. Construction/maintenance personnel shall be required to park vehicles away from dry vegetation. Water tanks and/or water trucks shall be sited or available at active project sites for fire protection during construction. The Applicant shall coordinate with applicable local fire departments prior to construction/maintenance activities to determine the appropriate amounts of fire equipment to be carried on vehicles and, should a fire occur, to coordinate fire suppression activities.



Due to scheduled maintenance, the following applications will be unavailable beginning **Friday, February 17, 2023 at 5:00pm until Monday, February 20, 2023 at 12:00am midnight: File a Complaint** (Utility Complaint), **EFILE** (Electronic filing for formal proceedings), **Docket Card**, **FPSS** (Formal Proceeding Subscription Service), **IMLS** (Information Management Portal), **TMIS E-FILE** (Transportation Carriers Insurance E-Filing), **TSQX** (CA Major Service Interruption Reporting System), **TUFS** (TUFFS Telecom & User Fees Filing System), and **PPOR** (Power Plant Outage Report).



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Fire-Threat Maps and Fire-Safety Rulemaking

PUC Fire Safety Rulemaking Background

In October 2007, devastating wildfires driven by strong Santa Ana winds burned hundreds of square miles in Southern California. Several of the worst wildfires were reportedly ignited by overhead utility power lines and aerial communication facilities near power lines. In response to these wildfires, we created [Rulemaking \(R.\) 08-11-005](#) to consider and adopt regulations to protect the public from potential fire hazards associated with overhead powerline facilities and nearby aerial communication facilities.

In 2009, we issued several decisions in [R.08-11-005](#) that together adopted dozens of new fire-safety regulations. Most of the adopted fire-safety regulations consisted of new or revised rules in [General Order \(GO\) 95](#). Several adopted fire-safety regulations apply only to areas, referred to as “high fire-threat areas,” where there is a higher risk for power line fires igniting and spreading rapidly. These high fire-threat areas are chosen by several maps that were approved on an interim basis. Each of the interim maps covers a different part of the State and uses its own method for showing high fire-threat areas, showing consistency and potential enforcement issues. To solve these issues, we started to create a single statewide fire-threat map to select areas with a higher risk for destructive power line fires and where stricter fire-safety regulations should apply.

In May 2015, we closed R.08-11-005 and began rulemaking [R.15-05-006](#) to complete the unfinished tasks in R.08-11-005. The general scope of R.15-05-006 was to complete these unfinished tasks:

1. Create and adopt a statewide fire-threat map that outlines the boundaries of a new High Fire-Threat District (HFTD) where the previously adopted regulations will apply,
2. Figure out the need for more fire-safety regulations in the HFTD, and
3. Revise GO 95 to include a definition and maps of the HFTD, as well as any new fire-safety regulations.

The scope and schedule for R.15-05-006 was divided into two parallel tracks. One track focused on the development and adoption of a statewide fire-threat map. The second track focused on the identification, evaluation, and adoption of fire-safety regulations in the HFTD.

On December 21, 2017, we completed the second track of R.15-05-006 by issuing [Decision \(D.\) 17-12-024](#) which adopted regulations to enhance fire-safety in the HFTD. On January 19, 2018 we adopted, via Safety and Enforcement Division’s [\(SED\) disposition of a Tier 1 Advice Letter](#), the final CPUC Fire-Threat Map. The adopted CPUC Fire-Threat Map, together with the map of Tier 1 High Hazard Zones (HHZs) in the U.S. Forest Service- California Department of Forestry and Fire Protection’s (CAL FIRE) joint map of tree mortality HHZs, form the HFTD Map where stricter fire-safety regulations apply. Read more information about the

[Sept. 19, 2018: SED-CAL FIRE Joint Assessment and Recommendation Report on Fire-Wind Map.](#)

Fire-Threat Maps & the High Fire-Threat District (HFTD)

Map Dissemination

Under the requirements of [D.17-01-009](#), the Safety and Enforcement Division (SED) makes available the following maps that together make up the HFTD, which will direct future utility and communication infrastructure provider fire-safety activities in California. [Please use Internet Explorer or compatible browser to open files.]

1. [CPUC Fire-Threat Map - high resolution pdf \(8.5"x11"\)](#).
2. [CPUC Fire-Threat Map - high resolution pdf \(poster size\)](#).
3. [CPUC Fire-Threat Map - zip archive of native GIS files](#)
4. [USFS-CAL FIRE Joint Map of Tree Mortality HHZs - current version](#) (NOTE: Scroll down to the "Tree Mortality Related High Hazard Zones" section on the CAL FIRE webpage. Click link to download the Tier 1_HighHazardZones which is used as CPUC HFTD Zone 1.)

In addition to the mandated map products required for posting in [D.17-01-009](#) and provided above, supplemental map products are available below:

1. [HFTD Map - high resolution pdf \(8.5"x11"\)](#)
2. [HFTD Map - high resolution pdf \(poster size\)](#)
3. [HFTD Map - GIS web app viewer](#)

The HFTD Map provides a single map representing all parts of the HFTD from both map sources (i.e. CPUC Fire-Threat Map and Tree Mortality HHZ Map).

Interim Maps

The fire-safety regulations below require a map to define "high fire-threat areas" where these regulations apply. The interim maps adopted in R.08-11-005 consisted of these three fire-threat maps below:

1. A wildland fire-threat map prepared by the California Department of Forestry and Fire Protection's (CAL FIRE) as part of its Fire Resource and Assessment Program (FRAP). This map is often referred to as the "FRAP Map."
2. A modified FRAP Map developed by San Diego Gas & Electric (SDG&E) for its own service territory. This is sometimes referred to as the "SDG&E fire-threat map."
3. A map developed by communications utilities (see page 262 of D.12-01-032) to identify areas where there is an increased risk for utility-associated wildfires. This map is oftentimes referred to as the "Reax Map."

The Reax Map outlined high fire-threat areas in Northern California where regulations applied. Except for SDG&E's service territory, the FRAP Map outlined high fire-threat areas in Southern California where the previously identified regulations applied. The SDG&E fire-threat map was used for SDG&E's service territory.

CPUC Fire-Threat Map

In 2012, we created a statewide map designed specifically to show areas where there is an increased risk for utility associated wildfires. The CPUC Fire-Threat Map, started in [R.08-11-005](#) and continued in [R.15-05-006](#).

We used a multistep process to develop the statewide CPUC Fire-Threat Map. The first step was to develop Fire Map 1 (FM 1), an agnostic map that shows California areas where there is a higher risk for the ignition and rapid spread of powerline fires due to strong winds, abundant dry vegetation, and other environmental conditions. These are the environmental conditions associated with the catastrophic powerline fires that burned 334 square miles of Southern California in October 2007. FM 1 was developed by CAL FIRE and adopted by us in [Decision 16-05-036](#).

FM 1 served as the foundation for the development of the final CPUC Fire-Threat Map. The CPUC Fire-Threat Map describes the boundaries of a new HFTD where utility infrastructure and operations will have stricter fire-safety regulations. The CPUC Fire-Threat Map incorporates the fire hazards associated with past powerline wildfires besides the October 2007 fires in Southern California (e.g., the Butte Fire that burned 71,000 acres in Amador and Calaveras Counties in September 2015) and ranks fire-threat areas based on the risks that utility-associated wildfires pose to people and property.

The main people handling the development of the CPUC Fire-Threat Map was a group of utility mapping experts known as the Peer Development Panel (PDP), with oversight from a team of independent experts known as the Independent Review Team (IRT). The members of the IRT were selected by CAL FIRE and CAL FIRE served as the Chair of the IRT. The development of CPUC Fire-Threat Map includes input from many stakeholders, including investor-owned and publicly owned electric utilities, communications infrastructure providers, public interest groups, and local public safety agencies.

The PDP served a draft statewide CPUC Fire-Threat Map on July 31, 2017, which was later reviewed by the IRT. On October 2 and October 5, 2017, the PDP filed an Initial CPUC Fire-Threat Map that reflected the results of the IRT's review through September 25, 2017. The [final IRT-approved CPUC Fire-Threat Map](#) was filed on November 17, 2017. On November 21, 2017, SED filed on behalf of the IRT a [summary report detailing the production of the CPUC Fire-Threat Map](#) (referenced at the time as Fire Map 2). Interested parties were able to submit alternate maps, written comments on the IRT-approved map and alternate maps (if any), and motions for Evidentiary Hearings. No motions for Evidentiary Hearings or alternate map proposals were received. On January 19, 2018 we adopted, via [\(SED\) disposition of a Tier 1 Advice Letter](#), the final CPUC Fire-Threat Map.

You can access the GIS web viewer here: <https://ia.cpuc.ca.gov/firemap/> and click on the magnifying lens icon in the upper right corner to show the search bar. From there you can enter addresses and zoom in to a fairly fine scale with street level detail.

High Fire-Threat District (HFTD)

In [D.17-01-009](#), as changed by [D.17-06-024](#), we adopted a work plan for the development and adoption of the CPUC Fire-Threat Map, which is one part of the HFTD. Following these decisions, the HFTD is made up of two maps:

1. Tier 1 High Hazard Zones (HHZs) on the ***U.S. Forest Service-CAL FIRE joint map of Tree Mortality HHZs ("Tree Mortality HHZ Map")***.
2. Tier 2 and Tier 3 fire-threat areas on the ***CPUC Fire-Threat Map***

The Tree Mortality HHZ Map is an off-the-shelf map. Tier 1 HHZs are zones near communities, roads, and utility lines, and are a direct threat to public safety. Tier 2 fire-threat areas outline areas where there is a higher risk (including likelihood and potential impacts on people and property) from utility related wildfires. Tier 3 fire-threat areas outline areas where there is an extreme risk (including likelihood and potential impacts on people and property) from utility related wildfires.

It should be noted that:

1. Tier 2 and Tier 3 fire-threat areas on the CPUC Fire-Threat Map may overlap Tier 1 HHZs on the Tree Mortality HHZ Map,
2. The Tree Mortality HHZ Map is not owned or maintained by the CPUC, and
3. The Tree Mortality HHZ Map is updated more often (about once a year) than the 10-year update cycle adopted by the above-mentioned decisions for the CPUC Fire-Threat Map.

The fire-safety regulations described below apply only to areas designated as "high fire-threat areas" following the adopted interim maps. The HFTD is intended to represent an area based, in part, upon a mapping product (i.e. CPUC Fire-Threat Map) developed specifically for the purpose of scoping utility regulations.

Fire-Safety Regulations

The fire-safety regulations adopted in R.08-11-005 that relied on the interim maps include:

- **GO 95, Rule 18A**, which requires electric utilities and communication infrastructure providers (CIPs) to place a high priority on the correction of significant fire hazards in high fire-threat areas of Southern California.
- **GO 95, Rules 31.2, 80.1A, and 90.1B**, which set the minimum frequency for inspections of aerial communication facilities located in close proximity to power lines in high fire-threat areas throughout California.
- **GO 95, Rule 35, Table 1, Case 14**, which requires increased radial clearances between bare-line conductors and vegetation in high fire-threat areas of Southern California.
- **GO 95, Appendix E**, which authorizes increased time-of-trim clearances between bare-line conductors and vegetation in high fire-threat areas of Southern California.
- **GO 165, Appendix A, Table 1**, which requires more frequent patrol inspections of overhead powerline facilities in rural, high fire-threat areas of Southern California.
- **GO 166, Standard 1.E.**, which requires each electric utility in Southern California to develop and submit a plan to reduce the risk of fire ignitions by overhead facilities in high fire-threat areas during extreme fire-weather events. Electric

utilities in Northern California must also develop and submit a plan if they have overhead facilities in high fire-threat areas that are subject to extreme fire-weather events.

The scope of [R.15-05-006](#) included the identification, evaluation, and adoption of more fire-safety regulations for the HFTD. A series of public workshops was held by a group known as the Fire Safety Technical Panel (FSTP). The panel was chaired by the Safety and Enforcement Division and Southern California Edison Company. On July 10, 2017, the FSTP filed a Workshop Report that had 23 proposed fire-safety regulations and 8 alternatives. Interested parties filed opening comments on July 31, 2017, and reply comments on August 11, 2017. On December 21, 2017, we issued [D.17-12-024](#), adopting [new fire-safety regulations](#) in the HFTD.

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Date of Issuance 10/13/2021

BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

Order Instituting Rulemaking to
Develop Safety Culture Assessments
for Electric and Natural Gas Utilities.

FILED
PUBLIC UTILITIES COMMISSION
OCTOBER 7, 2021
SAN FRANCISCO, CALIFORNIA
RULEMAKING 21-10-001

**ORDER INSTITUTING RULEMAKING TO DEVELOP SAFETY CULTURE
ASSESSMENTS FOR ELECTRIC AND NATURAL GAS UTILITIES**

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ORDER INSTITUTING RULEMAKING TO DEVELOP SAFETY CULTURE ASSESSMENTS FOR ELECTRIC AND NATURAL GAS UTILITIES

Summary

The purpose of this Order Instituting Rulemaking (OIR) is to develop and adopt a safety culture assessment framework and identify the structure, elements, and process necessary to drive each regulated investor-owned electric and natural gas utility and gas storage operator to establish and continuously improve their organization-wide safety culture. Accordingly, this OIR provides guidance on the form and content of the safety culture assessments for regulated electric and natural gas investor-owned utilities (IOU) and gas storage operators, provides a venue for a review of their safety culture as an organization, and will determine a process for ongoing review and refinement of their safety culture assessments in future years.

All large electrical corporations, small and multi-jurisdictional electrical corporations, large natural gas corporations, and gas storage operators subject to the jurisdiction of the California Public Utilities Commission (Commission) are respondents to this proceeding. Parties are invited to comment on this OIR and its initial proposed scope within 45 days of its issuance. Reply comments may be filed within 30 days after filing and service of comments. This OIR will be served on the service lists of many proceedings that contain, or may contain, issues related to safety and safety culture.

1. Background

California has experienced several utility-related catastrophic events during the last 10-plus years. These include the fatal explosion of a Pacific Gas and Electric Company (PG&E) pipeline in San Bruno in 2010, a large-scale natural gas leak at Southern California Gas Company's (SoCalGas) Aliso Canyon storage facility in Los Angeles County in 2015, and recent catastrophic wildfires

caused by utility infrastructure. The Commission has opened an array of proceedings to drive utilities to improve their safety practices and policies to avoid the occurrence of these disasters and the related potential costs to ratepayers. Most recently, these proceedings include, but are not limited to, the following:

- Order Instituting Rulemaking to Implement Electric Utility Wildfire Mitigation Plans Pursuant to SB 901¹ (Rulemaking (R.) 18-10-007);
- Order Instituting Investigation on the Commission's Own Motion to Consider the Ratemaking and Other Implications of a Proposed Plan for Resolution of Voluntary Case filed by Pacific Gas and Electric Company, pursuant to Chapter 11 of the Bankruptcy Code, in the United States Bankruptcy Court, Northern District of California, San Francisco Division, In re Pacific Gas and Electric Corporation and Pacific Gas and Electric Company, Case No.19-30088 (Investigation (I.) 19-09-016);
- Order Instituting Investigation on the Commission's Own Motion to Determine Whether Pacific Gas and Electric Company and PG&E Corporation's Organizational Culture and Governance Prioritize Safety (I.15-08-019);
- Order Instituting Investigation on the Commission's Own Motion to Determine Whether Southern California Gas Company's and Sempra Energy's Organizational Culture and Governance Prioritize Safety (I.19-06-014);
- Order Instituting Rulemaking to Set Wildfire Fund Non-Bypassable Charge in 2022 and 2023 (R.21-03-001); and

¹ Stats. 2018, Ch.626.

- Order Instituting Rulemaking to Develop a Risk-Based Decision-Making Framework to Evaluate Safety and Reliability Improvements and Revise the General Rate Case Plan for Energy Utilities (R.13-11-006).

These proceedings are predicated on events that require the Commission to evaluate how utilities prioritize safety and mitigate the safety risks of catastrophic events. Specifically, the Commission opened two formal investigations related to safety culture: I.15-08-019 and I.19-06-014.

The first, I.15-08-019, prompted by the 2010 pipeline explosion in San Bruno, examines whether PG&E's organizational culture and governance prioritize safety and adequately direct resources to promote accountability and achieve safety goals and standards. In Decision (D.) 18-11-050, the Commission ordered PG&E to implement recommendations resulting from the safety culture assessment and submit quarterly reports on their implementation progress.

Following the 2015 Aliso Canyon gas leak in Los Angeles County and 2017 rupture of Line 235-2 in San Bernardino County, the Commission launched I.19-06-014 to determine whether the organizational culture and governance of SoCalGas and its parent company, Sempra Energy, prioritize safety and adequately direct resources to promote accountability and achieve safety performance goals, standards, and improvements.

D.18-10-029, addressing a joint request by Wild Goose LLC and Lodi Gas Storage LLC, further developed Commission safety efforts by ordering applicants to prepare and implement a safety culture plan focused on exceeding regulatory requirements and promoting continuous safety improvements.

D.18-10-029 stated that the Commission may consider a rulemaking to require

natural gas utilities, including independent storage providers, to implement safety management procedures and a safety culture plan.²

The Commission also requires energy utilities to incorporate a risk-based decision framework to evaluate the safety and reliability improvements in their General Rate Case (GRC) applications in D.14-12-025. Through the Commission's Risk Assessment Mitigation Phase (RAMP) process, utilities describe their plans to identify, assess and mitigate risks. As part of RAMP, each utility must describe the company's safety culture and executive engagement and compensation policies related to safety.³ Each utility should also "analyze its successes and failures at improving its safety culture and describe its path forward toward a deep and pervasive safety culture."⁴

Additionally, the Governor's Office prepared a report in 2017 and 2018, in response to devastating wildfires, titled *Wildfires and Climate Change: California's Energy Future*. This report directs the Commission to hold the utilities accountable for safety prioritization. This report requires the Commission to expand its safety expertise and to consider models from agencies that regulate high-risk industries to assess best practices that could be adopted by the Commission.⁵

² D.18-10-029 at 13.

³ D.16-08-018 at 152.

⁴ D.16-08-018 at 141.

⁵ Governor Newsom's Strike Force, "Wildfires and Climate Change: California's Energy Future" (2019), available as of September 13, 2021 at <https://www.gov.ca.gov/wp-content/uploads/2019/04/Wildfires-and-Climate-Change-California%E2%80%99s-Energy-Future.pdf>.

Safety culture assessments of electrical corporations are required as part of Assembly Bill (AB) 1054⁶ and Senate Bill (SB) 901.⁷ AB 1054 directs the Commission's Wildfire Safety Division, now the Office of Energy Infrastructure Safety (OEIS),⁸ to conduct annual safety culture assessments of each electrical corporation, the first of which will be published in fall 2021. The AB 1054 assessments are specific to wildfire safety efforts and include a workforce survey, organizational self-assessment, supporting documentation, and interviews.^{9,10}

SB 901 directs the Commission to establish a safety culture assessment for each electrical corporation, conducted by an independent third-party evaluator. SB 901 requires that the Commission set a schedule for each assessment, including updates to the assessment, at least every five years, and prohibit the electrical corporations from seeking reimbursement for the costs of the safety culture assessments from ratepayers.¹¹ The Commission will utilize this proceeding to effectively implement SB 901 and the findings in the Governor's Office 2019 report.

Commission oversight of the SB 901 utility safety culture assessments shall include review of the AB 1054 wildfire-related assessments conducted by OEIS and expand into broader utility organizational structure, processes, and

⁶ Stats. 2019, Ch.79, codified in Public Utilities Code Section 8489 (d)(4).

⁷ Stats. 2018, Ch. 626, codified in Public Utilities Code Section 8386.2.

⁸ The Commission's Wildfire Safety Division transitioned to the California Natural Resources Agency on July 1, 2021, and became the Office of Energy Infrastructure Safety.

⁹ Wildfire Safety Division, "Safety Culture Assessments: Requirements of Electrical Corporations," (2021) , <https://energysafety.ca.gov/wp-content/uploads/docs/safety-culture-assessments/wsd-safety-culture-assessment-requirements-final-20210122.pdf>.

¹⁰ Commission Resolution WSD-011 Attachment at 196.

¹¹ SB 901, codified in Public Utilities Code Section 8386.2

infrastructure. OEIS' annual AB 1054 safety culture assessments are intended to be complementary, and not a replacement for, broader ongoing Commission efforts to improve safety culture within utilities¹² such as the efforts in this proceeding.

In March 2021, the Commission's Safety Policy Division contracted with a consultant to assist in developing safety culture assessment guidance for energy utilities pursuant to SB 901. Within the Safety Culture Rulemaking we open today, the consultant will also develop a technical maturity model and standardized metrics for party comment and for the Commission to consider for adoption to allow the Commission to objectively assess utility safety culture and maturity over time.

1.1. Applicable Law

Investor-owned electric and natural gas utilities (IOUs) and some gas storage operators are subject to the safety and rate jurisdiction of this Commission, to the Commission's general orders, rules, and decisions, and to California law.

The Commission enforces a variety of federal and State laws that impose utility safety requirements and exercises broad oversight of utility infrastructure and operations. Pursuant to Article XII, Sections one through six of the California Constitution, the Commission "has broad authority to regulate utilities."¹³

¹² Wildfire Safety Division, "Safety Culture Assessments: Requirements of Electrical Corporations," (2021).

¹³ *Ford v. Pacific Gas & Electric Company* (1997) 60 Cal. App.4th 696, 700, citing to *San Diego Gas & Electric Company v. Superior Court*, (1996) 13 Cal. 4th 893, 914-915.

Specifically, Article XII, Section 3 of the California Constitution provides that “the production, generation, transmission, or furnishing of heat, light, water, power” fall under the jurisdiction of the California Legislature. California Public Utilities statutes are enforced by the Commission.¹⁴ Public Utilities Code Section 451 requires rates, terms and conditions of utility service must be just and reasonable.¹⁵

Furthermore, the California Legislature enacted the Public Utilities Act¹⁶ which authorized the Commission to supervise and regulate every public utility in California and to do all things which are “necessary and convenient in the exercise of such power and jurisdiction.”¹⁷

Also, the California Constitution and California statute designate the Commission as the principal body through which the State exercises its police power in the case of essential utility services. Section 451 also gives the Commission broad authority to regulate public utility services and infrastructure as necessary to ensure they are operated in a way that provides for the health and safety of Californians.

Every public utility shall furnish and maintain such adequate, efficient, just, and reasonable service, instrumentalities, equipment, and facilities, as defined in Section 54.1 of the Civil Code, as are necessary to promote the safety, health, comfort, and convenience of its patrons, employees, and the public.

Moreover, the California Constitution and the Public Utilities Code also provide the Commission with broad jurisdiction on matters regarding the safety

¹⁴ Article XII, Section 5.

¹⁵ Sections 451, 454 and 728.

¹⁶ Unless otherwise specified, all subsequent section references are to the Public Utilities Code.

¹⁷ Section 701.

of electric utility facilities and operations. Specifically, Section 8386.2 requires the Commission to assess the safety culture of each electrical corporation.¹⁸ The statute prescribes that this assessment shall be conducted by an independent third-party evaluator¹⁹ and be operationalized through scheduled and updated assessments at least every five years.²⁰ Section 8386.2 prohibits the electrical corporations from seeking reimbursement for the costs of the assessment from ratepayers.

Section 963(b)(3) directs the Commission and each natural gas corporation to make safety of the public and gas corporation employees the top priority, and that the Commission take all reasonable and appropriate actions necessary to carry out a safety priority policy consistent with the principle of just and reasonable cost-based rates. Section 961(b)(1) requires gas corporations to develop plans for the safe and reliable operation of facilities that implement Section 963(b)(3) requirements.

Section 750 requires the Commission to develop formal procedures to consider safety in a rate case application by an electrical corporation or gas corporation. These procedures must include a means by which safety information acquired by the Commission through monitoring, data tracking and analysis, accident investigations, and audits of an applicant's safety programs may inform consideration of the application. Section 321.1(a) requires the Commission to assess and mitigate the impacts of its decisions on customer, public, and employee safety.

¹⁸ Section 8386.2

¹⁹ *Id.*

²⁰ *Id.*

In addition to SB 901's directives codified in Section 8386.2 relating to electrical corporations, the Order Instituting Rulemaking (OIR) we open today strengthens implementation of key directives from the Legislature related to Commission oversight of natural gas utility safety management. That key legislation includes the following:

- AB 56: Requires a gas corporation to file gas transmission and storage safety reports with the Commission.²¹
- SB 44: Designates the Commission as the state authority responsible for regulating and enforcing intrastate gas pipeline transportation and pipeline facilities pursuant to federal law, including the development, submission, and administration of a state pipeline safety program certification for natural gas pipelines.²²
- SB 705: Requires each gas corporation to develop a plan, as specified, for the safe and reliable operation of its Commission-regulated gas pipeline facility.²³

Collectively, these laws direct the Commission to take steps to implement changes to the electric and natural gas IOUs' behavior toward safety. These laws direct us to re-imagine what safety culture means for each IOU to better serve the public. Thus, this Order will develop standards, rules, and assessments governing IOU safety culture.

2. Safety Culture

As described by the Commission in the Order Instituting Investigation into PG&E's Safety Culture (I.15-08-019), an organization's culture is the set of values, principles, beliefs, and norms shared by individuals within the organization,

²¹ Stats. 2011, Ch. 519, codified in Public Utilities Code Section 958.5 (a).

²² Stats. 2011, Ch. 520, codified in Public Utilities Code Section 955 (b).

²³ Stats. 2011, Ch. 522, codified in Public Utilities Code Section 961.

manifested through their planning, behaviors, and actions.²⁴ A public utility with a mature safety culture has an organizational culture and governance that prioritizes safety and achieves a positive record of safe operation.²⁵ I.15-08-019 further defines a public utility with a mature safety culture as having an organizational culture and governance that includes:

- A clearly articulated set of principles and values with a clear expectation of full compliance.
- Effective communication and continuous education and testing.
 - Uniform compliance by every individual in the organization, with effective safety metrics, recognition, and compensation, and consequences or accountability for deviating or performing at, above, or below the standard of compliance.
- Continuous reassessment of hazards and reevaluation of norms and practices.²⁶

While there are many other definitions of safety culture across industries and academic literature, a common theme is that in organizations with an effective safety culture, safety is a predominant objective that permeates the entire organization and is continuously reinforced. One definition describes how management practices that encourage trust, a non-punitive policy toward error, a commitment to reducing high-risk conditions, the use of data to understand the highest operational risks, and training on threat recognition and error avoidance are all critical to enabling a positive safety culture.

