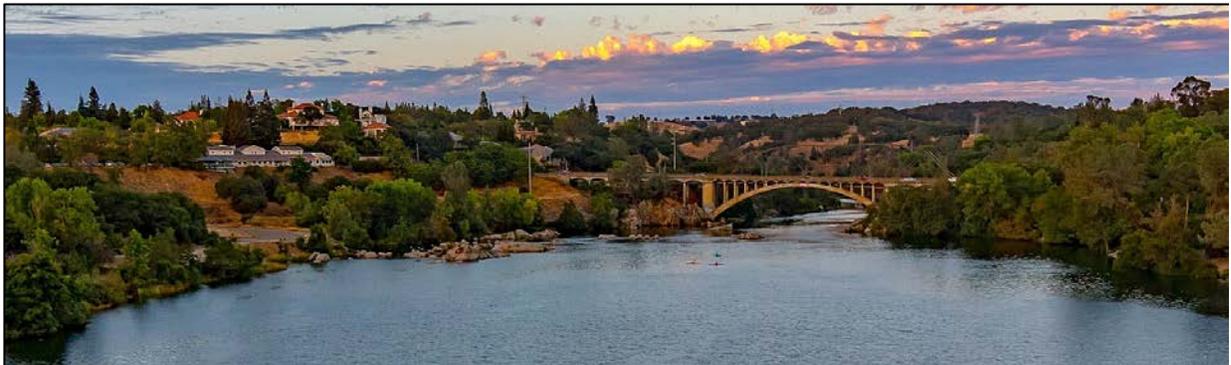**CITY OF FOLSOM**

EMERGENCY OPERATIONS PLAN

2020

1. PROMULGATION DOCUMENT/SIGNATURE PAGE

RESOLUTION NO. 10519

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM, CALIFORNIA, ADOPTING THE EMERGENCY OPERATIONS PLAN 2020

WHEREAS, the City of Folsom (the "City") is vulnerable to both natural and manmade disasters, and all such disasters have the potential to result in loss of life, personal injury, property or environmental damage, as well as the interruption of business and government services; and

WHEREAS, the City is required by the California Emergency Services Act, within Section 8610 of the California Government Code, to have an Emergency Operations Plan in place that describes the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies; and

WHEREAS, this all-hazards Emergency Operations Plan includes continuity of government, emergency services, mobilization of resources, mutual aid, and public information elements; and

WHEREAS, the City adopts a "whole community" approach for emergency management that utilizes and strengthens partnerships between residents, organizational and community leaders, and government officials; and

WHEREAS, the City has adopted previous Emergency Operations Plans and this updated Plan conforms with current State and Federal guidelines for emergency plans and complies with the California Standardized Emergency Management System ("SEMS") and the National Incident Management System ("NIMS") standards; and

WHEREAS, the updated City of Folsom Emergency Operations Plan 2020 meets the critical elements set forth by the State of California Governor's Office of Emergency Services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Folsom, California, as follows:
1. That the above recitations are true.
2. That the City Council adopts the updated City of Folsom Emergency Operations Plan 2020, a complete copy of which is on file in the Office of the City Clerk, the Fire Department, and the Police Department.

PASSED AND ADOPTED this 8th day of September 2020, by the following roll-call vote:

AYES:	Council Member(s):	Howell, Kozlowski, Morin, Aquino
NOES:	Council Member(s):	None
ABSENT:	Council Member(s):	Sheldon
ABSTAIN:	Council Member(s):	None

Sarah Aquino, MAYOR

ATTEST:
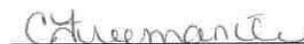
Christa Freemantle, CITY CLERK

2. APPROVAL AND IMPLEMENTATION

Saving lives and the protection of life, the environment, and property are the primary goals of governmental agencies in any emergency or disaster. Emergency plans provide the basis from which response and recovery operations are executed.

The City of Folsom's approach to emergency planning is comprehensive, and this Emergency Operations Plan has been prepared to facilitate responses to all hazards: natural or man-made disasters by utilizing the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS). The City of Folsom Fire Department is charged with developing and maintaining the City of Folsom Emergency Operations Plan.