An organization with a mature safety culture is informed: it continually collects, analyzes, and disseminates information from incidents, near misses, and

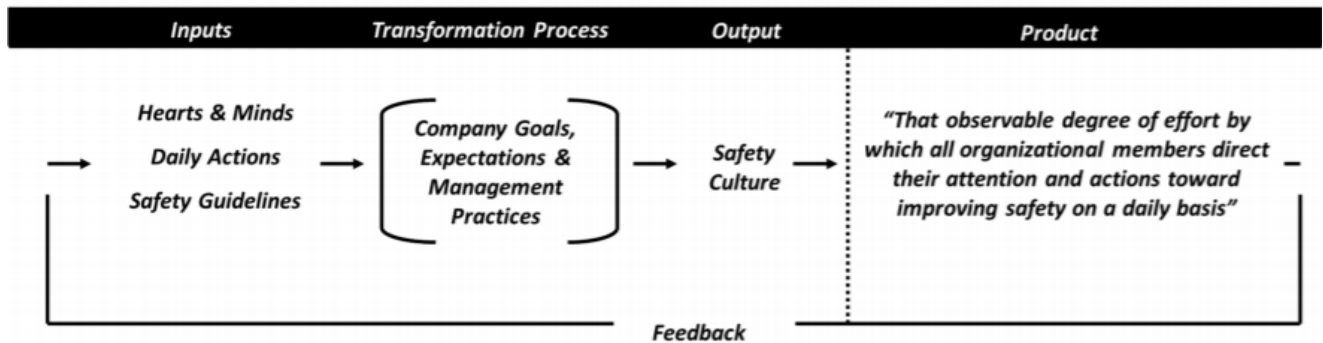
²⁴ I.15-08-019 at 4.

²⁵ I.15-08-019 at 3.

²⁶ I.15-08-019 at 5.

proactive checks on the system. Members at all levels of the organization understand and respect the risks to their operations and are encouraged to report safety concerns with non-punitive outcomes.²⁷ Figure 1 depicts how one author summarizes safety culture as the product of intentional management practices an organization puts in place to transform their safety outcomes.

Figure 1. Cooper (2002), Business Process Model of Safety Culture.²⁸



Some organizations may assume that a mature safety culture can be swiftly implemented and maintained by strong leadership through safety promotion efforts including communication campaigns and safety-designated expenditures. While emphasis on safety from senior leadership is a critical component, cultivating a safety culture is a gradual process that must involve all levels of an organization and be constantly reinforced. If an organization is convinced it has achieved a positive safety culture, it almost always has not, as safety culture is a product of continual striving. Organizations can conduct safety culture assessments to evaluate how effectively their organization embraces and practices safety, and how safety culture relates to safety outcomes.

²⁷ I.15-08-019.

²⁸ Dominic Cooper, "Navigating the Safety Culture Construct: A Review of the Evidence" (2016), available as of September 13, 2021 at http://bsms-inc.com/articles/safety_culture_review.pdf.

2.1. Interdependence of Safety Culture and Safety Management Systems

Investigations into catastrophic safety failures in the energy sector and other high-hazard industries (*e.g.*, rail, aerospace, maritime, and chemical processing) demonstrate that system failure is usually highly complex. In many cases, these failures result from a collection of events and actions or inactions throughout an organization, known as organizational accidents, and not necessarily the action or inaction of one individual.

A Safety Management System (SMS) is a systems approach implemented by organizations to mitigate the risk of organizational accidents and better achieve safety by identifying hazards and ensuring adequate controls. To build effective SMS, organizations identify requirements for managing core risks and precursor conditions; develop metrics, tests, and indicators to measure effectiveness and improvement; and establish an organizational structure where employees and contractors are accountable for safety. Organizations implement organizational safety management practices through a SMS to build and maintain a strong safety culture. In turn, a sound organizational safety culture reinforces and supports an effective SMS and ensures that it works in practice

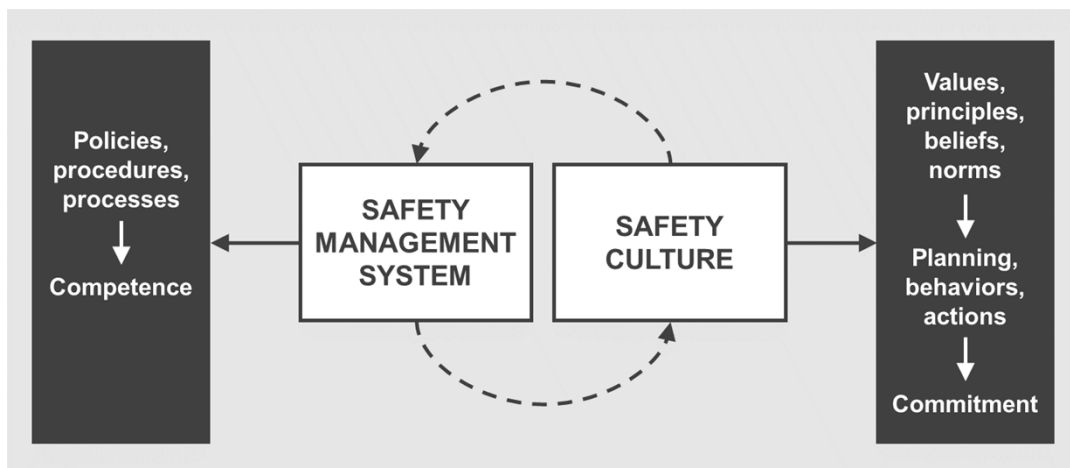


Figure 2. Relationship between an organizations safety culture and Safety Management System. Adapted from EuroControl/ Federal Aviation Administration (FAA).²⁹

Typically, evaluation of a company's SMS yields important insights regarding its safety culture. While a positive safety culture takes time to grow and change, a well-developed SMS can enable or accelerate safety culture because the two are interdependent: safety culture represents the commitment to achieving safety, while SMS embodies the competence to do so. Linking a SMS to improving safety culture should encourage utilities to go beyond compliance and to shift from enforcement to a proactive approach that makes safety a core value in everyday operations. Thus, a SMS provides an organizational framework for building a positive safety culture. Further, evidence suggests that to be most effective, companies should focus most of their cultural change efforts on situational (*e.g.*, safety management systems) and behavioral factors to prevent safety disasters, injuries, and fatalities.

SMS requirements in several industries draw attention to safety culture by requiring, among other things, comprehensive safety culture assessments, executive accountability for safety management, and non-punitive reporting policies. To strengthen safety culture, the National Academies of Sciences (NAS) recommends that organizations regularly evaluate safety culture as part of a SMS using multiple assessment methods and indicators. Natural gas utilities follow the guidance of the American Petroleum Institute Recommended Practice 1173, which provides a framework for implementing Pipeline Safety Management Systems.

²⁹ EuroControl/ FAA, "Safety Culture in Air Traffic Management: A White Paper," Action Plan 15 Safety (2008), 15, available as of September 13, 2021 at <https://www.skybrary.aero/bookshelf/books/564.pdf>.

2.2. Safety Culture Maturity Model – Measuring Utility Progress Towards Improved Safety Culture

Maturity models are a popular means of assessing safety culture in organizations, including construction, oil, and gas. They can provide a benchmark for how organizations can advance to various levels of safety culture and towards an ideal safety state. A maturity model could be used for our regulated natural gas and electric utilities to guide the safety culture assessments. This model could be used as a foundation to conduct periodic safety culture assessments of our utilities.

Additionally, this maturity model would help envision the ideal stage for utility safety culture, where utilities are in relation to that ideal stage, and what they need to do to advance their safety culture to the next progressive safety level. This maturity model would incorporate data, to the extent feasible, from other Commission proceedings, and would draw from the findings and scope of I.15-08-019 and I.19-06-014.

As noted above in Section 1. Background, the Commission’s Safety Policy Division contracted with a consultant in March 2021 to assist in developing a technical maturity model, safety culture assessment guidance, and standardized metrics to objectively assess utility safety culture and maturity over time pursuant to SB 901. The maturity model, guidance, and metrics will be considered for party comment and Commission adoption within this rulemaking.

3. Preliminary Scoping Memo

This rulemaking will be conducted in accordance with Article 6 of the Commission’s Rules of Practice and Procedure, “Rulemaking.” As required by

Rule 7.1(d)³⁰ of the Commission's Rules of Practice and Procedure (Rules), this OIR includes a preliminary scoping memo as set forth below, and preliminarily determines the category of this proceeding and the need for hearings.

In this Preliminary Scoping Memo, we describe the issues to be considered in this proceeding and the timetable for resolving the proceeding. In response to this rulemaking order, parties will have the opportunity to provide preliminary comments on the issues raised. After a prehearing conference, an Assigned Commissioner's Scoping Ruling will issue, laying out the issues and procedural path in greater detail.

This proceeding will implement the statutory requirements of SB 901 relating to the Commission's assessment of safety culture for our regulated utilities. This proceeding will ensure that the implementation of the safety culture assessments contemplated by statute is consistent with the Commission's core responsibilities and broader State of California policy goals.

Section 8386.2 mandates that the Commission require a safety culture assessment of each electrical corporation to be conducted by an independent third-party evaluator. Consistent with Section 8386.2, as well as our broader responsibilities and policy goals, we will apply similar safety culture assessments to our regulated natural gas corporations and gas storage operators.

The issues that will be considered in this proceeding include:

1. Should the Commission adopt the definition of safety culture from I.15-08-019 as listed in Section 2 for this proceeding? If not, discuss why and provide an alternative definition.

³⁰ An order instituting rulemaking shall preliminarily determine the category and shall attach a preliminary scoping memo. The preliminary determination is not appealable but shall be confirmed or changed by assigned Commissioner's ruling pursuant to Rule 7.3, and such ruling as to the category is subject to appeal under Rule 7.6.

2. What should be included within the framework of conducting safety culture assessments of electric and gas utilities and gas storage operators? For example, should the scope of safety culture assessments include a review of: organizational management behaviors, governance rules related to organizational safety prioritization, and safety reporting and compliance? Please address the scope of the utility safety culture assessments; the process, frequency, and schedule for conducting these assessments; and what other elements should be considered within the framework.
3. Should the safety culture assessments be scheduled such that implementation of Safety Culture Assessment recommendations are considered in utilities' Risk Assessment and Mitigation Phase Applications and General Rate Cases? What safety outcomes or metrics should be used to evaluate the efficacy of the safety culture assessment process developed within this proceeding? Are there existing Commission processes that can be leveraged for this purpose?
4. What methodologies should be employed in the safety culture assessments to ensure results are comparable across IOUs and can measure changes in IOU safety culture over time? Are there common features of a mature safety culture that could be standardized and measured across utilities?
5. Should the Commission adopt the process and framework developed through this Order to oversee safety culture assessments of gas utilities and gas storage operators, in addition to electrical corporations as required by SB 901?
6. Should the Commission adopt the same or different safety culture assessment process, requirements, and timeline for large electric and gas investor-owned utilities, small and multi-jurisdictional electric and gas utilities, and gas storage operators, or should these vary? How should the Commission ensure that the safety culture assessment

- process provides adequate, consistent, and persistent guidance without being overly prescriptive or too broad?
7. As part of ensuring a strong safety culture that results in measurable safety improvements, should the Commission require that IOUs implement specific safety management practices to improve safety culture through adoption of a Safety Management System standard?
 8. Should the Commission formally adopt a maturity model to use in safety culture assessments for all electric and gas utilities, and gas storage operators? How should the Commission validate, calibrate, and assure the veracity of this model? How should the Commission define levels of maturity for safety culture, the key attributes of each level, and objective metrics for assessing safety culture?
 9. What accountability metrics and measures should be considered to ensure the IOUs develop high-functioning safety cultures? Should such factors include: how utility leadership and management developed and implemented policies and procedures to reduce risk to the organization; how safety values are communicated and carried out across each company; and/or how has the utility defined, prioritized, and promoted organizational and worker safety?
 10. How and when should utilities that completed a safety culture assessment in recent years be required to comply with the process developed within this proceeding?
 11. How should the Commission ensure that the safety culture assessment process developed through this proceeding is complementary to, and not duplicative of, the annual safety culture assessments conducted by OEIS pursuant to AB 1054?
 12. Are the issues included in the preliminary scoping memo of this proceeding appropriate?
 13. Are there additional issues that should be included within the scope of this proceeding?

14. Is the prioritization or sequencing of topics and activities that should be handled in this proceeding leading to Commission decision(s) appropriate?
15. Are there any specific issues previously addressed or underway in other Commission proceedings that require coordination with this rulemaking?

Initial comments shall be filed and served no later than 45 days after issuance of this rulemaking, with reply comments 30 days later. The Commission will use parties' comments and a prehearing conference, to be scheduled, as a basis to identify areas that need clarification, and may consider the addition of specific issues or questions related to the items described in Section 2 and Section 3 on the scope of this proceeding, pursuant to the guidance set forth herein. We direct parties to limit their comments to the specific issues set forth in this OIR, as well as to objections to the preliminary determinations made here.

4. Categorization; *Ex Parte* Communications; Need for Hearing

Rule 7.1(d) provides that an OIR shall preliminarily determine the category and need for hearing. This rulemaking is preliminarily determined to be quasi-legislative as defined in Rule 1.3(e). Accordingly, *ex parte* communications are permitted without restriction or reporting requirement pursuant to Article 8 of the Rules.

It appears that the issues may be resolved through comments and workshops without the need for evidentiary hearings. Any person who objects to the preliminary hearing determination shall state the objections in their comments on this OIR. The assigned Commissioner will make a final determination on the need for hearing in the Scoping Memo and Ruling issued following a prehearing conference.

5. Preliminary Schedule

The preliminary schedule for this proceeding is set forth below and includes the provisions for the filing of comments on the OIR. The assigned Commissioner or ALJ may change the schedule and scope as necessary to provide full and fair development of the record. This proceeding will likely have multiple phases but at this time, this OIR sets the preliminary schedule for Phase 1. Potential workshops, working groups, consultant reports, staff proposals, and decisions are identified in the table below.

Item	Date
Comments on the OIR filed and served	45 days after OIR adoption
Reply comments on the OIR filed and served	30 days after Comments are filed and served
Phase 1: Safety Culture Assessments Pursuant to SB 901	
Prehearing Conference	2021 (Quarter 4)
Scoping Memo and Ruling	2021 (Quarter 4)
Safety Policy Division Workshop	2022 (Quarter 1)
Issuance of Safety Policy Division Staff Proposal	2022 (Quarter 2)
Safety Policy Division Workshop	2022 (Quarter 2)
Issuance of Revised Safety Policy Division Staff Proposal	2022 (Quarter 2)
Opening Comments	2022 (Quarter 3)
Reply Comments	2022 (Quarter 3)
Proposed Decision	2022 (Quarter 3)

The schedule lists expected technical reports and staff proposals. Most of the technical reports and staff proposals are anticipated to include a workshop. The workshop purpose may be to receive input on report/proposal scope or to

present findings. Party comments are expected to be solicited on all reports and staff proposals.

This proceeding will conform to the statutory case management deadline for quasi-legislative matters set forth in Section 1701.5. It is our intention to resolve all relevant issues within 24 months from the date that the scoping memo for this proceeding circulates. In using the authority granted in Section 1701.5(b) to set a time longer than 18 months, we consider the number and complexity of the tasks, including sufficient time to develop white papers and staff proposals on technically complex matters, and the need to coordinate with multiple other proceedings and working groups.

This schedule will be set forth in the scoping memo and may be revised by the assigned Commissioner or the assigned ALJ to promote efficient and fair administration of this proceeding.

6. Respondents

The following parties shall be respondents in this proceeding:

- Investor-Owned Utilities
 - Pacific Gas and Electric Company
 - Southern California Edison Company
 - Southern California Gas Company
 - San Diego Gas & Electric Company
- Small and Multi-Jurisdictional Utilities
 - Liberty Utilities CalPeco Electric LLC on behalf of Bear Valley Electric Service
 - PacifiCorp
 - Southwest Gas Corporation
 - Alpine Natural Gas Operating Company No. 1
 - West Coast Gas

- PacifiCorp
- Gas Storage Operators
 - Wild Goose Storage
 - Lodi Gas Storage
 - Gill Ranch Storage
 - Central Valley Storage

Within 15 days of service of this rulemaking, each respondent shall inform the Commission’s Process Office of the contact information for a single representative, although other representatives and persons affiliated with the respondents may be placed on the Information Only service list.

7. Coordination with Office of Energy Infrastructure Safety, Related Proceedings, and Service of OIR

We intend to coordinate this rulemaking with other related proceedings including, but not limited to, those identified in Table 1. We also intend to coordinate with the Office of Energy Infrastructure Safety as necessary.

This OIR shall be served on all respondents. In addition, in the interest of broad notice, this OIR will be served on the official service lists for the following proceedings:

Table 1. Related Proceedings and Service of OIR

	Docket	Proceeding Number
1	Order Instituting Investigation on the Commission’s Own Motion to Determine Whether Pacific Gas and Electric Company and Pacific Gas and Electric Corporation’s Organizational Culture and Governance Prioritize Safety.	Investigation 15-08-019
2	Order Instituting Investigation on the Commission’s Own Motion to Determine Whether Southern California Gas Company’s and	Investigation 19-06-014

	Sempra Energy’s Organizational Culture and Governance Prioritize Safety.	
3	Order Instituting Investigation pursuant to Senate Bill 380 to determine the feasibility of minimizing or eliminating the use of the Aliso Canyon natural gas storage facility located in the County of Los Angeles while still maintaining energy and electric reliability for the region.	Investigation 17-02-002
4	Order Instituting Rulemaking to Further Develop a Risk-Based Decision-Making Framework for Electric and Gas Utilities.	Rulemaking 20-07-013
5	Order Instituting Rulemaking to Implement Electric Utility Wildfire Mitigation Plans Pursuant to Senate Bill 901.	Rulemaking 18-10-007
6	Order Instituting Rulemaking to Examine Electric Utility De-Energization of Power Lines in Dangerous Conditions.	Rulemaking 18-12-005
7	Order Instituting Rulemaking Regarding Emergency Disaster Relief Program.	Rulemaking 18-03-011
8	Order Instituting Rulemaking Regarding Policies, Procedures and Rules for Regulation of Physical Security for the Electric Supply Facilities of Electrical Corporations Consistent with Public Utilities Code Section 364 and to Establish Standards for Disaster and Emergency Preparedness Plans for Electrical Corporations and Regulated Water Companies Pursuant to Public Utilities Code Section 768.6.	Rulemaking 15-06-009
9	Order Instituting Rulemaking to Establish Policies, Processes, and Rules to Ensure Reliable Electric Service in California in the Event of an Extreme Weather Event in 2021.	Rulemaking 20-11-003
10	Order Instituting Rulemaking Regarding Microgrids Pursuant to Senate Bill 1399 and Resiliency Strategies.	Rulemaking 19-09-009

11	Order Instituting Rulemaking to Consider Strategies and Guidance for Climate Change Adaptation	Rulemaking 18-04-019
12	Order Instituting Rulemaking to Consider Revisions to Electric Rule 20 and Related Matters.	Rulemaking 17-05-10
13	Order Instituting Rulemaking to Consider Streamlining Interconnection of Distributed Energy Resources and Improvements to Rule 21.	Rulemaking 17-07-007
14	Order Instituting Rulemaking to Modernize the Electric Grid for High Distributed Energy Resources Future.	Rulemaking 21-06-017
15	Application of Pacific Gas and Electric Company for Approval of Regionalization Proposal.	Application 20-06-011
16	Application of Pacific Gas and Electric Company to Submit its 2020 Risk Assessment and Mitigation Phase Report.	Application 20-06-012
17	Application of San Diego Gas & Electric Company to Submit its 2021 Risk Assessment and Mitigation Phase Report.	Application 21-05-011
18	Application of Southern California Gas Company to Submit its 2021 Risk Assessment and Mitigation Phase Report.	Application 21-05-014
19	Application of Pacific Gas and Electric Company to Recover Costs Recorded in the Catastrophic Event Memorandum Account Pursuant to Public Utilities Code Section 454.9 and Forecasted Pursuant to Resolution ESRB-4	Application 18-03-015

In the interest of providing broad notice about this OIR, it will also be served on the following entities:

- California Air Resources Board
- California Office of Energy Infrastructure Safety
- California Energy Commission
- California Independent System Operator

- California Department of Forestry and Fire Protection (CAL FIRE)
- California Office of Emergency Services
- California Office of Planning and Research
- California Native American Heritage Commission and the tribal contacts list maintained by the Native American Heritage Commission
- California Natural Resources Agency (CNRA), Office of the Secretary
- California Municipal Utilities Association
- Disadvantaged Communities Advisory Group³¹
- Rural County Representatives of California

Service of the OIR does not confer party status or place any person who has received such service on the Official Service List for this proceeding.

8. Filing and Service of Comments and Other Documents

Filing and service of comments and other documents in the proceeding are governed by the Commission's Rules of Practice and Procedure. This proceeding will follow the electronic service protocol set forth in Rule 1.10. All parties to this proceeding shall serve documents and pleadings using electronic mail, whenever possible, transmitted no later than 5:00 p.m., on the date scheduled for service to occur.

When serving documents on Commissioners or their personal advisors, or the assigned ALJ, whether or not they are on the official service list, parties must

³¹ Formation of the Disadvantaged Communities Advisory Group was called for in Senate Bill 350, the Clean Energy and Pollution Reduction Act of 2015. The 11-member group meets several times a year to review Commission and CEC clean energy programs and policies to ensure that disadvantaged communities, including tribal and rural communities, benefit from proposed clean energy and pollution reduction programs.

only provide electronic service. Parties must not send hard copies of documents to Commissioners or their personal advisors, or the assigned ALJ, unless specifically instructed to do so.

In addition, pursuant to the COVID-19 Temporary Filing and Service Protocol for Formal Proceedings, the Rule 1.10(e) *requirement to serve paper copies of all e-filed documents to the ALJ is suspended until further notice.*

9. Addition to Official Service List

Addition to the official service list is governed by Rule 1.9(f) of the Commission's Rules of Practice and Procedure.

Respondents are parties to the proceeding (*see* Rule 1.4(d)) and will be immediately placed on the official service list.

We encourage all non-parties interested in following this proceeding to subscribe to this proceeding as described in Section 10 of this OIR rather than join the service list. Any person will be added to the "Information Only" category of the official service list upon request, for electronic service of all documents in the proceeding, and should do so promptly to ensure timely service of comments and other documents and correspondence in the proceeding. (*See* Rule 1.9(f).) The request must be sent to the Process Office by e-mail (process_office@cpuc.ca.gov) or letter (Process Office, California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, California 94102). Please include the Docket Number of this rulemaking in the request.

Persons who file comments in response to this OIR thereby become parties to the proceeding (*see* Rule 1.4(a)(2)) and will be added to the "Parties" category of the official service list upon such filing. Additionally, persons who appear at the PHC may request party status to become parties to the proceeding and be added to the "Parties" category of the official service list. *To assure service of*

comments and other documents and correspondence in advance of obtaining party status, persons should promptly request addition to the "Information Only" category as described above; they will be removed from that category upon obtaining party status.

10. Subscription Service

Persons may monitor the proceeding by subscribing to receive electronic copies of documents in this proceeding that are published on the Commission's website. There is no need to be on the official service list to use the subscription service. Instructions for enrolling in the subscription service are available on the Commission's website at <http://subscribecpuc.cpuc.ca.gov>

11. Intervenor Compensation

Intervenor Compensation is permitted in this proceeding. Any party that expects to claim intervenor compensation for its participation in this Rulemaking must file a timely notice of intent to claim intervenor compensation.

(See Rule 17.1(a)(2).) Intervenor compensation rules are governed by Section 1801 *et seq.* Parties new to participating in Commission proceedings may contact the Commission's Public Advisor.

12. Public Advisor

Any person interested in participating in this proceeding who is unfamiliar with the Commission's procedures or has questions about the electronic filing procedures is encouraged to obtain more information at consumers.cpuc.ca.gov/pao or contact the Commission's Public Advisor at 1-866-849-8390 or 866-836-7825 (TYT), or send an e-mail to public.advisor@cpuc.ca.gov

O R D E R

IT IS ORDERED that:

1. This Order Instituting Rulemaking is adopted pursuant to Rule 6.1 of the Commission's Rules of Practice and Procedure.
2. The preliminary categorization is quasi-legislative.
3. The preliminary determination is that a hearing is not needed.
4. The preliminary scope for the proceeding is as stated above.
5. The preliminary schedule for the proceeding is as set forth above.
6. The following entities are named as respondents and are parties to this proceeding pursuant to Rule 1.4(d) of the Commission's Rules of Practice and Procedure:

- Investor-Owned Utilities
 - Pacific Gas and Electric Company
 - Southern California Edison Company
 - Southern California Gas Company
 - San Diego Gas & Electric Company
- Small and Multi-Jurisdictional Utilities
 - Liberty Utilities CalPeco Electric LLC
 - Behalf of Bear Valley Electric Service
 - PacifiCorp
 - Southwest Gas Corporation
 - Alpine Natural Gas Operating Company No. 1
 - West Coast Gas
 - PacifiCorp
- Gas Storage Operators
 - Wild Goose Storage
 - Lodi Gas Storage

- Gill Ranch Storage
- Central Valley Storage

7. The respondent parties named in Ordering Paragraph 6 shall, and any other person may, file comments on the preliminary scope and schedule for this Order Instituting Rulemaking (OIR) no later than 45 days following the issuance of this OIR. Reply comments are due 30 days after the filing of the Opening Comments.

8. Interested persons must follow the directions of this Order Instituting Rulemaking to become a party or to be placed on the official service list as information-only.

9. Any party that expects to claim intervenor compensation for its participation in this Rulemaking must timely file its notice of intent to claim intervenor compensation pursuant to Rule 17.1(a)(2).

10. The assigned Commissioner or the assigned Administrative Law Judge(s) will have on-going oversight of the service list and may institute changes to the list or the rules governing it, as needed.

11. The assigned Commissioner and the assigned Administrative Law Judge(s) may modify the activities and schedule established in this Order Instituting Rulemaking as necessary for the fair and efficient conduct of this proceeding.

12. Parties serving documents in this proceeding must comply with Rule 1.10 of the Commission's Rules of Practice and Procedure regarding electronic mail (e-mail) service.