The Sacramento County Office of Emergency Services (OES) is the agency charged with developing and maintaining the Sacramento County Operational Area Emergency Plan. The Operational Area Emergency Plan is adopted by reference and should be considered a preparedness document, intended to be read and understood before an emergency. It includes the Sacramento County Operational Area as part of the statewide emergency management system.

California Government Code § 8607 (Standardized Emergency Management System (SEMS)) governs how cities, counties, special districts, and the State respond to and coordinate emergency response and recovery operations. SEMS identifies how each level of the emergency organization responds, whether by the actual direction of field forces, or by the coordination of joint efforts of public and private agencies.

In 2004, Homeland Security Presidential Directive (HSPD)-5, directed the United States Department of Homeland Security (DHS) to develop and administer a NIMS to provide a comprehensive national approach to incident management. The NIMS is the nation's first-ever standardized approach to incident management and response and is adopted by reference. The NIMS unifies Federal, State, territorial, tribal, and local lines of government into one coordinated effort.

This plan meets the critical elements set forth by the State of California Governor's Office of Emergency Services.

<div align="center">

Edited and Modified by the Folsom Fire Department
Adopted on September 8, 2020
Previous Resolution No. 7311

</div>

In reviewing this Emergency Operations Plan, I agree with its description of my department's role during an emergency and organizational responsibility within the Emergency Operations Center.

8/31/20

Elaine Andersen, City Manager   Date
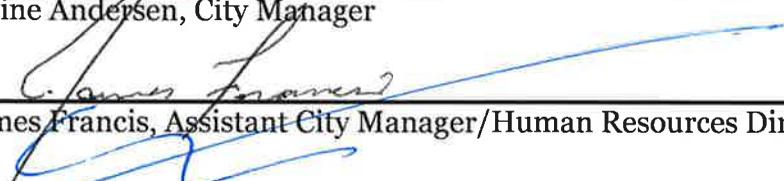
Aug 31, 2020

James Francis, Assistant City Manager/Human Resources Director   Date
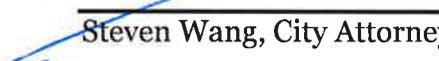
8/26/2020

Steven Wang, City Attorney   Date

8/25/20

Christa Freemantle, City Clerk   Date

8/26/20

Christine Brainerd, Director of Communications   Date

8/25/20

Pam Johns, Director of Community Development   Date

8/26/20

Marcus Yasutake, Director of Environmental and Water Resources   Date
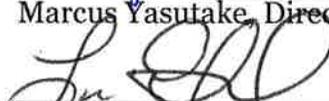
8/31/20

Lori Easterwood, Director of Library   Date

8/25/20

Stacey Tamagni, Director of the Office of Management and Budget   Date
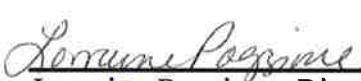
8-25-20

Lorraine Poggione, Director of Parks and Recreation   Date
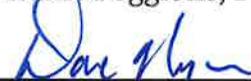
8/26/2020

Dave Nugen, Director of Public Works   Date

8/25/20

Felipe Rodríguez, Fire Chief   Date
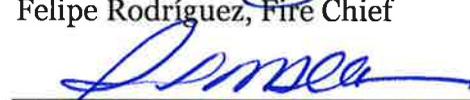
8/27/20

Rick Hillman, Police Chief   Date

3. PLAN CONCURRENCE

Each Department Head that is assigned a primary role in the City of Folsom Emergency Operations Center will review this plan. Upon approval by the City Council, the Fire Department will submit this Emergency Operations Plan to the County of Sacramento Office of Emergency Services (OES) for inclusion in the Operational Area's emergency planning efforts. The County of Sacramento (OES) will then submit it to the California Governor's Office of Emergency Services (Cal OES) for acceptance.

This all-hazards Emergency Operations Plan provides guidance for the City of Folsom's response to emergencies associated with natural or manmade disasters. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. Developed in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), this plan is a management document intended to be read, understood, and exercised before an emergency occurs. Additionally, this plan is designed to integrate into and support the County of Sacramento's Operational Area Emergency Plan.

This plan is consistent with the "whole community approach" proposed by the Federal Emergency Management Agency (FEMA). Whole community approach is a means by which private and nonprofit sectors, including businesses, faith-based organizations, access and functional needs organizations, residents, visitors, and government agencies at all levels, collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

Much work was done to complete this plan, which is an updated version of the 2004 City of Folsom Emergency Operations Plan and meets the State of California Emergency Management Agency (CALEMA) Crosswalk Document requirements. Acknowledgements are well deserved for those who contributed to the information within this plan, including:

- Members from the City of Folsom Executive Management Team
- Folsom Fire Chief Felipe Rodríguez
- Folsom Fire Department Administrative Assistant Jennifer Weil
- Folsom Fire Captain Loren Sperber
- Folsom Fire Safe Council Volunteer Leighton Johe
- Folsom resident Dick Harper
- Folsom resident Ken Stuart

This plan supersedes all previous plans. Modifications of this plan as to style and minor content are delegated to the Folsom Fire Department.
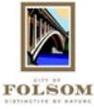
4. RECORD OF CHANGES

DATE	SECTION	PAGE NUMBER	ENTERED BY

5. RECORD OF DISTRIBUTION

This record of distribution indicates those persons or other jurisdictions receiving a copy of this EOP.

City of Folsom	Number of Copies
• City Manager	1
• Assistant City Manager/Human Resources	1
• City Attorney	1
• City Clerk	1
• Director of Communications	1
• Director of Community Development	1
• Director of Environmental and Water Resources	1
• Director of Library	1
• Director of Finance	1
• Director of Parks and Recreation	1
• Director of Public Works	1
• Fire Chief	1
• Fire Duty Chief	1
• Police Chief	1
• Police Watch Commander	1
• EOC Copy	2
• EOC Copy (Alternate EOC)	1

Governmental Jurisdictions	Number of Copies
• County of Sacramento Office of Emergency Services	1

6. TABLE OF CONTENTS

PART I
BASIC PLAN

CITY OF

FOLSOM

DISTINCTIVE BY NATURE

7. PURPOSE

The preservation of life, property, and environment is a responsibility of local, state, and federal governments. The City of Folsom has prepared this EOP in an effort to provide an overview of operational concepts relating to various emergencies; to provide a system for the effective management of emergency situations through an emergency management organization, and define the overall responsibilities for all agencies and individuals, public and private, having a role in emergency preparedness, response, recovery, and/or mitigation in the City of Folsom.

It is the purpose of this plan to define the actions and roles necessary to provide a coordinated response, in order to ensure the most effective use of all resources for the maximum benefit, protection, and resiliency of the community in times of emergency. The EOP is designed to be compliant with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

This plan provides guidance to agencies within the City of Folsom with a general concept of potential emergency assignments before, during, and following emergencies.

In times of disaster, the priorities of the City are to:

- Save human lives and prevent injuries
- Protect property and the environment
- Provide for the needs of the community
- Provide public information
- Preserve government
- Restore essential services

8. SCOPE

This plan establishes a system for coordinating the prevention, preparedness, mitigation, response, and recovery, phases of emergency management in the City of Folsom.

This plan defines responsibilities, establishes an emergency organization, defines lines of communications, and is part of the statewide Standardized Emergency Management System (SEMS) and the federal National Incident Management System (NIMS).

Activation of this plan occurs under any of the following conditions:

1. When an official designated by local ordinance identifies the existence of a hazardous situation or threatened hazardous situation and a Local Emergency has been proclaimed in accordance with City of Folsom Municipal Code 2.13, "Emergency Ordinances".

2. When Sacramento County, or another jurisdiction within the County, has proclaimed a LOCAL EMERGENCY, which directly or indirectly threatens to affect the City of Folsom.

3. When the Governor has proclaimed a State of Emergency, which directly or indirectly threatens to affect the City of Folsom.

4. Automatically by a gubernatorial proclamation of a State of War Emergency.

5. Automatically by a Presidential Declaration of a National Emergency or Major Disaster.

6. Automatically on receipt of a terrorist attack warning or the observation of a nuclear detonation.

This plan applies to individuals, businesses, non-governmental organizations, other governmental jurisdictions, tribal governments, and special districts located within the geographic boundaries of the City of Folsom.
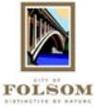
9. SITUATION OVERVIEW

Situation

Sacramento County Operational Area is located in the North Central Valley of California, and is surrounded by El Dorado, Amador, San Joaquin, Contra Costa, Solano, Yolo, Sutter, and Placer counties.