13. The Executive Director will cause this Order Instituting Rulemaking to be served on all respondents and on the service lists for the following Commission proceedings:

	Docket	Proceeding Number
1	Order Instituting Investigation on the Commission's Own Motion to Determine Whether Pacific Gas and Electric Company and Pacific Gas and Electric Corporation's Organizational Culture and Governance Prioritize Safety.	Investigation 15-08-019
2	Order Instituting Investigation on the Commission's Own Motion to Determine Whether Southern California Gas Company's and Sempra Energy's Organizational Culture and Governance Prioritize Safety.	Investigation 19-06-014
3	Order Instituting Investigation pursuant to Senate Bill 380 to determine the feasibility of minimizing or eliminating the use of the Aliso Canyon natural gas storage facility located in the County of Los Angeles while still maintaining energy and electric reliability for the region.	Investigation 17-02-002
4	Order Instituting Rulemaking to Further Develop a Risk-Based Decision-Making Framework for Electric and Gas Utilities.	Rulemaking 20-07-013
5	Order Instituting Rulemaking to Implement Electric Utility Wildfire Mitigation Plans Pursuant to Senate Bill 901.	Rulemaking 18-10-007
6	Order Instituting Rulemaking to Examine Electric Utility De-Energization of Power Lines in Dangerous Conditions.	Rulemaking 18-12-005
7	Order Instituting Rulemaking Regarding Emergency Disaster Relief Program.	Rulemaking 18-03-011
8	Order Instituting Rulemaking Regarding Policies, Procedures and Rules for Regulation of Physical Security for the Electric Supply Facilities of Electrical Corporations Consistent with Public Utilities Code Section 364 and to Establish Standards for Disaster and Emergency	Rulemaking 15-06-009

	Preparedness Plans for Electrical Corporations and Regulated Water Companies Pursuant to Public Utilities Code Section 768.6.	
9	Order Instituting Rulemaking to Establish Policies, Processes, and Rules to Ensure Reliable Electric Service in California in the Event of an Extreme Weather Event in 2021.	Rulemaking 20-11-003
10	Order Instituting Rulemaking Regarding Microgrids Pursuant to Senate Bill 1399 and Resiliency Strategies.	Rulemaking 19-09-009
11	Order Instituting Rulemaking to Consider Strategies and Guidance for Climate Change Adaptation	Rulemaking 18-04-019
12	Order Instituting Rulemaking to Consider Revisions to Electric Rule 20 and Related Matters.	Rulemaking 17-05-010
13	Order Instituting Rulemaking to Consider Streamlining Interconnection of Distributed Energy Resources and Improvements to Rule 21.	Rulemaking 17-07-007
14	Order Instituting Rulemaking to Modernize the Electric Grid for High Distributed Energy Resources Future.	Rulemaking 21-06-017
15	Application of Pacific Gas and Electric Company for Approval of Regionalization Proposal.	Application 20-06-011
16	Application of Pacific Gas and Electric Company to Submit its 2020 Risk Assessment and Mitigation Phase Report.	Application 20-06-012
17	Application of San Diego Gas & Electric Company to Submit its 2021 Risk Assessment and Mitigation Phase Report.	Application 21-05-011
18	Application of Southern California Gas Company to Submit its 2021 Risk Assessment and Mitigation Phase Report.	Application 21-05-014
19	Application of Pacific Gas and Electric Company to Recover Costs Recorded in the Catastrophic	Application 18-03-015

	Event Memorandum Account Pursuant to Public Utilities Code Section 454.9 and Forecasted Pursuant to Resolution ESRB-4	
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This order is effective today.

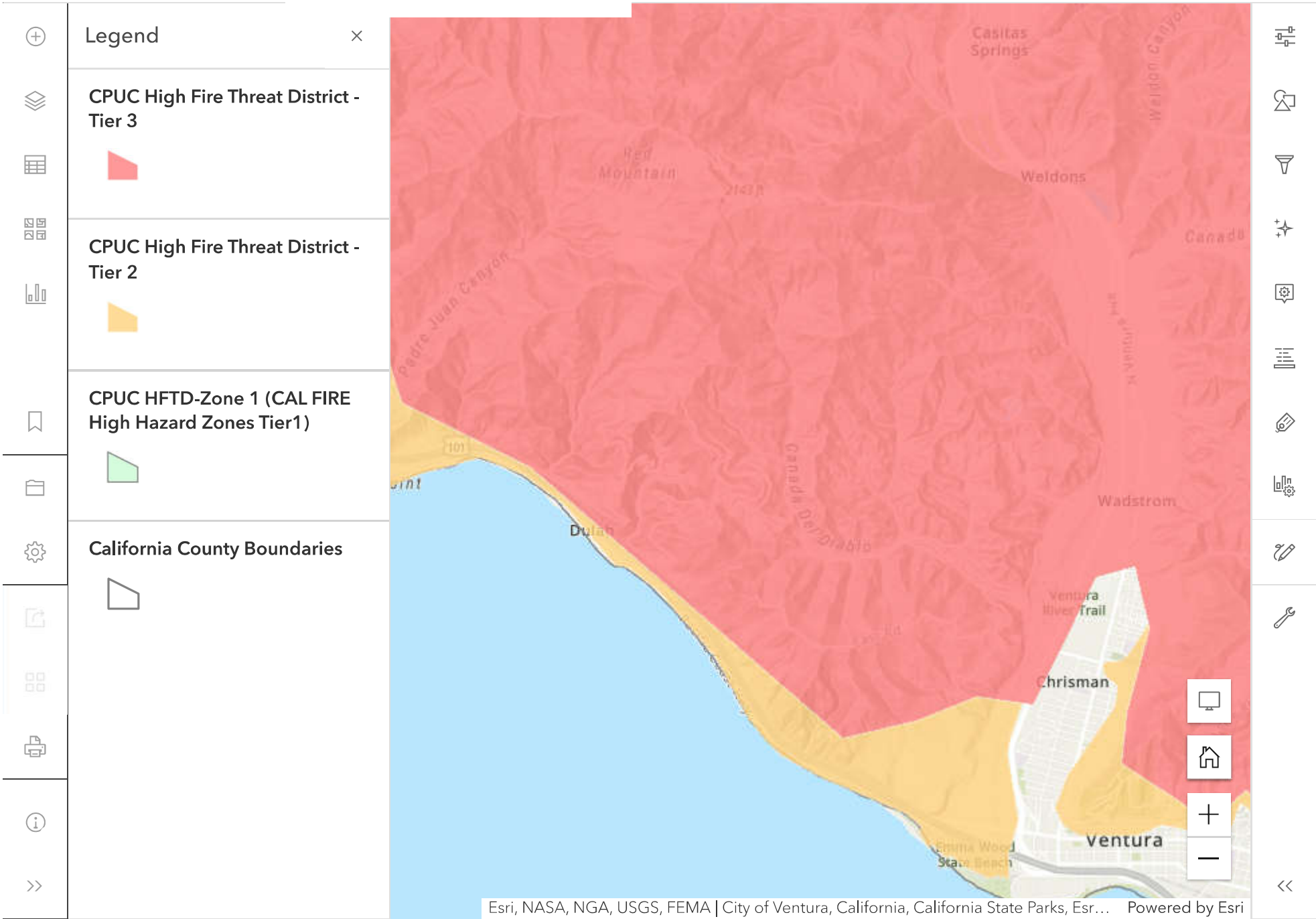
Dated October 7, 2021, at San Francisco, California.

MARYBEL BATJER
President
MARTHA GUZMAN ACEVES
CLIFFORD RECHTSCHAFFEN
GENEVIEVE SHIROMA
DARCIE HOUCK
Commissioners



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CPUC High Fire Threat District (HFTD)





Guidance for Implementation of Federal Wildland Fire Management Policy



February 13, 2009

Foreword

The *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)* is the primary interagency wildland fire policy document. The *Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy (June 20, 2003)* was developed and approved under the authority of the Wildland Fire Leadership Council (WFLC) to set forth direction for consistent implementation of the federal fire policy. It has been used since that time.

On May 2, 2008, the WFLC issued a memorandum entitled *Modification of Federal Wildland Fire Policy Guidance*. This memorandum directed federal agencies to test and implement new guidelines for wildland fire management. The modifications were tested in a number of field units in the 2008 fire season.

In 2009 the National Wildfire Coordinating Group (NWCG) issued a memorandum to the NWCG executive board (NWCG#001-2009, January 7, 2009) that 1) affirms the soundness of the *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)*, 2) reiterates the policy changes stated in the May 2, 2008 WFLC memorandum entitled *Modification of Federal Wildland Fire Policy Guidance*, 3) states that the Wildland Fire Decision Support System (WFDSS) will replace existing analysis and decision processes, and 4) confirms that the *Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy (June 20, 2003)* will be replaced in 2009.

This document, *Guidance for Implementation of Federal Wildland Fire Management Policy (February, 2009)*, is that replacement.

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Fire Executive Council

February 13, 2009

Memorandum

To: Chief, USDA Forest Service
Director, Bureau of Indian Affairs
Director, Bureau of Land Management
Director, Fish and Wildlife Service
Director, National Park Service

From: Chair, Fire Executive Council

Subject: Guidance for Implementation of Federal Wildland Fire Policy

On February 13, 2009, the Fire Executive Council (FEC) approved Guidance for the Implementation of Federal Wildland Fire Management Policy. This Guidance provides for consistent implementation of the 1995/2001 Federal Fire Policy, as directed by the Wildland Fire Leadership Council.

Successful implementation of the Guidance requires that each of the federal wildland fire agencies work together through development of unified direction and guidance for agency/bureau manuals, directives, handbooks, guidebooks, plans agreements and other pertinent documents to complete final implementation of this guidance.

In approving the Guidance the FEC:

- directs the National Wildfire Coordinating Group to adopt the guidance and review and revise, as appropriate, all interagency training courses, operational guides, standards, terminology, reporting requirements, skill/competency/qualification/certification requirements and other pertinent documents.
- directs the federal fire directors to work collaboratively with state, local and tribal fire managers and public and nongovernment organizations to communicate direction stated in the guidance with internal and external audiences to foster understanding and support for the complexity of wildland fire management.
- directs the federal fire directors to revise or develop accountability standards, performance measures and tracking systems to assess if resource and protection objectives are met during the course of management on all wildland fires.

We thank the interagency team that produced this implementation guidance and extend special appreciation to the National Association of State Forest, International Association of Fire Chiefs, National Association of Counties, The Wilderness Society, and The Nature Conservancy for the support and commitment in completing the document.

APPROVAL

The *Guidance for Implementation of the Federal Wildland Fire Policy (February, 2009)* is hereby approved by the Fire Executive Council. Implementation actions are to begin immediately.

 22 FEB 09

U.S. Department of Agriculture Date
Forest Service, Fire & Aviation Management
Tom Harbour, Director

 2/18/09


Department of the Interior Date
Office of Wildland Fire Coordination
Kirk Rowdabaugh, Director

 Feb. 13, 2009

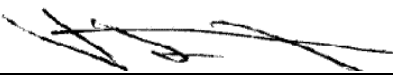
Bureau of Land Management Date
Fire and Aviation Management Directorate
Jim Douglas, Assistant Director

 2/19/09

National Park Service Date
Visitor and Resource Protection
Karen Taylor-Goodrich, Associate Director

 2/20/09

Fish and Wildlife Service Date
National Wildlife Refuge System
Division Natural Resource and Conservation
Planning
Andy Loranger, Chief

 2/15/09

Bureau of Indian Affairs Date
Trust Services
Vicki Forrest, Deputy Director

 2-17-09

Department of the Interior Date
National Business Center –
Aviation Management Directorate
Mark Bathrick, Associate Director

 2/20/09

National Wildfire Coordinating Group Date
Ex officio
Brian McManus, Chair

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Introduction

The *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)* remains sound and presents a single cohesive federal fire policy for the Departments of the Interior and Agriculture. However, some issues associated with implementation of this policy need closer attention and clarification to fully achieve the intent of the policy.

One such policy area is the Wildland Urban Interface (WUI). WUI is more complex and extensive than previously considered in the 1995 and 2001 Federal Fire Policy reviews. Fire management activities affecting WUI areas require closer coordination and more engagement between with federal, state, local and tribal land and fire managers to ensure firefighter and public safety and mitigate property loss from wildland fire.

A key finding of the 2001 review of the 1995 policy was that “multiple terms for various management options to respond to wildland fire have confused agency managers and employees, operators, partners, and the public, and have perpetuated multiple fire management program elements”. This important communications issue will be resolved only through federal, state, local and tribal engagement in building a foundation for common terms (see Appendix A) with understanding and support by all.

The current policy clearly states that wildland fire analysis will carefully consider the long-term benefits in relation to risks both in the short and long term:

“Fire, as a critical natural process, will be integrated into land and resource management plans and activities on a landscape scale, and across agency boundaries. Response to wildland fire is based on ecological, social, and legal consequences of fire. The circumstances under which a fire occurs, and the likely consequences on firefighter and public safety and welfare, natural and cultural resources, and values to be protected dictate the appropriate management response to fire.”

1995/2001 Federal Wildland Fire Management Policy

The intent of this framework is to solidify that the full range of strategic and tactical options are available and considered in the response to every wildland fire. These options are to be used to achieve objectives as described in Land and Resource Management Plans and/or Fire Management Plans, subject to clear processes defined to manage fire that crosses jurisdictional boundaries. Mutually developed objectives with adjoining jurisdictions for managing fires that crosses jurisdictional boundaries will also be recognized.

This guidance also calls for increased dialogue and collaboration between federal agencies and tribal, local, and state agencies as plans are updated and implemented to manage wildfires in order to accomplish resource and protection objectives.

This document, *Guidance for Implementation of Federal Wildland Fire Management Policy (February 2009)*, replaces the *Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy (June 20, 2003)*. This updated guidance consolidates and clarifies

changes that have occurred since the 2003 strategy document was issued, and provides revised direction for consistent implementation of the *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)*

Guidance for Implementation

The following guidelines should be used to provide consistent implementation of federal wildland fire policy. Further guidance is provided in the Federal Wildland Fire Management Policy section Table 1.

1. Wildland fire management agencies will use common standards for all aspects of their fire management programs to facilitate effective collaboration among cooperating agencies.
2. Agencies and bureaus will review, update, and develop agreements that clarify the jurisdictional inter-relationships and define the roles and responsibilities among local, state, tribal and federal fire protection entities.
3. Responses to wildland fire will be coordinated across levels of government regardless of the jurisdiction at the ignition source.
4. Fire management planning will be intergovernmental in scope and developed on a landscape scale.
5. Wildland fire is a general term describing any non-structure fire that occurs in the wildland. Wildland fires are categorized into two distinct types:
 - a. Wildfires – Unplanned ignitions or prescribed fires that are declared wildfires
 - b. Prescribed Fires - Planned ignitions.
6. A wildland fire may be concurrently managed for one or more objectives and objectives can change as the fire spreads across the landscape. Objectives are affected by changes in fuels, weather, topography; varying social understanding and tolerance; and involvement of other governmental jurisdictions having different missions and objectives.
7. Management response to a wildland fire on federal land is based on objectives established in the applicable Land/ Resource Management Plan and/or the Fire Management Plan.
8. Initial action on human-caused wildfire will be to suppress the fire at the lowest cost with the fewest negative consequences with respect to firefighter and public safety.
9. Managers will use a decision support process to guide and document wildfire management decisions. The process will provide situational assessment, analyze hazards and risk, define implementation actions, and document decisions and rationale for those decisions.

Implementation

Each of the departments or agencies participating in the review will adopt the *Guidance for Implementation of Federal Wildland Fire Management Policy (February 2009)* and review and revise, as appropriate, all manuals, handbooks, guidebooks, plans, agreements and other pertinent documents.

The National Wildfire Coordinating Group (NWCG) will adopt the *Guidance for Implementation of Federal Wildland Fire Management Policy (February 2009)* and review and revise, as appropriate, all interagency training courses, operational guides, standards, terminology, reporting requirements, skill/competency/qualification/certification requirements and other pertinent documents.

The federal fire directors, in collaboration with state, local and tribal fire managers and public and nongovernment organizations, will communicate direction stated in the *Guidance for Implementation of Federal Wildland Fire Management Policy (February 2009)* with internal and external audiences to foster understanding and support for the complexity of wildland fire management.

The federal fire directors will revise or develop accountability standards, performance measures and tracking systems to assess if resource and protection objectives are met during the course of management on all wildland fires.

Federal Wildland Fire Policy - Guiding Principles and Policy Statements

The following guiding principles and policy statements are excerpted from the *Review and Update of the 1995 Federal Wildland Fire Management Policy (January 2001)*. These remain the foundational principles for Federal Wildland Fire Management Policy.

Guiding Principles

- 1. Firefighter and public safety is the first priority in every fire management activity.**
- 2. The role of wildland fire as an essential ecological process and natural change agent will be incorporated into the planning process.** Federal agency land and resource management plans set the objectives for the use and desired future condition of the various public lands.
- 3. Fire Management Plans, programs, and activities support land and resource management plans and their implementation.**
- 4. Sound risk management is a foundation for all fire management activities.** Risks and uncertainties relating to fire management activities must be understood, analyzed, communicated, and managed as they relate to the cost of either doing or not doing an activity. Net gains to the public benefit will be an important component of decisions.

5. Fire management programs and activities are economically viable, based upon values to be protected, costs, and land and resource management objectives. Federal agency administrators are adjusting and reorganizing programs to reduce costs and increase efficiencies. As part of this process, investments in fire management activities must be evaluated against other agency programs in order to effectively accomplish the overall mission, set short- and long-term priorities, and clarify management accountability.

6. Fire Management Plans and activities are based upon the best available science. Knowledge and experience are developed among all federal wildland fire management agencies. An active fire research program combined with interagency collaboration provides the means to make these tools available to all fire managers.

7. Fire Management Plans and activities incorporate public health and environmental quality considerations.

8. Federal, State, tribal, local, interagency, and international coordination and cooperation are essential. Increasing costs and smaller work forces require that public agencies pool their human resources to successfully deal with the ever-increasing and more complex fire management tasks. Full collaboration among federal wildland fire management agencies and between the federal wildland fire management agencies and international, State, tribal, and local governments and private entities result in a mobile fire management work force available for the full range of public needs.

9. Standardization of policies and procedures among federal wildland fire management agencies is an ongoing objective. Consistency of plans and operations provides the fundamental platform upon which federal wildland fire management agencies can cooperate, integrate fire activities across agency boundaries, and provide leadership for cooperation with State, tribal, and local fire management organizations.

Federal Wildland Fire Management Policy

Each of the seventeen policy areas are assessed in depth in the following table (Table 1). The policy area's guiding principle is restated first. The left column provides statements to help clarify the Management Intent of the policy statement. The right column specifies actions needed to implement the policy statement.

Table 1 – Policy Clarification of Management Intent and Implementation Actions

Policy Statement	
Management Intent	Implementation Actions
1. Safety	
Firefighter and public safety is the first priority. All Fire Management Plans and activities must reflect this commitment.	
No natural or cultural resource, home, or item of property is worth a human life. All strategies and tactics should seek to mitigate the risk to firefighters and the public.	Agency administrators will develop and establish process, procedures and objectives that ensure firefighter and public safety. Incident Commanders will develop and establish incident objectives, strategies and operational tactics that ensure firefighter and public safety.
2. Fire Management and Ecosystem Sustainability	
The full range of fire management activities will be used to help achieve ecosystem sustainability, including its interrelated ecological, economic, and social components.	
<p>“Full range of fire management activities” may include any vegetative management treatment tool.</p> <p>Ecosystem sustainability provides a supply of goods, services, social values, and natural processes in perpetuity.</p> <p>Economic intent is to provide for sustainable supplies of goods, services, and social values through implementation of appropriate fire management activities.</p>	<p>Land/Resource Management Plan’s (L/RMP) will be developed consistent with both ecological conditions, and fire regime dynamics, and consider the short and long term effects of both action and no action alternatives for planned vegetation management activities as well as responses to wildfire.</p> <p>Agencies will exploit the full range of fire management options to sustain healthy ecosystems within acceptable risk levels as identified in the L/RMP, or Fire Management Plan (FMP).</p> <p>Fire management activities will be based on planning and decision analysis processes that address current and anticipated situational conditions.</p>
3. Response to Wildland Fire	
Fire, as a critical natural process, will be integrated into land and resource management plans and activities on a landscape scale, and across agency boundaries. Response to wildland fires is based on ecological, social and legal consequences of the fire. The circumstances under which a fire occurs, and the likely consequences on firefighter and public safety and welfare, natural and cultural resources, and, values to be protected, dictate the appropriate response to the fire.	
<p>The L/RMP will define and identify fire’s role in the ecosystem. The response to an ignition is guided by the strategies and objectives outlined in the L/RMP and/or the Fire Management Plan.</p> <p>Values to be protected from and/or enhanced by wildland fire are defined in the L/RMP and/or the Fire Management Plan.</p> <p>L/RMP and fire management planning is coordinated across jurisdictional boundaries.</p>	<p>FMP’s assist in developing the management response to meet L/RMP objectives in designated Fire Management Units (FMU).</p> <p>Fire management strategies will consider current landscape conditions and spatial and temporal components of the fire regime.</p> <p>Responses to wildland fires will be coordinated across jurisdictional boundaries.</p>

Policy Statement	
Management Intent	Implementation Actions
4. Use of Wildland Fire	
Wildland fire will be used to protect, maintain, and enhance resources and, as nearly as possible, be allowed to function in its natural ecological role. Use of fire will be based on L/RMP and associated Fire Management Plans and will follow specific prescriptions contained in operational plans.	
Use planned and unplanned ignitions to achieve land and resource management goals. Fire management is one tool in the restoration process and should be integrated with other land management activities. Preference will be given for natural ignitions to be managed in meeting the role of fire as an ecological process. Decision support process encourages strategies to manage fire to restore and maintain the natural fire regime where safe and possible.	Incident objectives will identify resource objectives for wildfires managed to achieve resource objectives. Beneficial accomplishments will be measured through specific quantified objectives.
5. Rehabilitation and Restoration	
Rehabilitation and restoration efforts will be undertaken to protect and sustain ecosystems, public health and safety, and to help communities protect infrastructure.	
Conduct emergency stabilization of burned areas such that no further harm is done. Probability of success will be evaluated for rehabilitation and restoration efforts.	Burned areas will be assessed to determine suitable and effective emergency stabilization and rehabilitation needs to meet current and anticipated environmental conditions. Rehabilitation and restoration activities will be evaluated to assess effectiveness of treatments.
6. Protection Priorities	
The protection of human life is the single, overriding priority. Setting priorities among protecting human communities and community infrastructure, other property and improvements, and natural and cultural resources will be done based on the values to be protected, human health and safety, and the costs of protection. Once people have been committed to an incident, these human resources become the highest value to be protected.	
Resources are allocated nationally, geographically, and locally based on protection priorities. Protection of human life overrides all other priorities should response capability limits be reached. Local protection priorities are established in the L/RMP and/or FMP.	NMAC establishes national protection priorities considering maintenance of initial attack capability; protection of communities, infrastructure, property, cultural and natural resources; costs; local agency objectives; and national response framework and tasking. Geographic and local area coordination groups will establish a process to set protection priorities. The Agency Administrator will convey protection priorities, based on the L/RMP and FMP, to the geographic and national groups through an incident status report and ensure that protection priorities are known and carried out by the incident commander(s).

Policy Statement	
Management Intent	Implementation Actions
<p>7. Wildland Urban Interface</p> <p>The operational roles of federal agencies as partners in the Wildland Urban Interface are wildland firefighting, hazard fuels reduction, cooperative prevention and education, and technical assistance. Structural fire suppression is the responsibility of tribal, state, or local governments. Federal agencies may assist with exterior structural protection activities under formal Fire Protection Agreements that specify the mutual responsibilities of the partners, including funding. (Some federal agencies have structural protection authority for their facilities on lands they administer and may also enter into formal agreements to assist state and local governments with structural protection).</p>	
<p>Prevent the movement of wildfires from the wildlands into the WUI area, out of the WUI area into the wildlands, and improve efficiency of wildfire suppression in WUI situations.</p> <p>The primary responsibility for protecting private property and rural communities lies with individual property owners and local governments.</p> <p>Recognize that many states have wildland fire responsibility while rural fire districts have structural responsibility.</p>	<p>Agreements will be developed to clarify jurisdictional inter-relationships and define roles and responsibilities among local, state, tribal, and federal fire protection entities, based on each organization's enabling protection authorities and assistance/mutual aid responsibilities.</p> <p>Agencies will support the development and implementation of Community Wildfire Protection Plans (CWPP).</p> <p>The Federal wildland agencies will collaborate with tribal, state and local fire management organizations to identify and reconcile gaps in protection responsibility.</p>
<p>8. Planning</p> <p>Every area with burnable vegetation must have an approved Fire Management Plan. Fire Management Plans are strategic plans that define a program to manage wildland fires based on the area's approved land management plan. Fire Management Plans must provide for firefighter and public safety; include fire management strategies, tactics, and alternatives; address values to be protected and public health issues; and be consistent with resource management objectives, activities of the area, and environmental laws and regulations.</p>	
<p>Promote interagency and inter-governmental planning.</p> <p>Encourage landscape scale planning across jurisdictional boundaries.</p>	<p>The FMP should be interagency or intergovernmental in scope and developed on a landscape scale, where practical to take advantage of efficiency, reduce conflict and provide understanding and cooperation.</p> <p>L/RMP and/or FMPs will address the location and conditions under which resource benefits and protection objectives can be met.</p>
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Policy Statement	
Management Intent	Implementation Actions
<p>9. Science</p> <p>Fire Management Plans and programs will be based on a foundation of sound science. Research will support ongoing efforts to increase our scientific knowledge of biological, physical, and sociological factors. Information needed to support fire management will be developed through an integrated interagency fire science program. Scientific results must be made available to managers in a timely manner and must be used in the development of land management plans, Fire Management Plans, and implementation plans.</p>	
<p>Increase the body of scientific knowledge and understanding about fire management programs through the development of management tools and transfer of knowledge to practitioners and decision makers.</p> <p>Social sciences are a part of the research need.</p>	<p>Agencies will integrate science in planning and monitoring processes.</p> <p>Agencies will coordinate fire-related research to improve fire management program capability.</p> <p>Agencies will emphasize applied science including fire and fuels, physics, social science, and operations research areas.</p> <p>Agencies will seek to improve decision support tools through updated data sets and advances in technology.</p>
<p>10. Preparedness</p> <p>Agencies will ensure their capability to provide safe, cost-effective fire management programs in support of land and resource management plans through appropriate planning, staffing, training, equipment, and management oversight.</p>	
<p>Recognize that particular budget processes and external influences will affect capability and capacity.</p> <p>Size the organization to meet realistic and sustainable management objectives by effective preparedness planning on an interagency basis.</p> <p>Realize efficiencies by incorporating other federal, tribal, state, and local agencies and nongovernmental organizations to meet peak demands for resources.</p> <p>Preseason agreements are an integral part of preparedness.</p>	<p>Agencies will identify and realign organizational staffing and equipment mixes to implement a safe and cost effective fire management program that meets the fire management guidance identified in the L/RMP.</p> <p>Agencies will develop a common process for determining budget needs and cost sharing for all aspects of fire management operations.</p> <p>Implement training program to meet staffing levels (qualification requirements) with the emphasis on managing fires for both protection and resource management objectives.</p> <p>Agencies will develop agreements to efficiently utilize other federal, state, local, and non governmental resources.</p>

Policy Statement	
Management Intent	Implementation Actions
11. Suppression	
Wildland fires are suppressed at minimum cost, considering firefighter and public safety, benefits, and values to be protected, consistent with resource objectives.	
Suppression considerations will be addressed in L/RMP and FMP's. Notwithstanding protection of life, the cost of suppression, emergency stabilization and rehabilitation must be commensurate with values to be protected.	Use a decision support process to assess conditions, analyze risk and document decisions. Predictive services products will be used to support pre-positioning resources. Agencies will coordinate staffing levels through common trend analysis of environmental indicators
12. Prevention	
Agencies will work together and with their partners and other affected groups and individuals to prevent unauthorized ignition of wildfires.	
Prevention focuses on the activities needed to reduce human-caused ignitions. Prevention includes mitigating risks and loss to ecosystems and communities.	Agencies will work with all partners to develop and implement risk assessment, prevention, and mitigation plans to reduce the frequency of wildfires due to human-caused ignitions..
13. Standardization	
Agencies will use compatible planning processes, funding mechanisms, training and qualification requirements, operational procedures, values-to-be-protected methodologies, and public education programs for all fire management activities.	
All processes are compatible and transparent so that individuals from cooperating agencies (federal, tribal, state, and local) can more effectively work together. Enhance public and cooperator understanding of wildland fire management processes.	To the extent possible, agencies will use common standards in all aspects of fire management programs so that planning and budgeting methodologies applied in one situation will provide the same results in similar circumstances. Agencies will develop and implement common operational field guidance and operational procedures to deal with all aspects of fire management operations. Agencies will streamline interagency transfer of funds to reduce fiscal inconsistencies.
14. Interagency Cooperation and Coordination	
Fire management planning, preparedness, prevention, suppression, fire use, restoration and rehabilitation, monitoring, research, and education will be conducted on an interagency basis with the involvement of cooperators and partners.	
Involve all participating agencies, federal, tribal, state, local, and non-governmental organizations in fire management activities. Get everyone working in concert, rather than in opposition to each other.	Ensure that fire management program actions are implemented in collaboration with cooperators and affected partners with due consideration of all management objectives. Agencies will engage cooperators and affected partners at the strategic, and program planning levels, as well as the tactical, program implementation level.