The Operational Area, confined to the borders of Sacramento County, is approximately 994 square miles in area and varies in terrain from inland delta to valley to foothills. The Operational Area (OA) consists of six jurisdictions, along with numerous smaller special districts, that range in population from several hundred to several hundred thousand, with a total estimated population over 1.5 million. To foster a regional approach, the cities and County joined together in 1995 to form an OA. The Sacramento OA Council, coordinated by the Sacramento County Office of Emergency Operations, establishes procedures and protocols for assisting one another in the event of a disaster or major emergency exceeding the capabilities of any single jurisdiction.

Folsom is located in the Sacramento Valley, in the northeastern corner of Sacramento County. Folsom encompasses both valley and foothill terrain and the City encompasses approximately 30 square miles, including 2.4 square miles of water, primarily accounted for by Folsom Lake.

Folsom is located in the California Office of Emergency Services, Region IV, and is part of the Sacramento County OA. United States. Route 50, a major east-west corridor, passes through Folsom.

Location	• 23 miles northeast of Sacramento • 83 miles southwest of South Lake Tahoe
Climate/ Geography	• Average annual high: 74.8 degrees [1] • Average annual low: 49,8 degrees [1] • Average annual rainfall: 24.6 inches [1]

The City of Folsom has concentrated populations of individuals with access and functional needs, including elderly residents, both within senior living developments and living independently, and unaccompanied minors and children in daycare and school settings.

The estimated population is approximately 81,610 as recorded during the 2020 California Department of Finance. U.S. Census. The City's housing is comprised of approximately

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[1] U.S. Climate Data
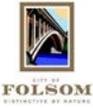
28,889 units[2], including mobile home parks, assisted living facilities, and skilled nursing facilities. A cross-section of housing types exists, from lower cost apartments, to moderately priced condominiums, to higher cost single-family residences. There are approximately 45 elementary, middle, high schools, charter schools, adult learning centers, and private schools located throughout Folsom.

Additionally, over 5,000 businesses are located within the city limits. Furthermore, the City has five fire stations, local law enforcement, and medical facilities including Mercy Hospital of Folsom, Kaiser Medical offices, UC Davis Health System Offices, as well as several urgent care centers and private medical offices. The primary designated trauma centers for the City of Folsom are UC Davis Medical Center in Sacramento and Sutter Roseville Medical Center in Roseville. In addition, the Folsom State Prison and California State Prison Sacramento are located within city limits, as are golf courses, swimming pools and sports facilities, numerous state and city parks, and community center facilities.

The City of Folsom was incorporated in 1946 and has a five-member elected City Council - three council members, a vice mayor, and a mayor. As elected officials, the mayor, vice mayor, and city councilmembers serve at the pleasure of the voters and make decisions on issues and policies relating to general City operations.

The City of Folsom follows the council/manager form of government in which the city council sets laws and policies, and the city manager performs administrative duties established by ordinances and city policies. The city manager is appointed by the city council to serve as the city's chief executive officer and is responsible for the management of all municipal programs and services. As part of the duties, the city manager oversees operations of city departments through the department directors. By local ordinance, the city manager serves as the Director of Emergency Services during a Local Emergency.

The City of Folsom is a Charter City as of March 6, 1990. A City governed on the basis of a Charter establishes its powers and authorities, as contrasted with a General Law City that enjoys only those powers specifically granted to it by the State. As a full-service City, Folsom provides the community with such services as police, fire, library, parks & recreation, community development, public works, water, and sewer.

No single jurisdiction or agency has the capability and resources to address all disasters or major emergency situations. The Sacramento Operational Area Council was established for the purpose of providing and addressing disaster related problems on a regional basis. The Operational Area Plan was developed to provide guidance for the Sacramento County Operational Area.

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[2] California Department of Finance E-5

Principal Threats

After reviewing the localized hazard maps and exposure/loss tables found in the December 2016 Sacramento Countywide Local Hazard Mitigation Plan Update, and the Folsom specific Annex C to the plan, Folsom has identified the principal threats to its jurisdiction.