Policy Statement	
Management Intent	Implementation Actions
15. Communication and Education	
<p>Agencies will enhance knowledge and understanding of wildland fire management policies and practices through internal and external communication and education programs. These programs will be continuously improved through the timely and effective exchange of information among all affected agencies and organizations.</p>	
<p>Knowledge and understanding reach all personnel in the field, across agencies.</p> <p>Develop and provide consistent communication, education and outreach with shared messages for the public and internal staff.</p> <p>Have a public that understands the risk, benefits and complexity of wildland fire management.</p>	<p>Develop a consistent and uniform message using common terminology on importance and role of wildland fire in natural resource management.</p> <p>Develop understanding with the public on what we're trying accomplish with fire management.</p> <p>Build understanding with the public on their role when living and recreating in fire prone ecosystems.</p>
16. Agency Administrator and Employee Roles	
<p>Agency administrators will ensure that their employees are trained, certified, and made available to participate in the wildland fire program locally, regionally, and nationally as the situation demands. Employees with operational, administrative, or other skills will support the wildland fire program as necessary. Agency administrators are responsible and will be held accountable for making employees available.</p>	
<p>Employees participate in wildland fire operations to obtain understanding, expand capabilities, and increase organizational capacity.</p> <p>Assure that we maximize use of the local workforce for efficiencies of knowledge, cost and involvement.</p> <p>Maintain a competent and capable workforce to implement the wildland fire management program to include fuels, aviation, suppression, planning, monitoring, research, communication, finance, etc.</p>	<p>Agency administrators will train, qualify, and certify available personnel for local fire needs and interagency fire management priorities.</p> <p>Agencies will consider adjustment of annual performance expectations based on employee and program contribution to the fire effort.</p>
17. Evaluation	
<p>Agencies will develop and implement a systematic method of evaluation to determine effectiveness of projects through implementation of the 2001 Federal Fire Policy. The evaluation will assure accountability, facilitate resolution of areas of conflict, and identify resource shortages and agency priorities.</p>	
<p>Use adaptive management process to evaluate and improve the fire management program at all levels.</p> <p>Provide a formal review process to monitor and evaluate performance, suggest revisions, and make necessary adaptations to the implementation guidance at all organizational levels on a regular basis.</p>	<p>Conduct interagency, internal and periodic reviews of the fire management program (all agencies) to determine: 1) consistency of policy implementation; 2) effectiveness of interagency coordination; 3) progress towards ecosystem sustainability; 4) cost management; 5) safety.</p>

Appendices

Appendix A: Glossary

The hierarchy of terminology will be those defined in law, those defined in policy, those defined in this guidance and then all other agency and interagency documentation. The NWCG Glossary of Wildland Fire Terminology will be maintained as the source of record.

Controlled burn – synonymous with Prescribed Fire.

Escaped Prescribed Fire – a prescribed fire that has exceeded or is expected to exceed prescription parameters or otherwise meets the criteria for conversion to wildfire. Criteria is specified in “Interagency Prescribed Fire – Planning and Implementation Procedures Reference Guide”.

Fire Management Plan (FMP) – a plan that identifies and integrates all wildland fire management and related activities within the context of approved land/resource management plans. It defines a program to manage wildland fires (wildfire and prescribed fire). The plan is supplemented by operational plans, including but not limited to preparedness plans, preplanned dispatch plans, prescribed fire burn plans and prevention plans. Fire Management Plan’s assure that wildland fire management goals and components are coordinated.

Initial Action – the actions taken by the first resources to arrive at a wildfire.

Land/Resource Management Plan (L/RMP) – a document prepared with public participation and approved by an agency administrator that provides general guidance and direction for land and resource management activities for an administrative area. The L/RMP identifies the need for fire’s role in a particular area and for a specific benefit. The objectives in the L/RMP provide the basis for the development of fire management objectives and the fire management program in the designated area.

Planned Ignition –the intentional initiation of a wildland fire by hand-held, mechanical or aerial device where the distance and timing between ignition lines or points and the sequence of igniting them is determined by environmental conditions (weather, fuel, topography), firing technique, and other factors which influence fire behavior and fire effects (see prescribed fire).

Prescribed Fire—is a wildland fire originating from a planned ignition to meet specific objectives identified in a written, approved, prescribed fire plan for which NEPA requirements (where applicable) have been met prior to ignition (see planned ignition).

Protection - the actions taken to limit the adverse environmental, social, political, and economical effects of fire (FEC Briefing Paper, 3/14/2008).

Response to wildland fire - the mobilization of the necessary services and responders to a fire based on ecological, social, and legal consequences, the circumstances under which a fire occurs,

and the likely consequences on firefighter and public safety and welfare, natural and cultural resources, and values to be protected.

Suppression - all the work of extinguishing a fire or confining fire spread.

Unplanned Ignition – the initiation of a wildland fire by lightning, volcanoes, unauthorized and accidental human-caused fires (see wildfire).

Use of Wildland Fire - management of either wildfire or prescribed fire to meet resource objectives specified in Land/Resource Management Plans.

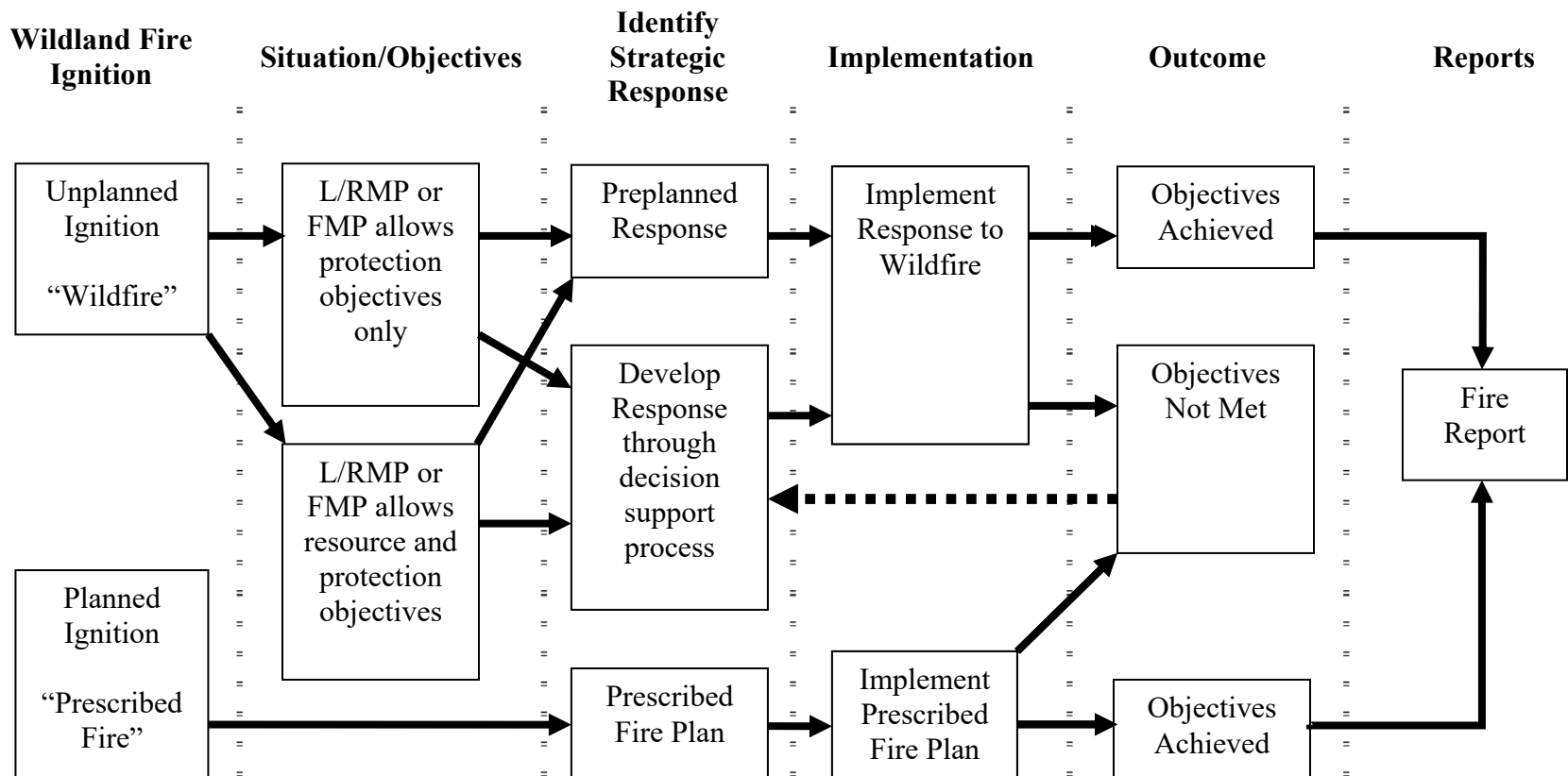
Wildfire – unplanned ignition of a wildland fire (such as a fire caused by lightning, volcanoes, unauthorized and accidental human-caused fires) and escaped prescribed fires.
(See unplanned ignition and escaped prescribed fire).

Wildland Fire – a general term describing any non-structure fire that occurs in the wildland.

Wildland Urban Interface (WUI) – The line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetation fuels.

Appendix B: Wildland Fire Flowchart

This chart depicts, in general, the process to be taken given an ignition, regardless of source. Management actions depend on the provisions in the approved Land, Resource and Fire Management Plan and/or Fire Management Plan for an area. This chart is generally applicable to most agencies' fire management programs. However, specific exceptions may exist.



Appendix C: What Changed 2004 to 2009

The following provide some of the significant modifications that were made to the guidance in the “Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy (2004)” in drafting the “Guidance for Implementation of Federal Wildland Fire Management Policy (2009).” To simplify the discussion the “Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy (2004)” will be referred to as “Strategy” and the “Guidance for Implementation of Federal Wildland Fire Management Policy (2009)” will be referred to as “Guidance”.

Strategy: Provided seven operational clarification statements

Guidance: Provides nine statements of guidance for implementation.

Strategy: Operational Clarification statement 1) “Only one management objective will be applied to a wildland fire. Wildland fires will either be managed for resource benefits or suppressed. A wildland fire cannot be managed for both objectives concurrently. If two wildland fires converge, they will be managed as a single wildland fire.”

Guidance: “A wildland fire may be concurrently managed for one or more objectives and objectives can change as the fire spreads across the landscape. Objectives are affected by changes in fuels, weather, topography; varying social understanding and tolerance; and involvement of other governmental jurisdictions having different missions and objectives.”

Strategy: Operational Clarification statement 2) “Human caused wildland fires will be suppressed in every instance and will not be managed for resource benefits.

Guidance: “Initial action on human-caused wildfire will be to suppress the fire at the lowest cost with the fewest negative consequences with respect to firefighter and public safety.”

Strategy: Operational Clarification statement 3) “Once a wildland fire has been managed for suppression objectives, it may never be managed for resource benefit objectives.”

Guidance: “A wildland fire may be concurrently managed for one or more objectives and objectives can change as the fire spreads across the landscape. Objectives are affected by changes in fuels, weather, topography; varying social understanding and tolerance; and involvement of other governmental jurisdictions having different missions and objectives.”

Strategy: Operational Clarification statement 4) “The Appropriate Management Response (AMR) is any specific action suitable to meet Fire Management Unit (FMU) objectives. Typically, the AMR ranges across a spectrum of tactical options (from monitoring to intensive management actions). The AMR is developed by using FMU strategies and objectives identified in the Fire Management Plan.”

Guidance: The term Appropriate Management Response is removed from implementation guidance with “Response to Wildland Fire” as the policy area defining the actions for managing a wildland fire.

Strategy: Operational Clarification statement 5) “The Wildland Fire Situation Analysis process is used to determine and document the suppression strategy from the full range of responses available for suppression operations. Suppression strategies are designed to meet the policy objectives of suppression.”

Guidance: “Managers will use a decision support process to guide and document wildfire management decisions. The process will provide situational assessment, analyze hazards and risk, define implementation actions, and document decisions and rationale for those decisions.”

Strategy: Operational Clarification statement 6) “Wildland fire use is the result of a natural event. The Land/Resource Management Plan, or the Fire Management Plan, will identify areas where the strategy of wildland fire use is suitable. The Wildland Fire Implementation Plan (WFIP) is the tool that examines the available response strategies to determine if a fire is being considered for wildland fire use.”

Guidance: “Managers will use a decision support process to guide and document wildfire management decisions. The process will provide situational assessment, analyze hazards and risk, define implementation actions, and document decisions and rationale for those decisions.”

Strategy: Operational Clarification statement 7) “When a prescribed fire or a fire designated for wildland fire use is no longer achieving the intended resource management objectives and contingency or mitigation actions have failed, the fire will be declared a wildfire. Once a wildfire, it cannot be returned to a prescribed fire or wildland fire use status.”

Guidance: “Managers will use a decision support process to guide and document wildfire management decisions. The process will provide situational assessment, analyze hazards and risk, define implementation actions, and document decisions and rationale for those decisions.”

Strategy: Policy Implementation Flowchart

Guidance: Updated Appendix F: Wildland Fire Flowchart from Review and Update of the 1995 Federal Wildland Fire Management Policy (2001) to reflect implementation terminology of planned and unplanned ignitions. (See Appendix B)

What is the Wildland Urban Interface (WUI)?

WUI is an area within or adjacent to an “at-risk community” (see below for the definition of an “at risk community”) that is identified in recommendations to the Secretary of Agriculture in a *Community Wildfire Protection Plan*, or

A WUI is **any area** for which a *Community Wildfire Protection Plan* is not in effect, but is within ½ mile of the boundary of an “at risk community”.

A WUI is also any area that is within 1 ½ miles of an “at risk community” **AND** has sustained steep slopes that may affect wildfire behavior, **or** has a geographic feature that aids in creating an effective fuel break, **or** is in fuel condition class 3. (An area classified as fuel condition class 3 implies that the current condition of the vegetation within the area would not be sustainable due to the absence of two or more natural fire cycles. In other words, an excess of vegetation and fuels has occurred due to the exclusion of fire which naturally reduces the level of forest fuels.)

An area adjacent to evacuation routes for an “at risk community” is another example of a WUI.

What is an “At Risk Community”?

An “at risk community” is defined as a community within the wildland urban interface listed in the Federal Register notice, *“Wildland Urban Interface Communities within the Vicinity of Federal Lands that are at High Risk from Wildfire”*. OR

A group of home and other structures with basic infrastructure and services within or adjacent to federal land is defined as an “at risk community”.

“At risk communities” are areas where conditions are conducive to a large scale wildland fire disturbance event, thereby posing a significant threat to human life or property.



WILDLAND-URBAN INTERFACE (WUI) CHANGE 1990-2010

YEAR
 1990 2000 2010

VIEW
 All classes WUI areas only

BASEMAP
 Roads Satellite

LAYER OPACITY

Show political borders

LEGEND

Wildland-Urban Interface (WUI)

- Interface
- Intermix

Non-WUI Vegetated

- No housing
- Very low housing density

Non-Vegetated or Agriculture

- Low & very low housing density
- Medium & high housing density
- Water



Fire Operations

The Operations Division is comprised of six fire stations and strives to maintain an average response time of five minutes to emergencies within the City. Emergency calls may consist of brush fires, structure fires, automobile accidents, and life-threatening medical emergencies. Firefighters are often required to carry various types of equipment in addition to approximately 50lbs of personal protective gear.

The standard emergency response unit for the Ventura City Fire Department is the Paramedic Engine Company. Each company consists of a Captain, Engineer, and Firefighter-Paramedic.

- **Captain:** supervises and directs all emergency operations
- **Engineer:** responsible for the safe operation of the apparatus and all equipment on board
- **Firefighter-Paramedic:** completed firefighting tasks as directed by the Captain and provides advanced life support measures



Fire Stations

Our six fire stations are located across the City of Ventura. Find photos and locations on this webpage.



Hazardous Materials Unit

The Hazardous Materials Unit is part of the Ventura County Regional Hazmat Plan. Team members assigned to Station 6 are certified as Technicians or Specialists.



Hello 🤖. How can we help you?

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CONTACT US

Ventura Fire Department

1425 Dowell Drive Ventura, CA
93003

Phone: 805-339-4300

Monday - Thursday

7:30 am - 5:30 pm

Friday*

8 am - 5 pm

*Closed Alternate Fridays

Fire 24/7 Non-Emergency

Phone

805-384-1500

Police 24/7 Non-Emergency

Phone

805-650-8010

Fire Department Directory

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Ventura County Fire Protection District



UNIT STRATEGIC FIRE PLAN AMENDMENTS

Date	Section Updated	Page Numbers Updated	Description of Update	Updated By
11/15/16	Unit overview	5	Fire update	Moomey
11/25/16	Dispatch	14	Addition of Oxnard fire	Moomey
11/25/16	Tech/websites	36,37	Pulse Point	Moomey
04/01/17	Volunteerism	69	Entire section	Moomey
04/02/2018	Unit description	4,5	Population/ Fire activity	Moomey
04/09/2018	Fuel beds	6,7,8,12	Fire activity/ Fuels	Moomey
05/02/2018	Collaboration	21,22	Contact update	Moomey
05/03/2018	Accomplishments	56-59,61,62	Accomplishments	Moomey
05/03/2018	Project activities	PDF Report attachment	Report	Moomey
05/04/2018	Cover page		New photo	Moomey
05/14/2018	Fire Hazard Reduction	41	Fee Rate	Moomey
04/04/2019	Executive summary	2,3,4	Strategic plan	Moomey
04/05/2019	Unit Description	6,7	Fires over 300 acres	Moomey
04/15/2019	Unit Preparedness	16	Santa Paula	Moomey
04/15/2019	Fuel Beds	9,10,11	Fire update	Moomey
04/16/2019	Unit Preparedness	21,22	Station Directory	Moomey
04/16/2019	Unit Preparedness	22	Map Update	Moomey
04/17/2019	Pre-Fire	36,37,38,39	Defensible Space	Moomey
04/20/2019	Pre-Fire	41,42	Vegetation Management	Moomey
04/22/2019	Pre-Fire	43	Fire Hazard Reduction	Moomey
04/23/2019	Pre-Fire Tactics	47	Vegetation Management	Moomey
04/25/2019	Pre-Fire	50	Pre-Fire Projects	Moomey
04/29/2019	Annual Reporting	60-65,68&69	Accomplishments	Moomey
05/01/2019	Table of Contents		Update page numbers	Moomey
03/18/2020	Air Unit		Helicopter capabilities	Lovo
04/15/2020	Unit Overview	7,10,13	Fire season 2019 update	Moomey
04/17/2020	Unit Preparedness	16,17,18,20,22,23	Battalions, Dispatch, plans	Moomey
04/28/2020	Collaboration	24,25,26	New Partners	Moomey
04/29/2020	Appendix A and D	50,51,56,57	Pre-Fire Projects, Map	Moomey
04/29/2020	Accomplishments	61,62,63,64-71	Annual	Moomey
04/01/21	Unit Preparedness	13,14,16	Capabilities, new photo	Matheson
04/05/21	Collaboration	20,21	update	Matheson
05/05/21	Wildland Fire Ignitions	28,29	new	Moomey/ Elwood
04/07/2021	FHRP	43	update	Williams
05/07/2021	Fire Safe Councils	55	update	Moomey
04/05/2021	Accomplishments	60-67	update	Staff

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SIGNATURE PAGE

Unit Strategic Fire Plan developed for Ventura County Fire Protection District (VCFPD)

This Plan:

- Was collaboratively developed. Interested parties, as well as federal, state, city, and county agencies within the Unit have been consulted and are listed in the plan.
- Identifies and prioritizes pre-fire and post-fire management strategies and tactics designed to reduce the loss of values at risk within the Unit.
- Is intended for use as a planning and assessment tool only. It is the responsibility of those implementing the projects to ensure that all environmental compliance requirements are met and permitting processes are followed.

 Mark Lorenzen (May 25, 2021 12:57 PDT)

May 25, 2021

Mark Lorenzen
Fire Chief

 /S/ Celine Moomey 05/24/2021

Celine Moomey
Pre-Fire Specialist

EXECUTIVE SUMMARY

Ventura County is one of six counties that maintains a contractual relationship with CAL FIRE. A Unit Plan that is part of the California Strategic Fire Plan is used within the Ventura County Fire Department.

The State of California's Strategic 2018 Fire Plan (State Plan) creates a statewide framework for collaboratively reducing and preventing the impacts of fire through suppression and prevention efforts. The State Plan's vision is for a natural environment that is more fire resilient, buildings and infrastructure that are more fire-resistant, and a society that is more aware of and responsive to the benefits and threats of wildland fire; all achieved through local, state, federal, tribal, and private partnerships.

The State Plan anticipates the trends in wildland fires will continue. The effects of climate change, prolonged drought, tree mortality, and development into the wildland urban interface will continue to increase the number and severity of wildland fires.

The focus is on (1) fire prevention and suppression activities and (2) natural resources management, and the continued inclusive collaboration among local, state, federal, tribal, and private partners.

The Ventura County Fire Department seeks to achieve these same goals locally with a Unit Fire Plan that works with stakeholders and cooperators to create programs, policies, and procedures that will make the residents of Ventura County safer. Another significant element of this plan is to identify and evaluate wildland fire hazards to minimize the negative effects of wildland fire on the natural and human-made environments.

The Healthy Forest Restoration Act (HFRA) enacted by the U.S. Congress on January 7, 2003, established a protocol for the creation of a document – a Community Wildfire Protection Plan (CWPP) – that articulates a wildfire safety plan for communities at risk from wildland fires. This document was created by following that protocol.

This Unit Fire Plan is designed to be a living document in order to adapt to changes in the environment and the needs of the various stakeholders whom it affects. The information provided in this Unit Fire Plan has been updated to reflect project plans, implementations, and accomplishments.

With a commitment to fire prevention through a collaborative approach to hazard reduction, public education, and vegetation management programs, the Ventura County Fire Department is working to empower communities to become more fire resilient. By carefully managing native vegetation, creating defensible space, hardening homes, and raising wildfire awareness, the Unit believes it is preventing fires from occurring and mitigating the ones that do occur. These efforts result in reduced fire suppression costs and property loss and keep both citizens and firefighters safer.

The goals that are critical to achieving the State Plan's vision revolve around fire prevention, natural resource management, and fire suppression efforts, as broadly construed. Major components are:

- Improve the availability and use of consistent, shared information on hazard and risk assessment.
- Promote the role of local planning processes, including general plans, new development, and existing developments, and recognize individual landowner/homeowner responsibilities.
- Foster a shared vision among communities and the multiple fire protection jurisdictions, including county-based plans and community-based plans such as Community Wildfire Protection Plans (CWPP).
- Increase awareness and actions to improve fire resistance of man-made assets at risk and fire resilience of wildland environments through natural resource management.
- Integrate implementation of fire and vegetative fuels management practices consistent with the priorities of landowners or managers.
- Determine and seek the needed level of resources for fire prevention, natural resource management, fire suppression, and related services.
- Implement needed assessments and actions for post-fire protection and recovery.

To support the State's Strategic Fire Plan, the Ventura County Fire Department's Unit Fire Plan will continue in their efforts to:

- Analyze fuel beds, topography, and fire history to identify both at-risk communities and the projects necessary to help protect them.
- Collaborate with local Fire Safe Councils and other community groups to seek sources of funding to support ongoing vegetation management and fire prevention projects as well as implementing new ones.
- Utilize CAL FIRE personnel and resources, in conjunction with other efforts, to assist with projects.
- Educate the public on wildfire preparedness, defensible space, fire hazard reduction, fire-resistant construction and landscaping, and situational awareness.
- Continue to implement current efforts, and where necessary, establish new programs and projects to meet the State's Plan goals and objectives.

With skilled firefighters, fuel modification projects, and engaged communities, the Ventura County Fire Department is well-positioned to protect the residents of Ventura County and their environment against catastrophic fire conditions.

SECTION I: UNIT OVERVIEW

UNIT DESCRIPTION

The County of Ventura is located on California's Pacific coast and is bordered by Los Angeles County to the east, Santa Barbara County to the west, and Kern County to the north. Ventura County has 42 miles of coastline and its elevation ranges from sea level to 8,831 feet at Mount Pinos in the Los Padres National Forest.

Ventura County was formed from a piece of Santa Barbara County on January 1, 1873, following state legislation that approved the split on March 22, 1872. The county seat is the city of Ventura (San Buenaventura) and the county has a population of 850,536. The Ventura County Fire Department is an all-risk department providing emergency services to the unincorporated areas of the county and seven of its ten incorporated cities.

Ventura County encompasses 1,198,720 acres (1,873 square miles) of which 353,370 acres (552 square miles) are State Responsibility Area (SRA).



The Santa Monica Mountains National Recreation Area, parts of the Los Padres National Forest, and the Channel Islands National Park located in Ventura County. The county is also home to Naval Base Ventura County at Point Mugu and Port Hueneme, as well as the deep-water Port of Hueneme. Ventura County has a Mediterranean climate. Average high temperatures are 65 - 75 degrees Fahrenheit year-round; average low temperatures are 45 - 60°F. Freezing temperatures are possible during the winter and highs of over 100°F may occur during the summer and early fall. Strong east winds (Santa Anas) are most prevalent during the late summer and early fall but can occur at any time during the year, thereby elevating fire danger. The relatively short rainy season is typically between December and April.