1. **Wildland Fire:** The likelihood of future occurrence is "likely", and the vulnerability is "medium". A significant amount of Folsom's interior and surrounding area is wildland/urban interface and fires have been experienced in the past.

2. **Hazardous Materials:** One major route (U.S. 50) passes through Folsom. Folsom also hosts several fixed facilities that utilize hazardous materials.

3. **Flooding or Dam Failure:** The likelihood of dam failure is "unlikely", and the vulnerability is "high". Folsom Dam, owned by the US Bureau of Reclamation, is the primary dam of concern which has the potential to affect Folsom and the Sacramento County Planning Area.

4. **Earthquake:** The potential exists for loss of life, injuries, and damage to property, as well as disruption of service.

5. **Terrorism or Other Manmade Events:** Current and expected geopolitical realities create concern for the vulnerability of Folsom's assets and critical infrastructure.

City of Folsom Hazard Identification Potential[3]

Hazard	Geographic Extent	Probability of Future Occurrences	Magnitude/ Severity	Significance
Agricultural Hazards	Limited	Unlikely	Negligible	Low
Bird Strike	Limited	Unlikely	Negligible	Low
Climate Change	Significant	Likely	Critical	Low
Dam Failure	Significant	Unlikely	Critical	High
Drought and Water Shortage	Extensive	Occasional	Limited	Medium
Earthquake	Extensive	Unlikely	Catastrophic	Low
Earthquake Liquefaction	Limited	Unlikely	Limited	Low
Flood: 100/200/500-yr.	Significant	Occasional/ Unlikely	Critical	Medium
Flood: Localized Stormwater Flooding	Limited	Likely	Negligible	Medium
Landslides	Limited	Unlikely	Limited	Low
River/ Creek Bank Erosion	Limited	Likely	Limited	Medium
Severe Weather: Extreme Temperatures - Cold	Limited	Likely	Negligible	Low
Severe Weather: Extreme Temperatures - Heat	Limited	Likely	Negligible	Low
Severe Weather: Fog	Significant	Likely	Negligible	Low
Severe Weather: Heavy Rains and Storms	Limited	Likely	Negligible	Medium
Severe Weather: Wind	Limited	Occasional	Limited	Low
Wildfire	Significant	Likely	Critical	Medium

Geographic Extent
Limited: Less than 10% of planning area
Significant: 10-50% of planning area
Extensive: 50-100% of planning area

Probability of Future Occurrences
Unlikely: Less than 1% chance within next 100 years
Occasional: 1-10% chance within next year
Likely: 10-100% chance within next year
Highly Likely: Near 100% chance within next year

Significance
Low: Minimal Potential Impact
Medium: Moderate Potential Impact
High: Widespread potential impact

Magnitude/ Severity
Negligible: Less than 10% of property severely damaged; shutdown of facilities for less than 24 hours; injuries treatable with first aid
Limited: 10-25% of property severely damaged; shutdown of facilities for more than one week; injuries do not result in permanent disability
Critical: 25-50% of property severely damaged; shutdown of facilities for at least two weeks; injuries result in permanent disability
Catastrophic: More than 50% of property severely damaged; shutdown of facilities for more than 30 days; multiple deaths

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[3] Sacramento County Local Hazard Mitigation Plan, 2016, Annex C

10. PLANNING ASSUMPTIONS

The following assumptions apply to this plan:

1. Emergency management activities are accomplished using SEMS and NIMS.

2. Emergency response is best coordinated at the lowest level of incident command involved in the emergency.

3. Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or agreement.

4. A request for Mutual Aid will be provided as available.

5. A mitigation activity conducted prior to the occurrence of a disaster can result in a potential reduction in loss of life, injures, and damage.

6. Support plans and procedures are updated and maintained by responsible parties.

11. CONCEPT OF OPERATIONS

This plan addresses major emergencies and large-scale disasters. Some emergencies will be preceded by a warning period, providing ample time to warn the public and reduce the loss of life, property damage, and effects on the environment. Other emergencies occur with little or no warning and require immediate activation of the EOC. All City departments and EOC staff must be prepared to respond to any foreseeable emergency.

Emergency planning efforts work best when they are aligned with emergency planning practices at the local, state, and national levels. As such, this plan is consistent with national preparedness efforts as defined by Presidential Policy Directive (PPD) 8 around five mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention

Prevention means the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism and manmade or natural disasters. The prevention phase includes actions taken to avoid an incident or to intervene and stop an incident from occurring. It also involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance, and interconnections of health and disease prevention among people, domestic animals, and wildlife.

Protection

Protection means the capabilities to secure critical infrastructure within the City of Folsom against acts of terrorism and manmade or natural disasters. Protection focuses on ongoing actions that protect people, networks, and property from a threat or hazard.

Mitigation

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damaged by lessening the impact of an incident. In this plan, mitigation also means reducing the likelihood that threats and hazards will happen.

Response

Response means the capabilities necessary to stabilize an incident once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.
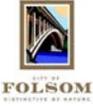
Initial Response- During this phase, the priority is to save lives and to minimize the effects of the emergency or disaster. The EOC may be activated and emergency instructions may be issued to the public.

Extended Response- During this phase, response activities are primarily conducted in the field and at the EOC. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Recovery

Recovery means the capabilities necessary to assist the City of Folsom to restore its environment to pre-emergency conditions. As the immediate threat to life, property, and the environment subsides, the rebuilding of the city will begin through various short-term and long-term recovery activities.

12. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

The emergency management system for the City of Folsom provides the local on-scene management of an incident and the coordination of response activities between the jurisdictions of the operational area. A major emergency may result in the consolidation of several departments under a single coordinator, even though such departments normally work independently. Additionally, there may be a need to create the formation of multiple agencies or multiple jurisdiction commands to facilitate the response to an emergency.

Folsom's emergency management structure is based on the following principles:

1. Compatibility with the structure of governmental and private organizations.
2. Clear lines of authority and channels of communication.
3. Simplified functional structure.
4. Incorporation into the emergency organization of all available personnel resources having disaster capabilities.
5. Formation of special purpose units to perform those activities particular to major emergencies.

This Emergency Operations Plan is designed to provide the framework for responding to any type of emergency or disaster that might impact the City. The basic concept is that various functions such as evacuation, firefighting, medical assistance, and rescue are the same, no matter what the disaster, and that planning and training should focus on those functions, not the type of event.

The City of Folsom's Emergency Operations Plan is not a document that provides step-by-step details for responding to specific emergencies. This Plan provides a flexible response system based upon planning, training, and selection of City personnel to staff the various emergency response positions depending on their individual professional expertise and ability to make decisions under stress. The plan is meant to be read and understood before it is needed and is to be activated when a large-scale emergency or disaster occurs.

In this plan, the Emergency Operations Center (EOC) functional organization follows the traditional Incident Command System (ICS) structure with four functional Sections (i.e. Operations, Planning/Intelligence, Logistics, and Finance/Administration) operating under the guidance of a Management Section. The Management Section in turn reports directly to the City's Director of Emergency Services (City Manager).
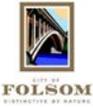
Sacramento Operational Area Council

The Sacramento Operational Area Council consisting of the County and the Cities within the Operational Area was established in 1995 by a signed agreement. The Sacramento Operational Area is defined in the Emergency Services Act as an intermediate level of the State's emergency services organization and 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 and/or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities."

The Office of Emergency Services (OES) is the lead agency in the Operational Area's emergency response effort and serves as staff to the Coordinator of Emergency Services, as well as to the Operational Area.

Mutual Aid

Mutual aid including personnel, supplies, and equipment is provided in accordance with the California Master Mutual Aid Agreement and other local Mutual Aid Agreements. Mutual aid will be requested through normal channels, when possible, and provided when available.

Disaster Service Worker(s)

City personnel who do not have specific task assignments during times of local emergency may be assigned as a Disaster Service Worker (DSW). Under California Government Code, Section 3100-3109, all public employees are obligated to serve as a DSW. The term public employee includes all persons employed by the State, or any County, City, or Special District. Other personnel, including volunteers, can be registered through the Sacramento County Office of Emergency Services as Disaster Service Workers, which provides State workers compensation coverage to responders.

13. DIRECTION, CONTROL, AND COORDINATION

The Operational Area Plan and the City of Folsom Emergency Operations Plan are designed to follow the State mandated Standardized Emergency Management System (SEMS) and the Federal mandated National Incident Management System (NIMS). SEMS and NIMS are based on the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS), both of which have been used by fire departments and emergency responders for many years. The State of California Office of Emergency Services certifies that the Plan meets State and Federal guidelines and is in compliance with SEMS and NIMS.