Major industries within the county include oil exploration and production, manufacturing, health care, agriculture (greenhouse and row crops, citrus and avocado groves) ranching, tourism, television/film production, and technology.

Traditional fire season in Ventura County starts in May or June. Coastal areas are frequently cooler during these months due to a marine influence and coastal fog, but conditions inland can be much warmer and drier. As the summer progresses into early fall, the fuel beds have typically reached critical moisture levels, and the advent of east winds can produce catastrophic fire weather and seasonal drought.

Major Ventura County wildfires have been documented as far back as 1898. Some of these fires remain among the largest to ever occur in the state of California. The Matilija Fire in 1932 burned more than 220,000 acres. The Wheeler Fire in 1985 consumed over 118,000 acres and the Day Fire in 2006 destroyed almost 163,000 acres. The Thomas Fire started on December 4, 2017, north of Santa Paula and south of Saint Thomas Aquinas College. A second fire was ignited nearly 30 minutes later, approximately four miles to the north in Upper Ojai at the top of Koenigstein Road. The fires soon merged and grew rapidly. In all, the fire consumed 281,893 acres within Ventura and Santa Barbara Counties, and 1,156 structures were damaged or destroyed.

The Thomas Fire's rates of spread (up to one acre per second) are attributed to hurricane-force Santa Ana winds combined with record heat, relative humidity in the single digits; fuel moistures well below the critical level with a large dead-to-live component due to an extended drought cycle. Most of the chaparral burned in the fire is considered to have been stand-replacing; possibly taking decades to return to pre-fire conditions.

The 96,949-acre Woolsey Fire response had an added complexity due to a mass shooting that occurred in Thousand Oaks the day before the fire began. On November 7, 2018, the mass shooting took the lives of 13 people, including the perpetrator and a police officer.

While the community was reeling from this tragic incident, the Hill Fire started. The fire was reported at 2:03 p.m. on November 8; twenty-one minutes later, at 2:24 p.m., the Woolsey Fire was reported. The Hill Fire began in the Camarillo area at Hill Canyon, about one mile west of Thousand Oaks, and burned 4,531 acres. The Woolsey Fire started in Woolsey Canyon on the Santa Suzanna Field Lab property, burned 96,949 acres in Ventura and Los Angeles Counties, destroyed 1,643 structures, killed three people, and caused the evacuation of more than 295,000 people. Some of those evacuees having been directly affected by the mass shooting.

Strong Santa Ana winds, resulting in rapid rates of fire spread, pushed the fire in a southerly direction. The Ventura Freeway, between the San Fernando Valley and the Conejo Valley, was closed as the fire crossed it and burned into the rugged Santa Monica Mountains, into Los Angeles County and the City of Malibu. The fire crossed the Pacific Coast Highway, burning structures and vehicles on both sides. Due to access and egress issues, many people took refuge on the beach near the ocean. Due to extended drought conditions and strong winds, the fire consumed most of the native vegetation, which could take decades to return to pre-fire conditions.

In 2019, Ventura County experienced two large fires igniting within a day of each other and under the same Santa Ana wind event. The 1,806-acre Easy Fire began October 30, 2019, at approximately 6:00 a.m.; the point of ignition was near Easy Street and Madera Road at the

westerly end of Simi Valley. As the fire was pushed towards Moorpark, on October 30, over 1,000 homes were threatened, and 26,000 Ventura County residents were evacuated due to the fire. The Ronald Reagan Presidential Library was almost surrounded by the fire. Ventura County Fire Department's vegetation management goat grazing project was credited with changing the fire's intensity, enabling firefighters to safely defend the library. While the Easy Fire was actively burning, the 9412-acre Maria Fire started at the top of South Mountain, south of the city of Santa Paula on October 31; reported at 6:13 p.m. Influenced by 20 - 30 mph winds, the fire worked its way north towards Santa Paula in the Santa Clara River Valley, and south towards Somis. Evacuations were ordered for over 1,800 homes surrounding the fire area, affecting over 7,500 residents.

VENTURA COUNTY FUEL BEDS

There are ten identified fuel beds in Ventura County. Each is analyzed based on its topography, vegetation types, fire history, and assets at risk. The entire Casitas, Ojai, and Ventura Fuel Beds burned during the Thomas Fire. Most of the chaparral that burned in the Thomas Fire is considered to have been stand-replacing; possibly taking decades to return to pre-fire conditions.

CASITAS FUEL BED

The Casitas Fuel Bed is bordered on the south by the Pacific Ocean, on the north by Camino Cielo, on the east by Highway 33, and on the west by the Ventura/Santa Barbara county line. The dominant vegetation in the fuel bed consists of oak woodland, chaparral, coastal sage scrub, and grass.

Assets at risk include structures, oil fields, 911 emergency communication infrastructure, agricultural orchards, and rangeland. Homes, ranches, and orchards along Highway 150 pose the most significant risk in the fuel bed and are also the most difficult to protect through fuel modification because of their sporadic placement. The Lake Casitas watershed is a low risk, high-value community resource that needs consideration in the planning process. Oil production facilities dominate the interior canyons of the fuel bed south of Lake Casitas, east of Highway 33 and north of Highway 101.

This fuel bed has sustained eight fires of over 300 acres. The most recent being the 281,893-acre Thomas Fire in December 2017. There are 20.53 miles of fire roads and 1.73 miles of utility roads maintained in this fuel bed.

MALIBU FUEL BED

Potrero Road borders the Malibu Fuel Bed on the north. It is bordered on the south by the Pacific Coast Highway, on the east by the Ventura/Los Angeles county line, and on the west by Lewis Road. The Santa Monica Mountain Range is a feature of this fuel bed. The dominant vegetation in the fuel bed consists of oak woodland in the drainages and on the north slopes. Chaparral, coastal sage scrub, and grass are dominant throughout the fuel bed.

Assets at risk include structures located in narrow canyons with limited access. The fact that most of the structures at risk are scattered throughout the fuel bed makes large-scale vegetation management projects difficult. The 100-foot defensible space requirement ordered by the Department's Fire Hazard Reduction Program is a key component of structure protection.

This fuel bed has sustained 15 fires of over 300 acres. Most recently, this fuel bed was affected by the 2018 Woolsey Fire. There are 8.43 miles of ranch roads maintained in this fuel bed.

Wildland Pre-Fire Plans: Carlisle Canyon Pre-Fire Plan and Yerba Buena Pre-Fire Plan.

OJAI FUEL BED

The Ojai Fuel Bed is bordered on the south by Santa Paula/Ojai Road (Highway 150), on the north by the Los Padres National Forest boundary, on the east by Santa Paula Creek, and on the west by Highway 33. The dominant vegetation in the fuel bed consists of oak woodland, light to medium brush, coastal sage scrub, and grass. Due to many years of drought, this fuel bed has recently experienced significant oak tree mortality.

Assets at risk include structures, oil fields, agricultural orchards, and rangeland. Many of the at-risk structures are located along the front country and others are in narrow canyons with limited access. The 100-foot defensible space requirement ordered by the Department's Fire Hazard Reduction Program is a key component to structure protection in these areas. Orchards are mixed in with this development creating additional assets that are threatened in a wildfire.

This fuel bed has sustained eight fires of over 300 acres. The most recent being the 281,893-acre Thomas Fire in December 2017.

There are 7.07 miles of fire roads and 4.22 miles of utility roads maintained in this fuel bed.

Wildland Pre-Fire Plans: Upper Ojai Pre-Fire Plan, Ojai Front Country Pre-Fire Plan, and Matilija Canyon Pre-Fire Plan.

SIMI FUEL BED

The Simi Fuel Bed is bordered on the south by Highway 101, on the north by Simi Valley, on the east by the San Fernando Valley (Los Angeles County), and on the west by Highway 23 and Olsen Road. The dominant vegetation in the fuel bed consists of oak woodland, chaparral, coastal sage scrub, and grass. Recent fire activity has reduced the fuel load considerably in the Big Mountain Range north of the city of Simi Valley.

Assets at risk are primarily structures. Single and multi-family dwellings in the North Ranch and Oak Park areas are a specific concern due to their alignment with a Santa Ana (east) wind and heavy fuels. Most of the land management/ownership for the open space belongs to the Conejo Open Space Conservation Agency (COSCA), Rancho Simi Park and Recreation, and Mountains Recreation and Conservation Authority (MRCA).

This fuel bed has sustained 23 fires of over 300 acres, most recently the 2019 Easy Fire. There are 68 miles of fire roads and 30 miles of fuel breaks maintained in this fuel bed.

Wildland Pre-Fire Plans: Box Canyon/Lilac Lane Pre-Fire Plan, Kevington Pre-Fire Plan, Bell Canyon Pre-Fire Plan, and Townsite Pre-Fire Plan.

THOUSAND OAKS FUEL BED

The Thousand Oaks Fuel Bed is bordered on the south by Potrero Road, on the north by Highway 118, on the east by the Highway 23, and on the west by the Oxnard Plains. The dominant vegetation in the fuel bed consists of oak woodland, chaparral, coastal sage scrub, and grass.

Assets at risk are primarily structures. Thousand Oaks is an urban area that has interface issues along its perimeter. Thousand Oaks has a great deal of open space which separates developed areas with hazardous fuels and, in some cases, steep terrain. This, coupled with diurnal west winds and seasonal Santa Ana (east) winds, makes the area very vulnerable to the effects of wildland fire. Most of the land management/ownership responsibility for the open spaces belongs to the Conejo Open Space Conservation Agency (COSCA) and the Mountains Recreation Conservation Authority (MRCA).

This fuel bed has sustained 12 fires of over 300 acres, recently, the 2018 Hill and Woolsey Fires. There are 3.09 miles of fire roads, 8.95 miles of utility roads, and one mile of ranch roads maintained in this fuel bed.

Wildland Pre-Fire Plans: Wildwood Pre-Fire Plan and Ventu Park Pre-Fire Plan

FILLMORE FUEL BED

The Fillmore Fuel Bed is bordered on the south by Highway 126, on the north by the Los Padres National Forest, on the east by Hopper Canyon, and on the west by Santa Paula Canyon. The dominant vegetation in the fuel bed consists of grass intermixed with chaparral and coastal sage

scrub. Oak woodland can be found in the drainage bottoms and on the north-facing slopes. In addition, small stands of timber may be found at the upper elevations of the fuel bed in select drainages.

Assets at risk include structures, rangeland, agriculture, and oil production facilities. In addition, the Hopper Mountain Condor Refuge is in the northeast portion of the fuel bed. Condor nesting sites dot the landscape throughout the area each year. Close collaboration with the biologists there and training help to promote safe operations on the refuge. The city of Fillmore borders the interface to the south and is vulnerable to both northwest and northeast winds.

This fuel bed has sustained 14 fires of over 300 acres. There are 10.96 miles of ranch roads and 2.8 miles of utility roads maintained in this fuel bed.

OAK RIDGE FUEL BED

The Oak Ridge Fuel Bed is bordered on the south by the Simi Fuel Bed, on the north by the Santa Clara River, on the east by the Ventura/Los Angeles county line, and on the west by Highway 23. The fuel bed is dominated by sparse oak woodland, chaparral, coastal sage scrub, and grass.

Assets at risk are primarily structures along the southern border, agriculture along the north and western borders, and rangeland within the fuel bed interior. Recent urban development in the Simi Valley and Moorpark areas has increased the WUI threat within the fuel bed. The area is very vulnerable to wildland fire, especially during Santa Ana wind conditions.

This fuel bed has sustained 23 fires of over 300 acres. There are 69.06 miles of fire roads, 20.76 miles of utility roads, and four miles of ranch roads maintained in this fuel bed.

PIRU FUEL BED

The Piru Fuel Bed is bordered on the south by the Santa Clara River, on the north by Agua Blanca Creek, on the east by Del Valle and on the west by Hopper Canyon. The dominant vegetation in the fuel bed consists of grass intermixed with chaparral and coastal sage scrub. Oak woodland can be found in select drainage bottoms and on the north-facing slopes.

Assets at risk include structures, rangeland, agriculture, and oil production facilities. In addition, the Hopper Mountain Condor Refuge is in the northwest portion of the fuel bed. Condor nesting sites dot the landscape throughout the area each year. Close collaboration with the biologists there and training help to promote safe operations on the refuge.

This fuel bed has sustained 16 fires of over 300 acres. There are 32 miles of fire roads and 9 miles of ranch roads maintained in this fuel bed.

Wildland Pre-Fire Plans: Piru Pre-Fire Plan and 27 North Pre-Fire Plan

SOUTH MOUNTAIN FUEL BED

The South Mountain Fuel Bed is bordered on the south by Highway 118, on the north by Highway 126, on the east by Highway 23, and on the west by Highway 118. The dominant vegetation in the fuel bed consists of grass and coastal sage scrub.

Assets at risk include structures, rangeland, communication facilities, agriculture, and oil production facilities. Oil production facilities are in the area of South Mountain and have been a source of many of the larger fires analyzed in the historical data. The arrangement of the facilities and the brush clearance around them normally reduces the risk posed in a wildfire.

This fuel bed has sustained 16 fires of over 300 acres, most recently the 2019 Maria Fire. There are 8.43 miles of ranch roads maintained in this fuel bed.

Wildland Pre-Fire Plans: 27 South Pre-Fire Plan

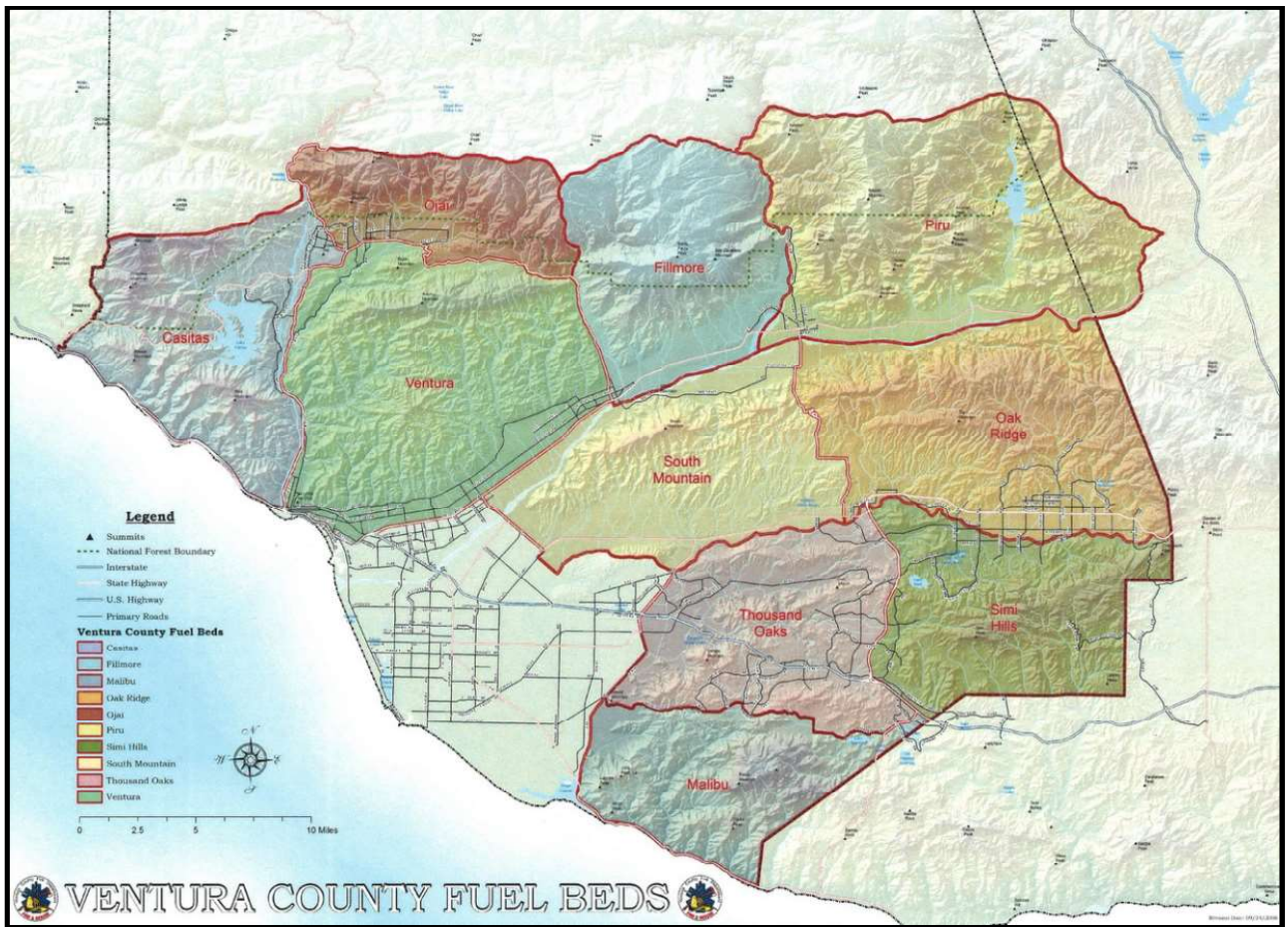
VENTURA FUEL BED

The Ventura Fuel Bed is bordered on the south by the City of Ventura, on the north by the Ojai Valley, on the east by Highway 150, and on the west by Highway 33. The dominant vegetation in the fuel bed consists of oak woodland, chaparral, coastal sage scrub, and grass. Recently, due to many years of drought, this fuel bed has experienced significant oak tree mortality.

The greatest area of risk in the Ventura Fuel Bed is in the interface area that separates the City of Ventura from the Ventura County jurisdictional areas. Development in the areas between Harmon, Sexton, and Barlow canyons would be challenging to protect in a wildfire driven by winds from the northeast. Additional at-risk areas include East Sulphur Mountain Road, Creek Road, and the east side of Highway 33. Agricultural assets and oil production are very prominent throughout this fuel bed. This fuel bed has sustained 16 fires of over 300 acres, the most recent being the 281,893-acre Thomas Fire in December 2017. There are 29 miles of fire roads, 12 miles of utility roads, and 21 miles of ranch roads maintained in this fuel bed.

Wildland Pre-Fire Plans: Wheeler Canyon Pre-Fire Plan

VENTURA COUNTY FUEL BEDS (MAP)



UNIT PREPAREDNESS AND FIREFIGHTING CAPABILITIES



Ventura County Fire Department is an all-risk, full-service department, composed of 577 men and women. We proudly provide fire protection, medical aid, rescue, hazardous material response, and a variety of other services to the public. The Department's services are built around our mission of responding to the dynamic public safety needs of our diverse community.

The Department has 33 stations serving a population of more than 480,000 in seven cities – Thousand Oaks, Simi Valley, Moorpark, Camarillo, Port Hueneme, Santa Paula, Ojai, and the unincorporated areas of the County. The Department operates four Administration and Support facilities, 35 first-run fire engines, one first-run Quint, 16 reserve fire engines, 11 wildland fire engines, five ladder trucks (including two reserves), five water rescue and fireboat craft, three paramedic squads, 20 command vehicles, 12 pieces of heavy equipment (bulldozers, etc.) 3 type one helicopters, 3 type one hand crews, and 33 other emergency response vehicles. The Department responds to an average of 228 calls for service every day.

The Department is divided into five battalions and several specialized units.

Battalion 1 – Stations 50, 52, 54, 55, 56, and 57, primarily within the city of Camarillo and the surrounding area. Battalion 1 is home to the special operations units for Hazardous Materials, Crash/Rescue, Water Rescue, and Urban Search and Rescue.

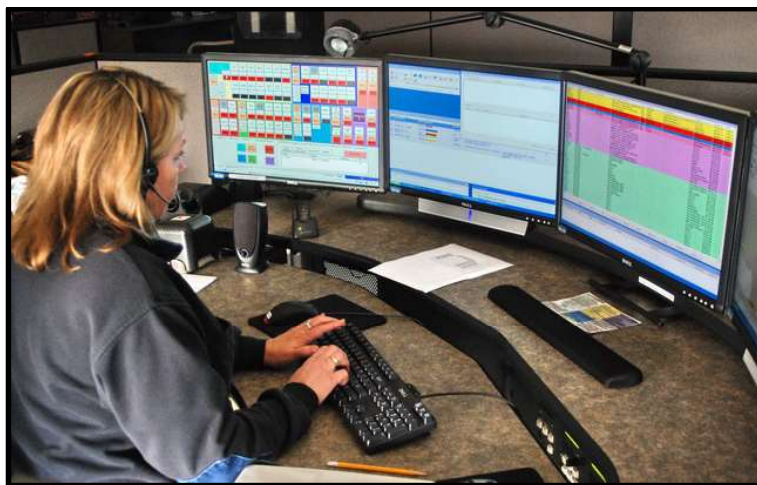
Battalion 2 – Stations 20, 21, 22, 23, and 25 covering the city of Ojai, unincorporated areas in the northern part of the county and District areas near the cities of Santa Paula and Ventura.

Battalion 3 – Stations 30, 31, 32, 33, 34, 35, 36, and 37 covering the city of Thousand Oaks and the greater Conejo Valley.

Battalion 4 – Stations 40, 41, 42, 43, 44, 45, 46, and 47, primarily within the cities of Moorpark and Simi Valley.

Battalion 5 – Stations 26, 27, 28, 29, 51, and 53, covering the city of Port Hueneme and District areas along the Santa Clara River valley and the Malibu coastline.

In addition to these on-duty stations, the Department has emergency response agreements with other fire agencies within Ventura County and immediately adjacent to it. This includes Los Angeles County Fire, Santa Barbara County Fire, Kern County Fire, CAL FIRE, the U.S. Forest Service, Federal Fire, and the cities of Los Angeles, Oxnard, Ventura, and Fillmore.



The Ventura County Regional Dispatch Center system handles fire and emergency medical calls for the five fire agencies in the County, including Ventura County, Oxnard, Ventura, Fillmore Fire Department, and the Federal Fire Department serving Naval Base Ventura County. Additionally, VCRD dispatches three ambulance providers, Gold Coast, Lifeline Medical Transport, and American Medical Response (AMR).

The Regional Training Center serves the training needs of not only the Ventura County Fire Department, but also much of Southern and Central California as well, offering numerous ICS courses, live-fire training, and other specialized instruction. All Ventura County Fire Department personnel are given initial training in accordance with all federal, state, and local laws and regulations for the position they hold. On-going training is provided to maintain all required certifications and to maintain appropriate proficiency in their position. The County highly encourages additional training and education to further enhance the capabilities of Fire Department personnel. This also includes wildland fire tactics and suppression classes. In addition, all County Disaster Service Workers (DSWs) are trained in accordance with the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

We partner with our community to identify risks and empower people with the tools to prepare and protect themselves. As part of that responsibility, we enforce codes and regulations, review more than 2,700 plans a year, inspect more than 6,800 homes and businesses a year, and issue roughly 110 fire code permits, and 360 film permits a year. We also work with more than 18,000 property owners each year to create defensible space through our Fire Hazard Reduction Program and conduct hundreds of public education events, including fire prevention and safety programs for children, adults, and seniors. In addition to the activities by the Fire Prevention Bureau, fire station personnel conduct over 350 fire safety inspections a year.

Specialized Units

Also available for response are specialized units with unique capabilities for incidents involving special hazards or needs. These units are not normally staffed. Personnel with the specialized training and qualifications will move from their regularly assigned units at the fire station and respond with these specialized units as needed.

Often, these specialized units will respond and operate in conjunction with similar units from other fire departments to form a regional response to incidents that present unique challenges. The Department's specialized units are Crash/Rescue, Hazardous Materials, Urban Search and Rescue, and Water Rescue.



Crash/Rescue - Crash 50 is based at the Camarillo Airport (Battalion 1) and responds to incidents involving flammable liquids (primarily aircraft crashes), oil field facility fires, flammable liquid storage, and transportation emergencies. Crash 50 has the capability of extinguishing flammable liquid fires and securing spills.



Hazardous Materials (HazMat) - The HazMat Unit is also based at the Camarillo Airport and responds to incidents involving chemical, biological, radiological, etiological hazards, or any other unknown substances. The team is state certified as a Type 1 Hazmat Team and qualified for regional responses. The HazMat Team will isolate a hazardous area, make entry, and identify and mitigate the hazard. They also perform decontamination of victims and emergency personnel. The Department's HazMat team is certified at a regional level and a state-of-the-art response vehicle was placed into service in 2012.

Urban Search & Rescue (USAR) - The USAR Unit is based out of Stations 54 (Battalion 1) and 40 (Battalion 4) and responds to technical rescue incidents. This team is also a State asset that responds as Regional Task Force 7. USAR incidents involve victims who are trapped due to earthquakes, building collapse, cave-in, trench collapse, major transportation crash, or other incidents where the entrapment exceeds the capabilities of the regular crews. The USAR team will stabilize the scene and make access to and extricate the victim. The Department received a grant for equipment that allows the USAR team to conduct rescues in so-called super-confined spaces such as tunnels and storm drains that require long-duration breathing apparatus.

Water Rescue - The Water Rescue Unit responds to water rescue incidents that exceed the capabilities of land-based units. It operates as a State asset under the designation of OES Team 10. The team is capable of in-water rescue and/or watercraft rescue. The team is trained in swift water, ocean, and lake rescues.

Wildland/Aviation - The Wildland Unit provides hand crew and bulldozer resources in the construction of fire control lines during wildfire suppression activities. When not engaged with fighting fire, the unit constructs and maintains fire breaks and fire roads, performs fuel management projects, and carries out other mitigation and prevention tasks. The Department also operates with the Ventura County Aviation Unit, which is a combined unit with the Ventura County Fire Protection District and Ventura County Sheriff Office. The unit provides public safety aviation services for fire and rescue incidents, including paramedic crew members and assistance with marijuana eradication. Ventura County's Aviation Unit has 8 helicopters available for fire department missions. Three Type 1 helicopters are hoist rescue, FLIR, firefighting capable via tank or collapsible bucket, with a 10-person fly crew capability. The four Type 2 helicopters are hoist capable, 8-person Fly crew-carrying, tank capability, and one Type 3 helicopter is available for mapping and FLIR missions.



Fire Suppression

The most effective time to control a wildfire is in the incipient stages when intensities are lower, and the perimeter is small. The combined resource attack is a coordinated suppression effort including ground assets (engines, crews, and dozers), aviation assets (fixed and rotary wing), passive fire protection measures, and command elements. Using in-place passive fire protection systems, incident commanders weave the various active fire suppression assets into an aggressive and coordinated firefighting effort.

Aggressive prevention and suppression policies can artificially age fuel beds to a point of uncontrollable volatility. Fuel beds are managed, where allowed, to reduce the age and expanses of volatile fuel and provide barriers between values at risk and large areas of hazardous fuel. Particular attention is given to those areas in fuel beds that are adjacent to the interface.

Assets susceptible to fire damage are identified in the Fire Plan as air quality, rangeland, agricultural land, recreational land, structures, water and watersheds, wildlife and habitat, and other resources (cultural, historic, and scenic). One of the methods which can be used in determining pre-fire projects is fire ignition data. Ignitions are plotted onto a map and the map is used to identify wildfire starts and potential areas of concern.