During multi-jurisdictional emergencies, each jurisdiction and special district is responsible for conducting and managing emergencies within its boundaries. The Operational Area Coordinator serves as the primary focal point for coordination of mutual aid, assistance and information between jurisdiction and special districts. The Operational Area Emergency Operations Center will serve as the Operational Area Coordinator's point of contact.

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or agencies. SEMS requires emergency response agencies to use basic components of emergency management, including the Incident Command System, mutual aid system, agency coordination, unified command, and the operational area agreement.

All jurisdictions within the Sacramento Operational Area operate under the SEMS. The City utilizes the Incident Command System (ICS), which is a management system designed to provide a structure for response to any emergency, large or small. City staff has the overall responsibility to provide an effective emergency response for the City of Folsom. SEMS provides local on-scene management of an incident and for the coordination of response activities between neighboring jurisdictions and the County of Sacramento. The City of Folsom utilizes the five SEMS sections to manage large-scale emergency incidents and disasters. The sections are as follows:

The Management Section has the primary responsibility of policy making and overall management of the Emergency Operations Center (EOC). The Management Section consists of the EOC Director, Agencies Liaison, City Council Liaison, EOC Coordinator, EOC Support, Legal Support Officer, Public Information Officer, and Safety Officer.

The Operations Section in the EOC has the primary responsibility for determining resource needs, because Operations supports the field personnel and field command post(s) responding to the incident. The Operations Section consists of the following

functions: Fire/Rescue, Law Enforcement, Construction and Engineering, Utilities, and Care and Shelter.

The Planning Section in the EOC plays a support role in determining resource needs. The Planning Section is responsible for gathering and disseminating incident information, and as such has insight into future resource needs for the next operational period and beyond. The Planning/Intelligence Section consists of the following functions: Situation Status, Advance Planning, Traffic Management, Mapping/GIS, and Documentation.

The Logistics Section orders the necessary resources. The Logistics Section consists of the following functions: Information Systems, Facilities, Transportation, Personnel, Food, Donations Management, and Supply.

The Finance/Administration Section ensures that requested resources are tracked, they are paid for in a timely manner, and recovery efforts are implemented. The Finance/Administration Section consists of the following functions: Time, Purchasing and Cost Accounting, Compensation and Claims, and Recovery.

Organizational Chart

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                    ┌─────────────────┐          ┌─────────────┐
                    │   Director of    │----------│ City Council │
                    │Emergency Services│          └─────────────┘
                    └─────────────────┘
                    ┌─────────────────┐
                    │   Management     │
                    │     Section      │
                    └─────────────────┘
                    ┌─────────────────┐
                    │   EOC Director   │
                    └─────────────────┘