VENTURA COUNTY FIRE DEPARTMENT – STATION DIRECTORY

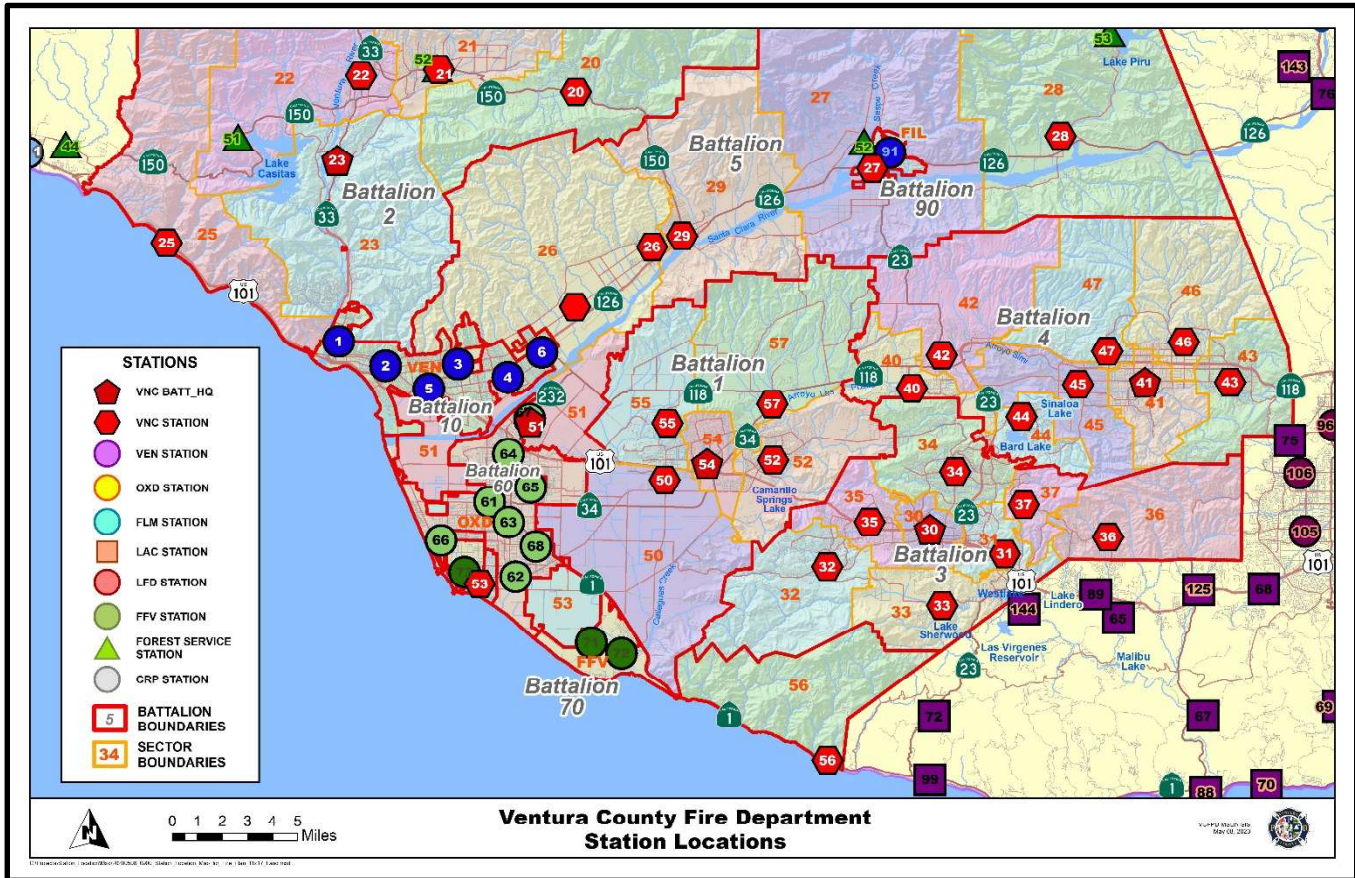
Location, Address and Phone Numbers

Communications.....	160 Durley Ave., Camarillo 93010, 805-388-4279
Community Education.....	102 Durley Ave., Camarillo 93010, 805-389-9748
Headquarters.....	165 Durley Ave., Camarillo 93010, 805-389-9710
Supply.....	2431 Latigo Ave., Oxnard 93030, 805-388-4536
Training.....	104 Durley Ave., Camarillo 93010, 805-389-9727
Vehicle Maintenance	2451 Latigo Ave., Oxnard 93030, 805-388-4500
Wildland Fire.....	2471 Latigo Ave., Oxnard 93030, 805-388-4584

Station Numbers, Station Names and Addresses:

20	Summit	12727 Santa Paula-Ojai Rd., Santa Paula 93060
21	Ojai	1201 E Ojai Ave., Ojai 93023
22	Meiners Oaks	466 S La Luna Ave., Ojai 93023
23	Oak View	15 Kunkle St., Oak View 93022
25	Rincon	5674 Pacific Coast Highway, Ventura 93001
26	West Santa	Paula 563 W. Main Street, Santa Paula 93060
27	Fillmore.....	133 C Street, Fillmore 93015
28	Piru	513 N Church St. PO Box 317, Piru 93040
29	Santa Paula.....	114 S. 10 th Street, Santa Paula 93063
30	Civic Center	325 W Hillcrest Dr. Thousand Oaks 91360
31	Westlake.....	151 Duesenberg Dr., Westlake Village 91362
32	Potrero.....	830 S Reino Rd., Newbury Park 91320
33	Lake Sherwood.....	33 Lake Sherwood Dr., Lake Sherwood 91361
34	Arboles	555 E. Avenida de Los Arboles, Thousand Oaks 91360
35	Newbury Park.....	751 Mitchell Rd, Newbury Park 91320
36	Oak Park	855 Deerhill Rd., Oak Park 91377
37	North Ranch	2010 Upper Ranch Rd., Westlake Village 91362
40	Mountain Meadows	4185 Cedar Springs St., Moorpark 93021
41	Church Street	1910 Church St., Simi Valley 93065
42	Moorpark	295 E High St., Moorpark 93021
43	Yosemite	5874 E Los Angeles Ave., Simi Valley 93063
44	Wood Ranch.....	1050 Country Club Dr., Simi Valley 93065
45	Pacific Street	790 Pacific Ave., Simi Valley 93065
46	Tapo Street.....	3265 Tapo St., Simi Valley 93063
47	Big Sky	2901 Erringer Rd., Simi Valley 93065
50	Camarillo Airport.....	189 S Las Posas Rd., Camarillo 93010
51	El Rio.....	3302 Turnout Park Cir., Oxnard 93036
52	Mission Oaks	5353 Santa Rosa Rd., Camarillo 93012
53	Port Hueneme	304 N 2 nd St., Port Hueneme 93041
54	Camarillo	2160 Pickwick Dr., Camarillo 93010
55	La Posas	403 Valley Vista Dr., Camarillo 93010
56	Malibu.....	11855 Pacific Coast Hwy., Malibu 90265
57	Somis	3356 Somis Rd., PO Box 347, Somis 93066
.....	Battalion 1	160 Pickwick Dr., Camarillo 93010, 383-6412

-Battalion 2 215 Kunkle St., Oak View 93022, 649-6013
-Battalion 3 325 W Hillcrest Dr., Thousand Oaks 91360, 371-0469
-Battalion 4 910 Church St., Simi Valley 93065, 578-2053
-Battalion 5 3302 Turnout Park Cir., Oxnard 93036, 278-2731



SECTION II: COLLABORATION

COMMUNITY/AGENCIES/FIRE SAFE COUNCILS

Representatives involved in the development of the Unit Strategic Fire Plan are included in the following table. Their organization and title are indicated below:

Organization	Title
CAL FIRE, Southern Region	Region Chief Dave Fulcher
CAL FIRE, SLO	Unit Chief Eddy Moore
California Department of Fish and Wildlife	Regional Manager Ed Pert
California Highway Patrol	Amanda L. Ray
Southern California Edison	Kevin M Payne
Fillmore Fire Department	Keith Gurrola, Fire Chief
Local Arborist	Mike Inaba
City Manager Camarillo	Greg Ramirez
City Manager Fillmore	David Rowlands
City Manager Moorpark	Troy Brown
City Manager Ojai	James Vega
City Manager Oxnard	Alexander Nguyen
City Manager Port Hueneme	Brad Connors
City Manager Santa Paula	Dan Singer
Interim City Manager Simi Valley	Brian P. Gabler
City Manager Thousand Oaks	Andrew Powers
City Manager Ventura	Alex McIntyre
Local Ranchers	Rich Atmore
Ventura County RCD	Mark Mooring, President
National Park Service Santa Monica Mountains NRA	David Szymanski, Superintendent

Natural Resources Advisor, University of CA	Annemiek Schilder, Ventura County Director
Natural Resources Conservation Services	Terry Cosby
Public Information Officer, Thousand Oaks	Melissa Hurtado
Santa Monica Mountains NRA	Derrek Hartman, FMO
Ventura Land Trust	Mark Watkins
Ventura Resource Conservation District	Andy Spyrka
U.S. Fish & Wildlife Services, Southern California Fire Management Zone	Dale Shippelhouse, Zone FMO
USDA Forest Service, Ojai Ranger District	Conrad Schwarm, Division Chief
Ventura City Fire Department	David Endaya, Fire Chief
Ventura City Fire Department	Joe Morelli, Fire Marshall
Ventura County Agricultural Commissioner	Ed Williams
Ventura County Board of Supervisors	District 1 Supervisor, Matt Lavere
Ventura County Board of Supervisors	District 2 Supervisor, Linda Parks
Ventura County Board of Supervisors	District 3 Supervisor, Kelly Long
Ventura County Board of Supervisors	District 4 Supervisor, Bob Huber
Ventura County Board of Supervisors	District 5 Supervisor, Carmen Ramirez
Ventura County Farm Bureau	John Krist
Ventura County Fire Protection District	Kenneth VanWig, Captain, Vegetation Management Program Manager

Ventura County Fire Protection District	Mark Lorenzen, Fire Chief
Ventura County Fire Protection District	Massoud Araghi, Fire Marshall
Ventura County Fire Protection District	PR Director Scott Thomsen
Ventura County Sheriff	Bill Ayub
Ventura County Sheriff OES	Patrick Maynard
Ventura County Watershed Protection District	Glenn Shepard, Director
Central Ventura County Fire Safe Council	Mike La Plant, President
Ojai Valley Fire Safe Council	Will Castagna, President
Ventura River Watershed Council	Lynn Rodriguez
Ojai Valley Land Conservancy	Tom Maloney, Director
U.S. Fish & Wildlife Services, Southern California Fire	Tom Cline, BC

SECTION III: VALUES

VALUES

The California Strategic Fire Plan defines valued assets susceptible to fire damage as air quality, rangelands, recreation, agriculture, structures, timber, water and watersheds, wildlife and habitat, and other resources (cultural, historic, and scenic). All these concerns exist in Ventura County. As a result, the Department has prioritized valued assets to maximize mitigation and prevention efforts.

Within the Ventura County Unit, there are approximately 846,000 people, 286,000 housing units, and 13,700 businesses at risk. Many of the housing units and businesses are within the Wildland Urban Interface; almost all lie inside the Ember Zone. The Ember Zone is any area within one mile of natural vegetation. These structures are priority assets.



Also given priority is the county's agricultural resources. There are approximately 125,000 acres of farmland and nearly 200,000 acres of grazing land. The crops and livestock grown by the county's farmers, ranchers, and growers have an annual value of \$2.1 billion. The farms and ranches employ thousands of people and their supporting industries – packing houses, trucking companies, and others – employ thousands more. Protecting the county's agricultural assets is a key goal of the Ventura County Fire Department. Additionally, the Department provides protection to the economically important oil and gas production industry, and there are historic and cultural resources to protect, including the Sespe Condor Sanctuary.

Ventura County is divided into six separate watersheds – Ventura River, Santa Clara River, Calleguas Creek, Malibu Creek, Cuyama River, and Coastal Creeks. These critical watersheds and their surrounding valley areas are prime candidates and receive priority consideration for vegetation management and fuel break projects. These projects benefit the watersheds by reducing fire hazards, removing invasive species, improving water yield, and enhancing wildlife and fisheries habitats. In addition, rapid post-fire assessment with project implementation as necessary is conducted in order to restore and protect areas of recovery, minimize flooding, protect water quality, and maintain native species seed banks.

COMMUNITIES

The northern half of the county lies within the Los Padres National Forest, concentrating the population mostly in the southern part of the county. The Los Padres National Forest accounts for 860 square miles of the northern portion of the county, comprising 46% of the county's land area. Clustered within the southern portion of the county are 14 communities at Risk.

- Camarillo (Battalion 1 – partially in the Thousand Oaks Fuel Bed)
- Casa Conejo (Battalion 3 – Thousand Oaks Fuel Bed)
- Fillmore (Battalion 5 – Fillmore Fuel Bed)
- Meiners Oaks (Battalion 2 – Casitas Fuel Bed)
- Mira Monte (Battalion 2 – Casitas Fuel Bed)
- Moorpark (Battalion 4 – Thousand Oaks Fuel Bed)
- Oak Park (Battalion 3 – Simi Fuel Bed)
- Oak View (Battalion 2 – Casitas Fuel Bed)
- Ojai (Battalion 2 – Ojai Fuel Bed)
- Piru (Battalion 5 – Piru Fuel Bed)
- Santa Paula (Battalion 5 – Ventura Fuel Bed)
- Simi Valley (Battalion 4 – Oak Ridge Fuel Bed)
- Thousand Oaks (Battalion 3 – Thousand Oaks Fuel Bed)
- Ventura (Battalions 2 and 5 – Casitas and Ventura Fuel Beds)

INFRASTRUCTURE AND AGRICULTURE AT RISK



Ventura County offers some unique challenges when dealing with values at risk. The county is home to a booming agricultural industry, including many different types of orchards that require protection. These orchards are intermixed and often pose a challenge when protecting the various trees and nearby agricultural infrastructure. Ventura County Fire Protection District

takes an aggressive stance in protecting these valuable assets through pre-planning and direct involvement with the local ranchers.

The wellbeing of the agricultural community in Ventura County is considered a priority. To help protect orchards and crops from freezing, VCFD and the Ventura County Air Pollution District partnered to allow the interim use of small warming fires (consisting of orchard clippings/ materials) for the sole purpose of raising the temperature within the orchard or crop to prevent losses attributed to freezing and frost. The approval is subject to restrictions and limitations.



Critical infrastructure always poses a challenge to firefighters. Ventura County has numerous distribution systems that range from natural gas pipelines to major electrical transmission lines. Another challenge is the number of oil and natural gas production-distribution systems. These installations have a significant exposure to wildfire.

SECTION IV: PRE-FIRE MANAGEMENT STRATEGIES

FIRE PREVENTION

Fire plays an important role in the natural ecosystems within Ventura County. The goal of the Ventura County Fire Department Strategic Fire Plan is to prevent human-caused wildfires and to minimize the risk to lives, property, and infrastructure during the wildfire events that inevitably do occur.

The Ventura County Unit focuses on its fire prevention goal by addressing the risk factors which include:

Areas with limited or inadequate infrastructure to accommodate access for fire protection equipment or safe evacuation of residents during a wildfire event. In accordance with AB 2911

(2019), the Ventura County Fire Department will assist the California Board of Forestry and Fire Protection in surveying the County and preparing a list identifying all existing subdivisions over 30 dwellings located in a state responsibility area or a very high fire hazard severity zone, identified pursuant to Section 51178 of the Government Code, without a secondary egress route and that is at significant fire risk. The County will assist the California Board of Forestry and Fire Protection and with the California State Fire Marshall to develop recommendations to improve fire safety in the identified subdivisions.

Residential landscapes with dry and/or highly flammable vegetation located close to structures, and inadequate or non-existent defensible space.

Many older homes constructed with flammable building materials (particularly roofs) and inadequate vent coverings that will allow penetration of embers and flame.

Population with limited education and knowledge regarding fire-safe behaviors and practices.

Communities at risk that have expanded (homes, infrastructure, and assets) to the edges of large areas of old-growth chaparral.

This plan recommends the following strategies to mitigate these risks:

Continue existing vegetation management efforts and initiate new projects as appropriate to reduce risks in the WUI and ember-landing areas within and around the communities at risk.

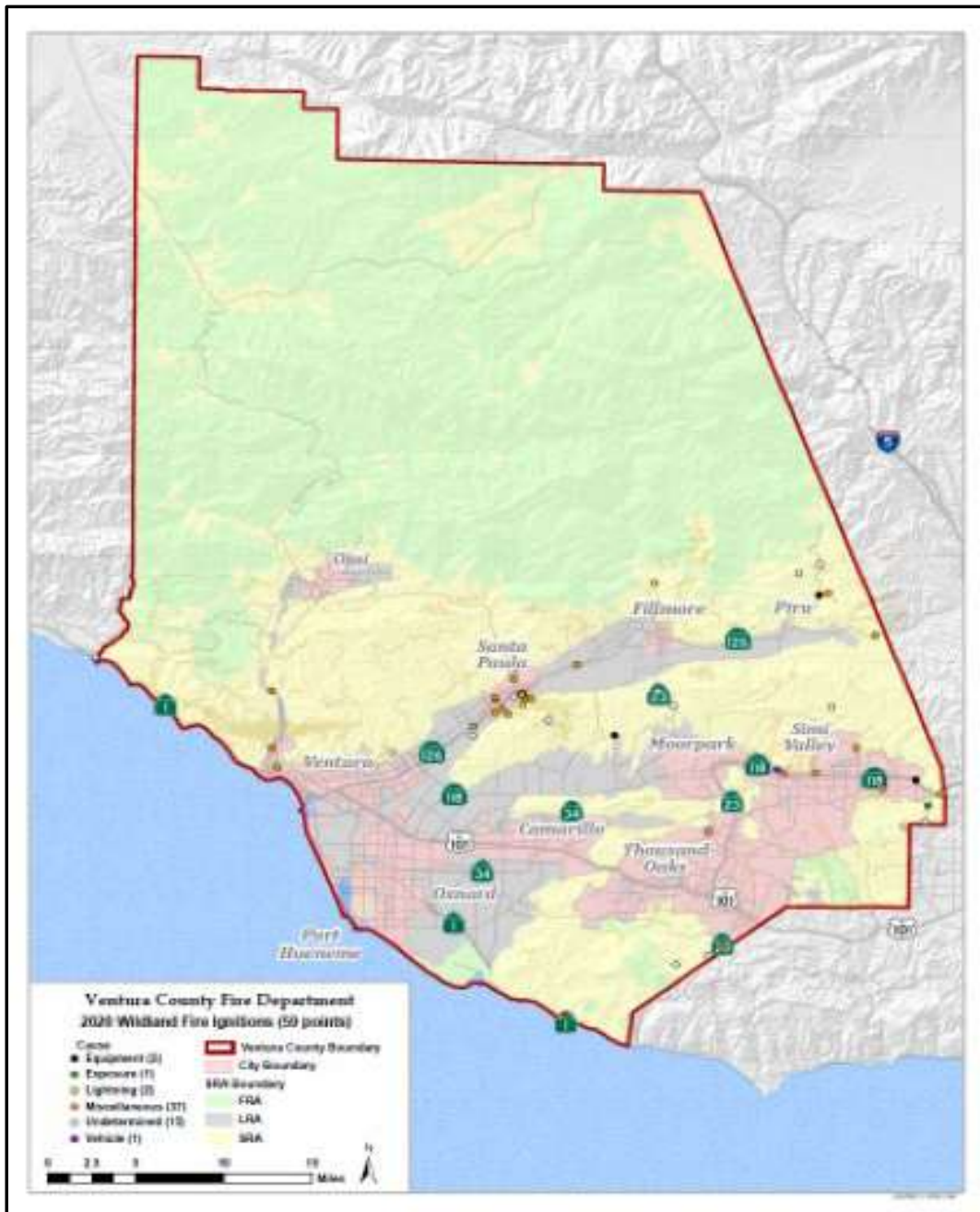
Promote fire-resistant landscaping and construction.

Conduct mechanical fuel treatments.

Develop and enforce building construction standards and local fire codes.

Compose pre-fire safety and escape plans.

Continue development and implementation of focused community meetings, programs, and wildfire safety education efforts directed at structure and property owners in the WUI areas.



Wildland Fire Ignition

Understanding the root cause of wildland fires and the county’s fire history is a critical first step in understanding what necessary policies and actions can help mitigate this threat. Wildland fires are linked by two elements: ignition source which starts the fire and the fuel that feeds the fire allowing the fire to propagate.

On the ignitions data map, the placement of most ignitions along the roadways indicates that roadside causes represent a large portion of reported fires. There is an active program in the county administered by Cal-Trans and the Ventura County Public Works to mow along major highways and roads in order to prevent escalation of the ignitions along these corridors. As result of these actions, most fires are extinguished prior to moving from a small smoldering fire to an actively burning fire. In 2018 Ventura County Fire Department collaborated with Cal-Trans to treat a section of HWY118 with an innovative gel-based fire retardant that resulted in decreased roadside ignitions.

ENGINEERING AND STRUCTURE IGNITABILITY

Causes of Structural Ignition

Structures in or near a wildfire event can ignite for several reasons, including direct exposure to flame, radiant heat, and impact from falling trees that are burning.



However, the most significant cause of structural ignition, by both direct and indirect effect, is embers. In the high winds that frequently accompany wildfires in Ventura County, embers can be carried for up to two miles in advance of the flame front. These embers can ignite grass, brush, landscaping, and firewood piles, and can accumulate on wooden decks or under eaves. Without proper screening, they can also penetrate the attic and ignite homes long after the firefight seems to be over. The Unit makes a significant public information effort specifically targeting the dangers of ember intrusion.

Creating Ignition-Resistant Structures

A multi-faceted approach is recommended to effectively protect structures from ignition during a wildfire event. A combination of defensible space, fire-resistant materials, and fire-resistant structural design can greatly increase the odds of survival in a wildfire event.

Recommendations to improve structure survivability in a wildfire are:

- **Roofing materials**

The roofing materials must be resistant to the heat from embers – a Class A-rated roof, self-extinguishing, if possible (this means that a burning ember will not burn through the roofing material and ignite the wooden roof deck below it.) This is a key element of structural defense, without which the structure’s risk increases dramatically.



- **Structural extensions and openings**

Awnings, decks and deck covers, patio covers, porches, eaves, and open exterior stairways can provide a place where embers accumulate and ignite the extended structure, which can then ignite the main structure. Also, improperly screened attic or crawlspace vents or soffits can allow embers to enter and ignite the structure. Chimneys, open windows, or single-pane windows that break easily when stressed by the heat of a wildfire can also allow embers to enter.



- **Defensible space around the structure**

Defensible space, when properly done, eliminates many of the causes of structural ignition. Essentially, it is the trimming and/or removal of potential sources of fuel for fire near the structure, including flammable landscaping, firewood, propane tanks, trees or overhanging limbs, wooden fences, and trellises or other easily ignitable wood structures or objects. It should be understood, that “bare ground” landscaping is not the objective here -- rather, the landscape is carefully addressed to trim or remove “ladder fuels” that can carry fire from one shrub or tree to the next, and trees or shrubs that present direct risks due to their proximity to structures are trimmed or removed (with appropriate permits, if required).



- **Firefighting equipment access to the structure**

Roads, bridges, and driveways leading to a structure must be adequate in width, overhead clearance, and structural strength to accommodate firefighting equipment. Education is an important aspect of creating ignition-resistant homes and structures within the communities at risk. An outreach program to homeowners is recommended, as well as educational and reference materials for contractors, builders, and architects.

INFORMATION AND EDUCATION

Wildfires are now a year-round reality in Ventura County. This means that both fire management personnel and residents always must be prepared for the threat of brush fires. Firefighters train hard and make countless preparations to be ready for wildfire suppression. Fire managers work year-round to mitigate fire hazards. Residents need to do the same. Successfully preparing for a wildfire requires homeowners to take personal responsibility for protecting themselves, their families, and their property.

The Ventura County Fire Department takes every precaution to help protect homeowners and their property from a wildfire. But the reality is, during a major wildfire, there will simply not be enough fire engines or firefighters to defend every home, especially during the first hours of a major wildfire, so home and property owners must become part of the solution.

If a home borders or is located within a natural area - what firefighters call the Wildland Urban Interface or Intermix, then it is directly at risk from a wildfire. And, if the home is within one mile of a natural area, it is in the Ember Zone. Homes in the Ember Zone are at risk from wind-driven embers from a wildfire. Recent fires have resulted in entire neighborhoods being destroyed by fires started by embers, not the fire front itself.



Through the Ventura County Unit's **“Ready, Set, Go!”** program, a component of the Fire-Adapted Community concept, homeowners and other property owners learn about the Ember Zone and how to retrofit their homes or agricultural property with features that protect it from embers. The program demonstrates the importance of having defensible space around a home and the preparations homeowners need to make so they can leave early, evacuating before the fire arrives.



Since agriculture is a key component in the economy of Ventura County, the Unit has also designed a **“Ready Set Go!”** program for the community of ranchers and growers. The crops grown and livestock raised by the county's farmers and ranchers have an annual value of

almost \$2 billion. The farms and ranches employ thousands of people and the industries that support them – packing houses, trucking companies, and others – employ thousands more.

Protecting the county’s agricultural assets is a key goal of the Ventura County Fire Department.

Wildfire is a major threat to agriculture in Ventura County. Most of our agricultural properties are located either immediately adjacent to natural vegetation or within a mile of it, an area referred to as the Ember Zone. These properties are all at risk from the flaming front of an advancing wildfire or the embers it produces.

Fire is, and always has been, a natural part of the Ventura County ecosystem. Wildfires - fueled by a build-up of dry vegetation and driven by hot, dry winds - are extremely dangerous and very challenging to control. Many residents have built their homes and landscaped their properties without fully understanding the impact a fire could have on them. “Ready, Set, Go!” helps them prepare their homes so they can leave early, confident that they’ve done everything possible to protect their homes. In Ventura County, it’s not a question of if, but when, the next wildfire will occur. That’s why the most important person protecting Ventura County life and property is not a firefighter, but a homeowner. With advance planning and preparation, a homeowner can dramatically increase their safety and the survivability of their property. Over 1000 fire departments across the country have now adopted the “Ready, Set, Go!” program.

Defensible space is the required space between a structure and the wildland area that, under normal conditions, creates enough buffer to slow or halt the spread of wildfire to a structure. It provides space for firefighters to work between a home and an advancing fire, and it protects the home from igniting due to direct flame or radiant heat. Defensible space is essential for structure survivability during wildfire conditions.

Defensible space can be broken down into 3 zones:

WILDLAND-URBAN INTERFACE (WUI) AREA. That geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels.

VCFD Defensible Space/ FMZ zones defined:

Zone A: This is a limited planting area within 30 feet of structures and slopes not greater than 20%, 50 feet when slopes are greater than 20%.

Zone B: This is the area from the outer edge of Zone A to 100 feet from structures.

Zone C: This is considered a thinning zone and is any FMZ greater than 100 feet from structures.

REQUIREMENTS BY ZONE

Zone A:

0-5 feet from a structure - Very low growing (3-inch high), high-water content ground cover, and few small shrubs (2-foot high). No landscape mulch or wood chips. Use clear soil, rocks, gravel, or concrete. No Trees. This is a recommended no planting zone.

5-30/50 feet from structure - Minimal plantings including ground cover and shrubs. Limited trees of a very fire-resistive type and additional spacing. Trees should be spaced to allow minimum 10-foot clearance to structure at full maturity. Also, see **VCFD FMZ Spacing Table 3**.

Limitations. Plants and trees identified as “Target” hazard shall not be planted within Zone A. See VCFD Plant Reference Guide.

Zone B: Follow **VCFD FMZ Spacing Table 3**.

Zone C: When provided, either by conditions of development, voluntary by the property owner, or required by the Fire Department, this zone is more of a progressive thinning zone to lessen the spread of fire as it approaches the primary FMZ adjacent to structures. The amount of fuel reduction and removal should take into consideration the type and density of fuels, aspect, topography, weather patterns, and fire history.

VCFD FMZ Spacing Table 3

Type of Vegetation	Max Height (H)	Max Area /diameter (W)	Slope % / Min Spacing (S)*
Ground Cover	6 inches	NA	NA
Mosaic Grouping of Ground Cover (GC)	18 inches	Mosaic groupings shall not exceed 500 sq ft without spacing (S) to next grouping	<20: 2 x GC height (H) 20-40: 4 x GC height (H) >40: 6 x GC height (H)
Single Shrub	6 feet	4 feet	<20: 2 x shrub height (H) 20-40: 4 x shrub height (H) >40: 6 x shrub height (H)
Grouping of shrubs	4 feet	Groupings shall not exceed 50 sq ft without spacing (S) to next grouping	<20: 20 feet 20-40 40 feet >40 Not Allowed
Single Tree	NA	NA	<20: 10 feet 20-40: 20 feet >40: 30 feet

*** Spacing (S) Notes:**

- Spacing is measured canopy to canopy at maturity.
- Ground cover up to 3' high, when approved, may be installed within the required clear space (S) between groups. If natural or annual grasses are used, they shall be mowed to a maximum height of 3" stubble with clippings removed.
- Ground cover under tree canopies, when approved, shall have a clear distance above the ground cover a minimum three times the height of the ground cover (3H) to the lowest branch of the tree canopy and shall not be within 3 feet of the trunk of the tree.

Additional Requirements.

- Highly flammable trees are not allowed unless approved by the Fire Code Official.
- The horizontal distance between crowns of trees and crowns of adjacent trees, overhead electrical facilities, or unmodified fuel is not less than 15 feet.
- The vertical clearance distance above any roof is not less than 3 feet.
- The horizontal and vertical clearance to any chimney or heat-producing device is not less than 10 feet.
- Trees exceeding 6 feet in height shall be limbed up from the ground 5 feet or 1/3 the height of the tree, whichever is less.
- All plants and trees shall be maintained free of deadwood, leaves, and limbs that can increase the ability to ignite and or carry fire. This includes dried palm fronds.
- Tree litter shall not exceed 2" depth underneath tree canopies.

- Where tree canopies touch or extend past the 100' defensible space zone, there shall be a clear area from the edge of the tree canopy to the brush of not less than 15', which may require clearance outside the 100' zone.
- Roofs and gutters on buildings shall be maintained free of any leaves, needles, or other vegetative materials.
- Mulch and wood chips shall comply with VCFPD Standard 14.9.2. Not allowed within 5 feet of structures.
- Irrigation is not required for any defensible space or FMZ.

Informational Websites and Documents

Ventura County Fire Department

<http://vcfd.org/>

www.vcfhrp.org

https://vcfd.org/images/FHRP/VCFD_Wildfire_Property_Assessment_Brochure_web-1.pdf

<https://vcfd.org/images/FHRP/VCFD-WUI-Insert-04-2019-final.pdf>

Social Media:



<https://www.facebook.com/venturacountyfire/>

<https://www.facebook.com/Ventura-County-CERT-155332581160589/>



<https://twitter.com/VCFD>



<https://www.linkedin.com/company/vcfd>



<https://www.instagram.com/venturacountyfire/>



<https://www.youtube.com/channel/UCVsskUmN7TUq-IFsSnOAxcg>



<https://vimeo.com/venturacountyfire>

Pulse Point

<http://vcfd.org/about-vcfd/pulsepoint-information>

Ready Set Go!

<http://firenet/Ready%20Set%20Go%20Documents/Ready,%20Set,%20Go!%20-%20Wildfire%20Action%20Plan.pdf>

Firewise Communities

<http://www.firewise.org/wildfire-preparedness.aspx>

Agricultural Burn Permit Information

<http://www.vcapcd.org/AgrBurQA.htm>

New Web Applications

Ventura County Fire and EMS agencies have joined together with Pulse Point to help increase survival rates of cardiac victims. Pulse Point is also an excellent way to receive alerts on brush fires within the county. The Pulse Point App is now available to Ventura County; the smartphone app is free and alerts everyday citizens when CPR is needed for patients in cardiac arrest. Get the app and help save a life. Download the Pulse Point app <http://vcfd.org/about-vcfd/pulsepoint-information> onto your Android or iPhone, and then follow “Ventura County Regional Dispatch” to receive real-time alerts.

VEGETATION MANAGEMENT

The Ventura County Fire Department believes in a vegetation management process that starts at the house and works its way outward to the surrounding fuel beds.

It starts with the Fire Hazard Reduction Program - clearing weeds and brush 100 feet away from the structure as a standard and then moving to the natural vegetation beyond that point. It is not unreasonable, and in some instances, may be encouraged for property owners to clear up to 300 feet away from structures depending on topography and environmental conditions. When community fire breaks, vegetation removal or modification is necessary, it may be accomplished in several ways. Techniques include the use of hand crews, mechanized equipment, hand tools, grazing, forage crop propagation, herbicides, and prescribed burning. Vegetation management projects are often accomplished using a combination of these techniques.



Regardless of the techniques used, the nature of the vegetation in Ventura County assures that, unlike the forests in northern areas, the chaparral prevalent here will quickly grow back. As a result, in addition to the treatments themselves, successful vegetation management projects include planning, oversight, and an ongoing maintenance process.

Proper planning of vegetation management projects includes careful consideration of all environmental, cultural, habitat, and historical preservation aspects. Each of these areas needs to be addressed, therefore review, permission, approvals, as well as permits that may be required, are essential before any work is done on the ground. This process is evaluated on a project-by-project basis, taking into consideration the project's activities, geographic location, and seasonal timeline.

Wildfire Safety Project Priorities



While any wildfire protection project is important, the realities of funding constraints require priorities to be established among types of projects. Given the information within this document that is specific to Ventura County, the types of projects that are determined to be of highest priority, in priority order, are:

1. Vegetation management projects where the potential for a wildfire threatens life, property, agricultural assets, critical infrastructure, evacuation routes, and/or emergency ingress/egress in and around the communities at risk and unincorporated areas of the county.
2. Vegetation management projects where the potential for a wildfire threatens watersheds, riparian areas, or other sensitive ecosystems; or high-traffic recreation areas.
3. Wildfire Safety Education Programs that provide homeowners, farmers, ranchers and other community members with information on defensible space, fire-resistant landscaping, emergency procedures, evacuation, temporary safety areas, home defense, and related topics; and planning or preparedness projects that improve citizen and/or firefighter safety in the event of a wildfire.

Fire Hazard Reduction Program

The Fire Hazard Reduction Program is one of the most important fire defense programs offered by the Ventura County Fire Department. The program provides an opportunity to establish defensive barriers in the urban/wildland interface in preparation for the annual onslaught of wildfires in the county.

The objectives of the Fire Hazard Reduction Program are to:

- Reduce the negative impacts to life, property, and infrastructure from destructive fires in the Wildland Urban Interface areas.
- Provide fire suppression resources the opportunity to successfully protect structures and other valuable properties in the Wildland Urban Interface by establishing and maintaining a minimum 100-foot defensible perimeter around each structure.
- Work with property owners, local jurisdictions, and other District programs to create an acceptable defensive perimeter around urbanized areas of the Fire District.
- Protect the watershed fire areas from exposure to structure fires in the Wildland Urban Interface areas.
- Support the public's need for clear and accurate information regarding Defensible Space and the District's Wildland Fire Hazard Reduction Program requirements.
- Leverage technology to reduce expenses of the FHRP program, to provide ease of access to the public, and to document how FHRP program activities and resulting proper defensible space can be correlated with reduced loss of life and property due to wildland fires.

The response area for the Department includes seven incorporated cities, many rural communities, and vast areas of open agricultural or undeveloped land. Over time, as the population of Ventura County has grown and development expanded to accommodate that growth, the risk from wildfire has increased.

The County of Ventura had a County Ordinance in 1929 and 1930 that required a 30-foot brush clearance area around all structures. In 1950, the distance was increased to 60 feet. The more formal Fire Hazard Reduction Program began in 1965 when the Ventura County Fire Department adopted the Uniform Fire Code for the first time. The code was compiled and produced by the California Fire Chiefs Association.

Prior to 1965, the Department's fire code was only about 15 pages long, and the only code enforcement was a citation from the courts. Under the old fire code, 1,431 clean-up notices were issued in 1958. If needed, a second notice was issued called a "Fire Code Violation." After that, the Department seldom took any further action. All notices were done by hand.

Owners were located by asking neighbors if they knew who owned the land parcel in question. Parcel maps were not available at the fire station.

But with the adoption of the fire code in 1965 and the use of Electronic Data Processing as a means of notifying property owners of fire hazards existing on their property, the program began to be much more effective. This system provided the fire stations with the names and addresses of property owners and parcel maps were also available.

Under the provisions of the fire code, failure to comply with an abatement notice resulted in the Fire Department removing the hazard with the cost of the removal, plus an administrative charge, being assessed against the property.

Records show that in 1965, 5,000 notices were sent out and the program had a \$10.00 administrative charge for each parcel cleaned by the Department.



By about 1970, a tremendous amount of development in the Simi and Conejo Valleys resulted in the Department sending out over 11,000 notices and hiring contractors to clean more than 2,000 parcels each year, all with the additional administrative charge of \$10.00.

In 1971, the brush clearance phase of the weed abatement program was expanded, with a focus on improved properties in high-hazard areas, to emphasize a 100-foot area of defensible space. This was done in response to the significant losses that occurred in 1970 as a result of devastating brush fires in Ventura County. The formal clearance requirement from 60 feet to 100 feet did not change by ordinance until 1991.

By 1983, the administrative charge had been increased to \$41.00 per parcel. Fourteen thousand notices were sent out and 1,340 parcels had to be cleaned by the Department.

The program changed its name in about 1990, from Weed Abatement to the Fire Hazard Reduction Program and the urban/wildland interface conflagrations were termed "the fires of the future."

During the 1990s, the administrative fee charged by the Department began to rise steadily. In 1991 it was increased to \$221, and by 1996, it had risen to \$690. For 2021, the charge is \$1,864 per parcel.

Over the years, the number of parcels the Department has had to abate has been greatly reduced by a concentrated effort from the fire inspectors assigned to the program and the increases to the administrative charge. In 2007, the Department abated only 18 parcels, down from a high of 2,000 in 1971. The current average is approximately 25 - 30 parcels abated per year.

The statistics over the past 25 years show two unmistakable trends; first, voluntary compliance by the property owners is extremely good thanks to the efforts of the fire inspectors and, secondly, the compliance continues to improve even with many more notices being sent on a yearly basis. In 1971, the Department abated about 18 percent of the noticed properties, compared with less than one percent in 2007, despite an increase of more than 75 percent in the number of notices sent over the same period.

The Fire Hazard Reduction Program is operated out of the Fire Prevention Bureau. It is led by a Fire Prevention Officer and staffed by a full-time Fire Inspector. Starting in May and extending until about August, a Fire Engineer and six - eight seasonal workers assist in inspections and compliance.

Landscape (Ornamental)

- Remove continuous flammable vegetation and other combustible growth within 100 feet of any structure. Single trees or shrubs or cultivated ground covers may be permitted provided they are maintained so that they do not readily transmit fire from native vegetation to the structure.



- Special attention should be given to the use and maintenance of ornamental plants known or thought to be high-hazard combustible plants when used near structures.

Some of these known plants are, but not limited to, acacia, cedar, cypress, eucalyptus, juniper, pine, and pampas grass. Planting of ornamentals should be properly maintained and should not be planted in mass plantings and groups. They should not be planted in such a manner that they could transmit fire from the native brush to the structure.



Yard Maintenance

- Stack wood at least 30 feet from structures; remove flammable vegetation within 10 feet of a woodpile.
- Remove all stacks of construction materials, pine needles, leaves, and debris.
- Locate fixed butane/propane tanks at least 10 feet from any structure and give them 10 feet of brush clearance.

Roof Maintenance

- Remove branches overhanging the roof. A minimum 3-foot clearance above the roof is required.
- Provide a minimum 10-foot clearance from chimney and stovepipe outlets.
- Clean all dead leaves from the roof, roof valleys, and rain gutters.
- Cover chimney outlets with a spark arrestor consisting of a metal or non-flammable screen of ½ inch or smaller.

SECTION V: PRE- FIRE MANAGEMENT TACTICS

VEGETATION MANAGEMENT AND FIRE BEHAVIOR MODIFICATION

The Ventura County Fire Department's Vegetation Management Program focuses on vegetation that is beyond the scope of the Fire Hazard Reduction Program.

Fire behavior modification zones and community fire breaks are useful assets in and around the Wildland Urban Interface. These zones utilize the science of behavior modeling to predict the anticipated fire behavior in each area. Adding historical fire and weather data, the Department evaluates the areas to reduce the effects of fire to the assets at risk. Fire behavior modification zones provide areas with reduced fuel loading, altered fuel continuity, and modified fuel configuration that is intended to alter fire behavior.

Positive changes to fire behavior increase firefighter safety during wildland operations by reducing the energy released in the treated fuel bed. Similar projects can be used to construct designated safety zones or temporary refuge areas.

The Department works cooperatively and collaboratively with landowners, environmental organizations, and land management organizations to restore ecosystems and effectively manage the open-space areas within the county while providing fire protection to our communities at risk.

Fast-moving, high-intensity wildfires contribute to the destruction of habitat and prolong the restoration period associated with wildfires. Vegetation management reduces secondary fire effects by limiting fire intensity. In addition, the Department works with state and federal resource agencies, and the Ventura County Watershed District, to maintain and preserve valuable resources in the watershed areas.



DIVISION/BATTALION/PROGRAM PLANS

The Five-Year Vegetation Management Plan of the Ventura County Fire Department (commonly referred to as the Five-Year Burn Plan) was developed as a planning tool to assist in the overall strategic objective of modifying hazardous fuels within the county. Because vegetation management planning is dynamic by nature, this plan is intended to be a living document subject to changes caused by many variables. These variables include, but are not limited to, a change in fuels due to natural fires, residential and commercial development into the interface areas, special governmental funding programs for hazardous fuels reduction, and continued participation by public and private landowners.

Six prescribed fire benefits, as defined by CAL FIRE's Vegetation Management Program, were evaluated to prioritize specific projects. These benefits are fire hazard reduction, water yield, wildlife habitat improvement, fisheries habitat improvement, air quality improvement, and range forage improvement.

Based on analysis of fire benefits, projects in each identified area are prioritized as high, medium, or low. Projects having benefits other than fire hazard reduction are rated as either a medium or low priority based on the value of the other derived benefits. All our projects have a maintenance component to keep the threat reduced.

Casitas, Ojai, Ventura, Fillmore, South Mountain, Thousand Oaks, Malibu, Oak Ridge, Simi Valley, and Piru are the ten fuel beds that are identified and serve as the geographical basis from which the plan was developed. These areas are found in four of the Unit's five battalions and represent most of the Department's at-risk areas. Fire history from the past 100 years, assets at risk, fuel types, and weather patterns were all considered in the development of this plan.

APPENDIX A: PRE-FIRE PROJECTS

Project Number	Project Name	Planning Area	Status	Activity Acres	Project Acres
3013-1975- PRE-029	FHRP Defensible Space Inspection	SRA, LRA	A	County wide	
3013-2013-FPL- 028	FHRP Road Clearance	SRA, LRA	A	50	50
3013-2014- PRE-027	Wildland Fire Mitigation & Education Outreach	SRA, LRA	A	County wide	N/A
3013-2014-FPL- 026	Neighborhood Chipper Program	SRA, LRA	C	County wide	100
3013-2011-FPL- 013	Ag ID Cards	SRA, LRA	A	County wide	N/A
3013-2013-FPL- 000	Helispots	SRA	M	0.25- 1.0	7
3013-2009- VMP-032	Hopper Mountain Condor Refuge	FRA	M	19	19
3013-2008-FPL- 025	Ojai Last Defense (CDZ)	SRA/LR A	M	40	40
3013-2008- VMP-030	KFA Project	SRA	M	5	73
3013-2011- VMP-001	Reagan Defensible Space	LRA	A	109	18
3013-2008- VMP-003	Upper Ojai Wildfire Protection Zone	SRA	A	25, 8	33
3013-2013- VMP-031	San Buenaventura Project Barlow 2	SRA	M	78, 113, 100,17 6, 93, 128, 110,	2163

				179, 24, 132	
3013-2010-FPL-002	Matilija TRA	SRA	P	7	7
3013-2012-PRE-015	Central Ventura County Ready, Set, Go! Program	SRA, LRA	O	county wide	N/A
3013-1974-FPL-024	Fire Roads	SRA	M	county wide	
3013-2014-OTH-018	Ranch Plans	SRA, LRA	O	county wide	N/A
3013-2010-VMP-035	Sespe	SRA	M	2.7	2.7
3013-2019-FPL-002	One Step Ahead	SRA, LRA	P	County wide	
	Harmon Canyon	SRA	P	TBD	2,123
	Coast Live Oak Mortality	SRA, LRA	P		1000+
3013-2009-FPL-036	Grubb-Taylor Bridge	SRA	C	1.5	5
	Fire in the Classroom	LRA/SRA	P	N/A	N/A
3013-2017-VMP-002	San Buenaventura 2	SRA	C	528	528
0313-2017-FPL-003	Thermal Anomaly	SRA/LRA	M	13	10
	Reducing Wildfire Risk in PIRU	SRA	P	TBD	
	Home Ignition Zone Training	SRA	A		

	Bell Canyon				
	VCFD Hazardous Fire Area Aerial Map Layer	SRA/LR A	A/P		
	Ember Zone Mapping and Outreach	SRA/ LRA	A/P		
0313-2019-FPL-007	Ventura River Arundo Removal	LRA	A	82	82
	Living with Fire: Building Resilience in Ventura County	LRA/SR A	P		
	Wildland Tactical Maps	LRA/SR A	A		
	Reyes Peak Forest Health and Fuels Reduction Project	LRA	P		
3013-2008-FPL-025	Ojai CDZ (Ojai Last Defense)	FRA/ SRA	A	80	40
3013-2021-FPL-003	Ventura River Watershed Arundo Removal Project	SRA/ LRA	P	TBD	TBD
3013-2019-FPL-003	Forest Service Fire Roads	FRA	A	63	63
3013-2019-FPL-004	Ojai Valley Hazardous Fuels Reduction	SRA/ LRA	A	43	43

Project Number: Cal MAPPER ID *Project Name:* Project Name as in Cal MAPPER

Planning Area: SRA or LRA

Status: A = Active, P = Planning, C = Completed, M = Maintenance

Project Type: VMP, CFIP, FPL = Fire Plan, PREV = Prevention, and FI = Forest Improvement, Other = identify at the bottom of the table.

APPENDIX B: UNIT GOALS AND OBJECTIVES



Goal: The primary goal of the Ventura County Fire Department's Strategic Fire Plan is to prevent the loss of life from wildfires, reduce the amount of property destroyed by them, and reduce the total cost of fighting wildfires. This is accomplished in Ventura County by protecting assets at risk through focused pre-fire management prescriptions and increased initial attack success. The Ventura County Fire Protection District supports the California Strategic Fire Plan and has modeled its Ventura County Unit Strategic Fire Plan as a complement to the State plan.

The Ventura County Unit Strategic Fire Plan has five strategic objectives:

1. To create wildfire protection programs and policies that reduce the risk to communities and create safer conditions for firefighters.
2. To assess all areas of natural vegetation that threaten values at risk, to determine strategies for reducing that risk.
3. To emphasize intensive and effective training for firefighters to improve their skills and increase their safety.
4. To develop and maintain strong programs for vegetation management and fire hazard reduction while protecting the environment and preserving habitats.
5. To develop and maintain comprehensive public education programs to inform, instruct, and enlighten residents on the dangers of wildfires and what they can do to prevent and prepare for them.

APPENDIX C: ADDITIONAL UNIT SPECIFIC GOALS AND OBJECTIVES

SUMMARY

For the California Strategic Fire Plan, the Ventura County Fire Department is responsible for wildland fire protection within Ventura County under policies set forth by its Board of Directors and its contractual obligations to the State.

The Ventura County Fire Department fulfills this mission by using innovative strategies to create an atmosphere where careful planning, comprehensive education, and highly trained firefighters result in well-protected communities. For the Ventura County Fire Department, the elements of effective protection are:

- Comprehensive Planning
- Ongoing Community Education
- Vigorous Prevention Efforts

Aggressive Fire Suppression coupled with the proper mix of the elements above, the values at risk within Ventura County can be effectively and economically protected from the risks of wildfire.

Comprehensive Planning includes such pre-fire actions as the construction of community fire breaks, hazardous fuel reduction, construction of refuge areas, and the creation of defensible space. These actions not only reduce the risk to valued assets, but they also enhance firefighter safety.



Community Education is a key component in creating safe and Firewise communities. There is no doubt that, even during a major wildfire, there are not enough fire engines to have one in every driveway. As a result, the Ventura County Fire Department believes it must establish a partnership with residents to educate them on how they can harden their homes, provide defensible space, and safely evacuate. This is accomplished through the use of the “Ready, Set, Go!” wildfire preparedness program, and the message is delivered by other means. All Ventura County fire stations have printed materials available, and all the firefighters are trained in the key message points.

VCFD personnel make regular presentations to service clubs, school groups, homeowners associations, civic organizations, and twice a month, at the County Courts jury assembly room. Working with Fire Safe Councils and other interested collaborators, the Ventura County Fire Department reaches a wide range of affected property owners.

The Department also employs websites (<http://vcfd.org/> <http://vcreadyssetgo.org>), social media (Facebook and Twitter), mobile apps, and other available technology to help educate and inform the public.

Many of the Ventura County Fire Department’s fire prevention efforts have become models for other fire departments. In particular, the Fire Hazard Reduction Program (FHRP), with a 50-year record of success, has been widely adopted in other jurisdictions.

Under this program, abatement notices are sent to more than 18,000 property owners in the Wildland Urban Interface. The code requires these property owners to clear weeds and brush 100 feet from any structure. This removes dangerous fuels in proximity to structures and it provides defensible space for firefighters to use. The Department performs the work on parcels that do not complete the abatement by the deadline and the property owner is assessed the cost. But, due to the historical success of the program, there is a 99 percent voluntary compliance rate.

Despite concerted education and prevention efforts, the Ventura County Fire Department understands that wildfires will occur. It has a stated goal of keeping 95 percent of these fires at less than 10 acres. Its commitment to training and equipment has resulted in achieving this goal on a regular basis. The Ventura County Fire Department's firefighters are some of the best-trained firefighters in the world, and their expertise shows not only in the results in Ventura County but also through their contributions in other jurisdictions as well.

Because of this, the Ventura County Fire Department and its Strategic Fire Plan are a strong component of the California Strategic Fire Plan and the State's overall firefighting effort.

APPENDIX D

Fire Safe Councils / Contacts

In order to fulfill their common mission to preserve Ventura County's manmade and natural resources, Fire Safe Councils utilize the combined expertise, resources, and distribution channels of their members.

Ojai Fire Safe Council
Yvonne Puth, Secretary
1330 Foothill Rd. Ojai, CA 93023
Office: (805) 646-7307
will@firesafeojai.org

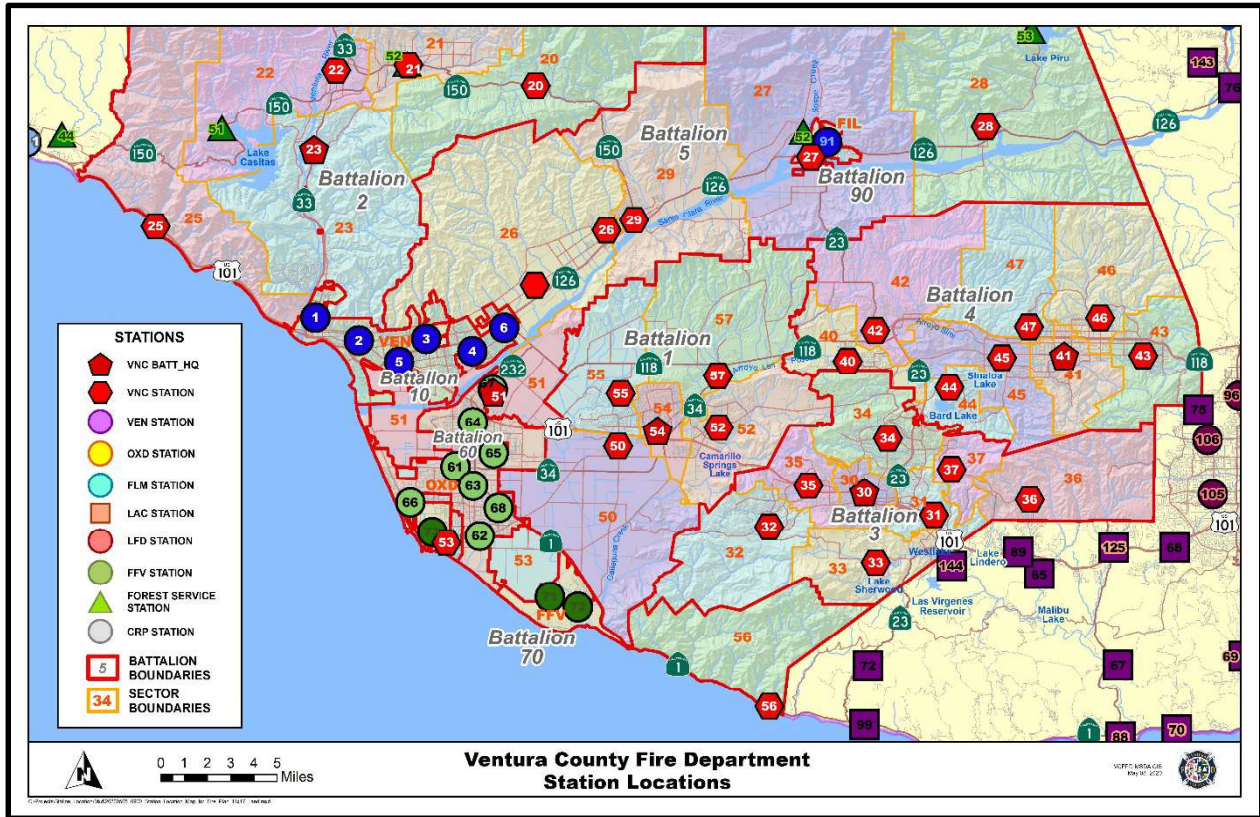
Ventura Regional, formerly Central Ventura County Fire Safe Council
Elaine Himelfarb, Executive Director
(805) 746-7365
<http://cvcfiresafe.org/aboutus.html>

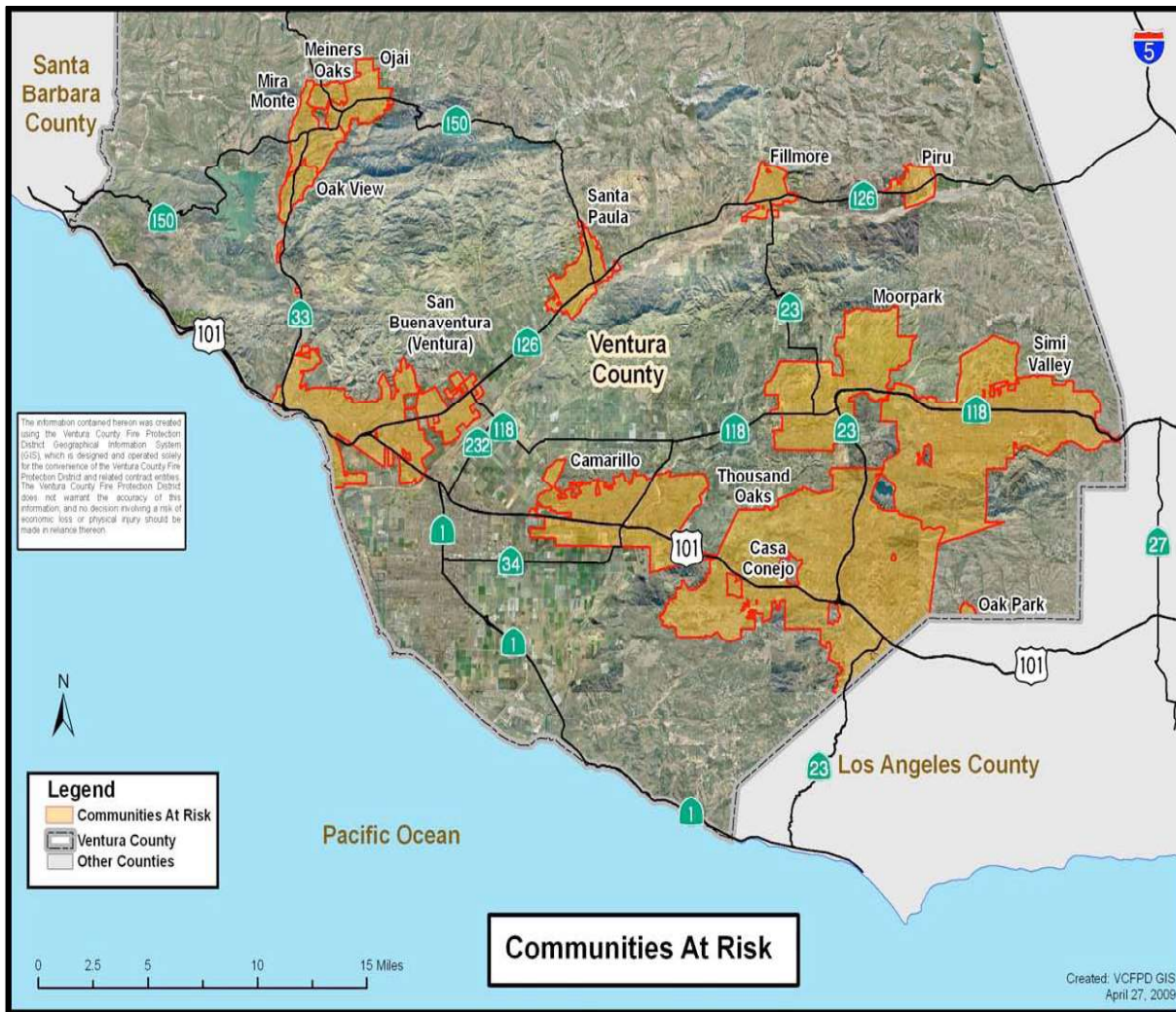
Newly formed in 2020-Bell Canyon Fire Safe Council
Greg McHugh
<https://www.bellcanyon.com/bcfsc>

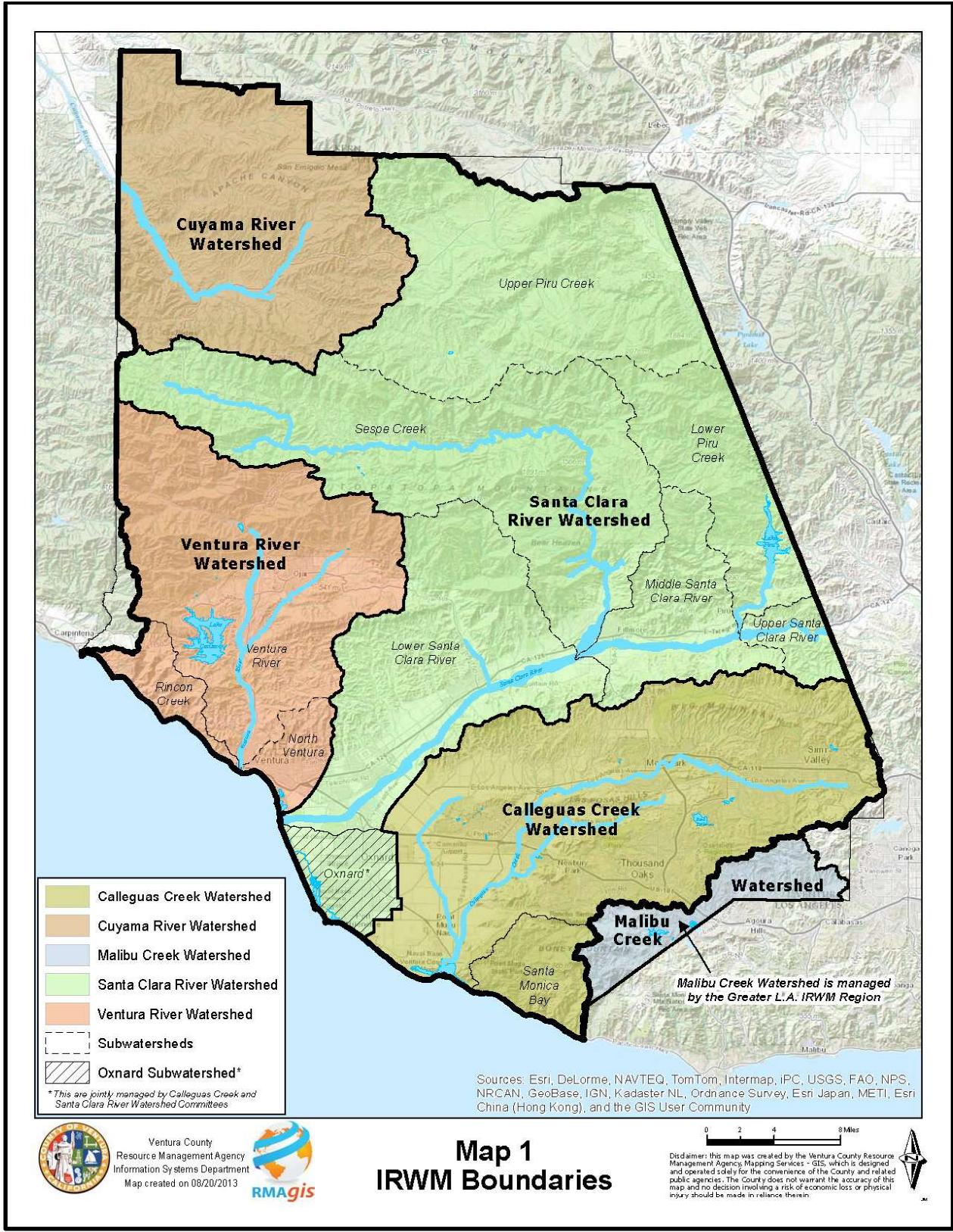
Mt. Pinos Communities Fire Safe Council

Disbanded in 2017.

EXHIBITS: MAPS







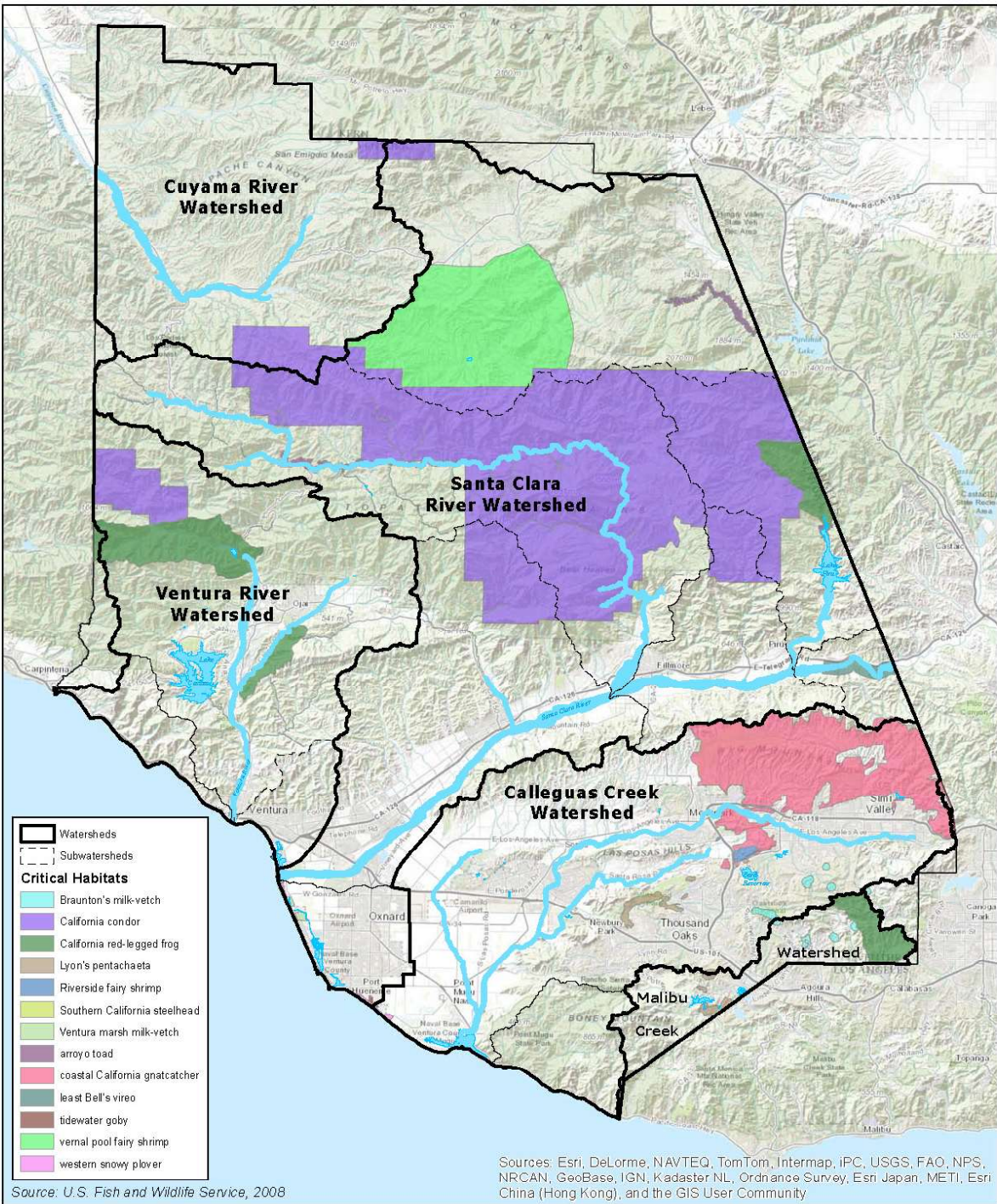
- Calleguas Creek Watershed
 - Cuyama River Watershed
 - Malibu Creek Watershed
 - Santa Clara River Watershed
 - Ventura River Watershed
 - Subwatersheds
 - Oxnard Subwatershed*
- *This are jointly managed by Calleguas Creek and Santa Clara River Watershed Committees

Ventura County
Resource Management Agency
Information Systems Department
Map created on 08/20/2013

Map 1 IRWM Boundaries

0 2 4 6 Miles

Disclaimer: this map was created by the Ventura County Resource Management Agency Mapping Services - GIS, which is designed and operated solely for the convenience of the County and related public agencies. The County does not warrant the accuracy of this map and no decision involving a risk of economic loss or physical injury should be made in reliance therein.



Ventura County
Resource Management Agency
Information Systems Department
Map created on 07/31/2013



Map 9

0 2 4 8 Miles

Disclaimer: this map was created by the Ventura County Resource Management Agency, Mapping Services - GIS, which is designed and operated solely for the convenience of the County and related public agencies. The County does not warrant the accuracy of this map and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.



ANNUAL ACCOMPLISHMENTS REPORTING (2020)

Like the rest of the world Covid-19 has had a large impact on the Ventura County Fire Department. To minimize the impact on VCFD personnel and the communities we serve, the department took quick and decisive action by standing up a COVID Unit in early December.

This COVID Unit was comprised of two full-time firefighter paramedics that were given the title of Covid Officers (CO) and assigned to assist the Administrative Services Bureau Chief, Human Resources Battalion Chief, and Human Resources Director under the direct supervision of the Emergency Medical Services Battalion Chief. Three additional COVID Officers (CO) were trained for relief and contingency purposes. The COs were issued laptops, iPads, iPhones, and Agency Vehicles. A landline phone number was established and made known to all department personnel, ensuring their COVID questions and concerns were addressed without delay. In addition to being managed directly by the Emergency Medical Services Battalion Chief BC and indirectly by the Administrative Services Assistant Chief, the COs also took direction from the Division Chiefs and the pre-established COVID Task Force.

Some of the CO's duties included: rapid testing, PCR testing, quarantine length and determining the COVID status of employee's and later family members and others whose COVID status would directly impact our employees.

Although the Ventura County Fire Department postponed all events and closed public access to all fire stations and buildings providing non-emergency services, Emergency response services did not change. All fire stations remained fully staffed and able to respond to any emergency.

VCFD will continue to monitor and support COVID-19 recommendations from Ventura County Public Health, the California Department of Public Health, and the Centers for Disease Control and Prevention (CDC). With Ventura County entering the Orange Tier, as of April 08, 2021, the Ventura County Fire Department has resumed in-person services at 165 Durley Avenue Headquarters in Camarillo. With reopening, some restrictions remain in place.

Fire Planning:

- To provide adequate space for modern firefighting equipment a new Fire Station (Station 27) was completed in Fillmore. During normal operations, Station 27 is staffed by four fighters and two heavy equipment crewmembers. The facilities equipment includes an engine, rescue, water tender, utility truck along with a bulldozer. The old Station 27 is being utilized by the Los Padres National Forest Type 3 engine and firefighters.
- In 2019 the Department purchased a portable, above-ground, closed system for the remote storage of firefighting water. The Helopod™ is 20' long with a 7,000-gallon capacity, smooth-sided allowing for helicopters to extract water safely using a fixed tank with a snorkel or a collapsible bucket. This asset will be

strategically placed, allowing quicker turnaround times by placing the water where the helicopters can use it to help extinguish fires.

- Progress continued this year on a mobile Wildland Pre-Fire Plan application. The application is an integral part of the Ventura Situation Awareness Tool (VSAT), a web-based geospatial decision support mechanism intended to allow users to create and share information across an incident and with other organizations. The “VSAT Wildland Pre-Plan View state” is a version of the VSAT interface designed to browse and update pre-planning data before the incident. New templates were created for ground “truthing” and tactical information updating by field personnel. As fire stations submit local pre-fire plan data, the information is made available both internally and externally through VSAT and as printable PDF maps.
- The Department continued to work with the Ventura Regional Fire Safe Council (VRFSC), formerly the Central Ventura County Fire Safe Council (CVCFCSC) on updating ranch plans which provide quick accurate situational awareness to firefighters. Over two dozen ranch owners have now taken advantage of this valuable program. We will continue to work with VRFSC in 2021 on the database schema and on insuring consistent symbology in the geospatial data.
- VCFD personnel are active participants on the Invasive Weeds Task Force, this group seeks to remove *Arundo-donax* an invasive giant reed that takes over riparian habitats and greatly increases the severity and occurrences of wildfire in these areas.
- The Department continues to work with CVCFCSC on the Ag Pass Program which provides identification cards allowing essential personnel to gain passage through areas of disaster-restricted access. Public safety and other emergency workers allow discretionary access to workers in possession of the cards so that outbuildings, livestock, crops, and other assets can be protected.
- iPads were deployed to engine companies that contributed to efforts by our GIS cadre to create specialized map products for offline use and to provide inputs to other applications utilizing geospatial data. In 2021 an FHRP Mobile iPad App will be utilized, allowing for increased efficiency in conducting and recording FHRP inspections, including reporting to CALFIRE.
- Our partnership with Intterra (VSAT) continues with work on streamlining and simplifying the user interface and adding functionality.
- Ventura County Fire Department is an active partner with the University of California Cooperative Extension and the Agriculture Commission working to identify and mitigate threats from invasive species such as the Polyphagous Shot Hole Borer and Gold Spotted Oak Borer, which are a contributing cause to tree mortality.
- VCFD continuously seeks ways to increase fiscal and environmental responsibility. In support of this effort, the Department purchased two Pump-Pod trailer-mounted units designated Drafts Unit 1 and Drafts Unit 2. The Pump-Pods are a mobile platform used for recycling water during training evolutions. Although not as realistic as fire ground operations, the Pump-Pod drafts units do allow continuous water flow with very minimal waste for whatever length of time needed to perform the training evolutions.

- In an effort to increase wildland fire response capacity, VCFD has added a third wildland hand crew, Crew 13 will be housed at the old Santa Paula Station 26 until a permanent location is established.

Wildland Fire Prevention Engineering:

- Fire roads and helispots in the county are maintained annually to ensure adequate access and egress for firefighting resources. By providing improved access, incident mitigation is accomplished quickly and safely.
- Ventura County's FHRP ensures compliance with CA PRC 4291 by conducting annual property inspections. In 2020, approximately 20,000 total inspections were conducted – 10,421 of those are in the SRA - which resulted in 1,551 detected violations. There were 23 non-compliant properties that required enforcement mitigation.
- In support of the FHRP, Ventura County Fire-dedicated GIS personnel maintained the Department's internal web page with layers for SRA and FHRP data. On a weekly basis, a process was conducted to coordinate the FHRP database with the county's Assessor Parcel database.
- Central Ventura County Fire Safe Council was awarded a Fire Safe Council grant and a CAL FIRE CCI grant for their "One Step Ahead-Planning for and Preventing Wildfire in Ventura County". Opportunities for chipping of defensible space debris and fire prevention education will be provided to several high-risk neighborhoods and communities within Ventura County in the spring and summer until the end of the grant cycle in 2022.
- CAL FIRE CCI grant has been awarded to the Ojai Valley Land Conservancy (a Ventura county non-profit organization) to complete fire hazard reduction on the conservancy's lands adjacent to the homeowner's properties.
- VCFD continuously seeks innovative ways to increase fiscal and environmental responsibility. In support of this effort, the Department purchased two Pump-Pod trailer-mounted units designated Drafts Unit 1 and Drafts Unit 2. The Pump-Pods are a mobile platform used for recycling water during training evolutions. Although not as realistic as fire ground operations, the Pump-Pod drafts units allow continuous water flow with very minimal waste for whatever length of time needed to perform the training evolutions.

Grant Awards 2020:

- Bell Canyon Community Service District received a CALFIRE CCI GRANT and will be training Bell Canyon resident-volunteers on how to conduct a Home ignition Zone inspection. The Volunteers will be conducting inspections for residents in Bell Canyon, advising them on how to improve their defense against wildfire and harden their homes. The goal will be working towards a community whose homes have been hardened against the threat of wildfires.
- Ventura County Resource Conservation District received a CALFIRE CCI GRANT and through the development of a robust fire-wise, climate-smart education and outreach program will encourage landowner implementation. This program is to include financial and technical incentives for landowners to participate in, to help support the implementation of vegetation management and structure hardening retrofits/upgrades.

Education and Information:

- The Department continues to support wildland fire education and succession planning for their employees as well as outside agencies by offering many ICS/NIMS courses. VCFD supports large incident management by allowing Incident Management Team participation by uniformed personnel. Numerous personnel within the Wildland Division became certified in various ICS positions.
- The Department typically conducts eleven 17-hour CERT classes, certifying between 350 and 400 people each year. There is an annual refresher typically scheduled in the Fall. These events were postponed due to COVID-19.
- VCFD is committed to creating a safe and educated community one citizen at a time. Despite the COVID-19 pandemic, in 2020 115 volunteers were still able to log 1,500 hours and more than 66,000 residents were informed and educated on fire safety as well as disaster preparedness.
- During the curtailment of live events and trainings because of the pandemic, VCFD partnered with nonprofits and connected with more than 550 community service engagements, including food delivery and the distribution of bilingual safety information and education to over 16,000 local community members a week during a three-month period.
- The Iverson Staff Ride was completed by Ventura County Fire Department personnel in the winter of 2019/2020. The final product consists of five Stands (points on the terrain with a tactical significance during a fire) that are marked by cast bronze plaques set on a three-foot stainless-steel post. First, the plaques help guide individuals that are not familiar with the incident through a chronological narrative that leads to the final Stand and Cory Iverson's fatality site. Secondly, the plaques mark points of the Staff Ride where students will be able to put themselves in the shoes of decision makers on the incident so they

may learn from the past. The Stands are connected by a beautiful trail that was constructed using purchased materials. Railroad ties line a significant stretch of the trail and were used in creating steps. A 20-foot walking bridge with handrails spans a difficult gulch and leads to Stand 4. A forty-foot retaining wall is set into the hillside at Stand 4, allowing a large flat spot, two benches, a steel cross, and a wide area of flagstone. The Iverson Staff Ride course material as well as the physical infrastructure were well-thought-out and planned for many years of educational possibilities.

- Three times per year, Wildland Unit crewmembers post 50+ signs throughout the county to remind residents of the FHRP deadline, Extreme Fire Danger, and the Ready, Set, Go! Program.
- The Ventura County Fire Department continued with its successful social media outreach which highlighted wildland fire-specific activities such as, live fuel moisture charts, red flag warnings, prevention, and training.
- 6 (Six) of our Fire Control Workers moved on to full-time, permanent firefighter positions with various agencies.

Vegetation Management:

- Vegetation Management personnel routinely collected vegetation specimens to determine live fuel moisture percentages. This is one of many helpful tools used to identify the potential for significant fire activity in Ventura County.



- The Buenaventura I Vegetation Management Program - Prescribed Burn Plan had been in the planning phase for almost four years. The first VMP plan was approved by CAL FIRE in November 2013. The original 51,000-acre project area was redefined as the planning area and smaller project areas like the Buenaventura I VMP will be developed in the future. On December 6, 2013, the first burn was conducted. Due to long-term drought conditions, short-term fire weather conditions, and extended nesting seasons the prescribed burns were limited in acreage treated during 2016. Although the entire San Buenaventura 1 and 2 Vegetation Management Plans burned in the Thomas Fire, the plans will be kept open for maintenance.
- Ventura County Parks received a CAL FIRE, California Climate Initiative Grant to eradicate the invasive Arundo-donax from the Ventura River. This stretch of river experiences numerous vegetation fire responses due to a large unsheltered population. VCFD Heavy Equipment Operators and CAL FIRE fuels crews aided this project in 2019 through cutting and removal of Arundo.
- The Ojai Valley Fire Safe Council has created a road map for the Ojai Valley Wildfire Risk Mitigation Strategy. This project is innovative, communitywide, and comprehensive. The project aims to reduce hazardous fuels around the Ojai valley, educate the community on home hardening and the home ember zone, increase capacity and identify new evacuation centers, increase emergency water supply, and attain funding to support the project.

- The Central Ventura County Fire Safe Council received a grant to help educate the community on the home ignition zone and preparedness planning, complete hazardous fuel reduction projects, and host community chipping events.
- Grazing with goats maintains an existing fuel break, Upper Ojai Wildfire Protection Zone (UOWPZ). The UOWPZ is 26 acres of private land that extends around the exposed sides of a community in the WUI (Wildland Urban Interface) adjacent to the Los Padres National Forest. This fuel break was credited with the protection of many structures during the Ranch Fire of 1999 that burned 4,400 acres.



- Each year the Ventura County Fire Department conducts a 20-acre fuel reduction project around the Ronald Reagan Presidential Library. This project complements the existing defensible space and provides enhanced protection from Santa Ana wind-driven fires. This fuel reduction project is accomplished through grazing by goats. Due to the large number of visitors to the library, this project gets a great deal of exposure and provides a platform to promote defensible space.
- One of the unique challenges the Department faces is the Sespe underground fire. Since 2007 a fire has been burning underground in a remote area of the county. The fire is located within the Sespe Condor Refuge and poses a direct threat to the condors as well as the biologists observing in the field. Each year the Department constructs control lines utilizing a dozer and crew to isolate fires that are ignited. The last fire to occur was on August 13, 2015, and due to the mitigations, the incident was quickly and safely controlled.
- Wildfire training is a foundational component that promotes safety and increases efficiency in the fire service. As ongoing support to the local colleges and neighboring fire departments, we provided wildland fire training for Oxnard City Fire Department, Ventura City Fire Department, Oxnard College, and Rio Hondo College.

Volunteerism:

- Due to COVID-19 restrictions the Wildland Division's two hand crews normal fundraising activities were put on hold except for the organization of the Banister Marathon, and the crews were still able to build over 80 bicycles for the Pediatric Diagnostic Center.

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Community Wildfire Protection Plans

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VPP Drafting Process

The Ventura Regional Fire Safe Council is drafting localized Community Wildfire Protection Plans with key partners with the overall goal to improve wildfire safety throughout Ventura County. We are working to elevate the voices of our communities to create more inclusive, community-driven plans. These plans prioritize needed projects and may help access grant funding for future projects and programs. Our organization is taking a unique approach to the process by utilizing smaller, localized plans, to influence the Ventura Countywide plan, ensuring the voices of communities are included throughout the process.

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