        ┌──────────────────┐    ┌──────────────────┐
        │ Agencies Liaison  │    │  City Council    │
        │     Officer       │    │    Liaison       │
        └──────────────────┘    └──────────────────┘
        ┌──────────────────┐    ┌──────────────────┐
        │      EOC          │    │   EOC Support    │
        │   Coordinator     │    └──────────────────┘
        └──────────────────┘
        ┌──────────────────┐    ┌──────────────────┐
        │  Legal Support    │    │    Public        │
        │    Officer        │    │  Information     │
        └──────────────────┘    │    Officer        │
                                 └──────────────────┘
        ┌──────────────────┐
        │  Safety Officer   │
        └──────────────────┘
```

Operations Section	Planning/ Intelligence Section	Logistics Section	Finance Section
Fire Rescue Branch	Situation Status Unit	Information Systems Unit	Time Keeping Unit
Emergency Medical Unit	Advance Planning Unit	Facilities Unit	Purchasing and Cost Accounting Unit
HazMat Unit	Traffic Management Unit	Transportation Unit	Compensation and Claims Unit
Law Enforcement Branch	GIS/Mapping Unit	Personnel Unit	Recovery Unit
Evacuation Unit	Documentation Unit	Food Unit	
Construction/ Engineering Branch		Donations Management Unit	
Damage/ Safety Assessment Unit		Supply Unit	
Public Works Unit			
Utilities Branch			
Care and Shelter Branch			
Animal Care and Welfare Unit			

It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. Local government has the primary responsibility for preparedness and response activities. When an emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions and the State and Federal government. The responsibility for and command of the incident, however, remains with the local jurisdiction.

The Operational Area emergency organization is supported by:

- Cities within the Operational Area
- The County of Sacramento
- Special Districts
- Other Counties
- The State of California
- The Federal Government

Fully activated, the SEMS consists of the emergency management staffs of all local jurisdictions (including Special Districts), Operational Areas (county-wide), OES Mutual Aid Regions (two or more counties), and State Government. Local jurisdictions are responsible for directing and/or coordinating emergency operations, with the other levels being responsible for coordinating with and/or providing support to the local jurisdictions.

Levels of Emergency

The State of California Operations Plan identifies three levels of emergencies used to categorize the response. These same levels are used by the Operational Area and the City of Folsom.

Level I
Level One activation involves a complete and full activation of all organizational elements at full staffing and all Emergency Support Functions. Level One would normally be the initial activation during any major emergency requiring extreme State level help.

Level II
Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC
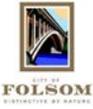
from other agencies or jurisdictions may be required under Level Two to support functional area activations.

<u>Level III</u>
Level Three is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short-term earthquake prediction at level one or two; alerts of storms; or monitoring of a low risk planned event. At a minimum, Level Three staffing consists of the EOC Director, Section Coordinators, and a situation assessment activity in the Planning and Intelligence Section. Other members of the organization could also be part of this level of activation e.g., the Information Systems Unit from the Logistics Section.

Nationwide System

The National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local and tribal governments, and private-sector and nongovernmental organizations to work together effectively and to efficiently prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.
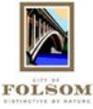
14. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

The Incident Command System (ICS) is a nationally recognized on-scene emergency management system that uses a common organizational structure to accomplish incident management. The five ICS functions include command (management), operations, planning, logistics, and finance. These functions are the basis for Folsom's EOC structural organization. Information common to all operations identified during the planning process will be collected, analyzed, and disseminated through the ICS.

Management
Responsible for coordinating information collection and evaluation, priority setting, and resource management of the incident. This section includes the EOC Director who is responsible for the overall management of the incident, the EOC Coordinator, Legal Support Officer, Agencies Liaison, City Council Liaison, Public Information Officer, Recovery Coordinator, and Safety Officer.

Operations
Responsible for the coordinated tactical response of all field operations directly applicable to, or in support of, the mission in accordance with the EOC Action Plan. The operations section requests resources to support tactical operations; maintains close communication with the EOC Director; and ensures safe and tactical operations. The operations function includes the Operations Section Coordinator; the Fire & Rescue, Law Enforcement, Care and Shelter, Construction & Engineering, and Utilities Branches; and the Emergency Medical, Hazardous Materials, Damage/Safety Assessment, Public Works units.

Planning & Intelligence
Responsible for the collection, evaluation, documentation, and use of information about the development of the incident. This unit is also responsible for assisting with the creations of the After Action Report (AAR). The planning function includes Planning Section Coordinator, Situation Status, Advance Planning, Documentation, Traffic Management, Ham Radio Coordinators and GIS Units.

Logistics
Responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. The logistics function includes the Logistics Section Coordinator: The Information Systems, Food, Personnel, Facilities/Transportation, Donations Management, and Supply Units.

Finance & Administration
Responsible for all financial and cost analysis aspects of the incident, and any administrative aspects not handled by the other functions. The finance function includes the Finance Section Coordinator; and the Compensation and Claims, Purchasing and Cost
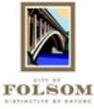
Accounting, and Time Keeping Units. In addition to the EOC Staff Check-in and Out Coordinator.

FIELD INCIDENT COMMAND SYSTEM

Field incident-level management will be implemented as required for the on-scene management of field operations using the Incident Command System. Whenever possible, field response shall use a "Unified Command" during incidents involving multiple disciplines during a response. Generally, the type of emergency will determine the Field Incident Commander(s) for a particular incident as follows:

Type of Emergency	Field Incident Commander
State of War Emergency	Police Department
Natural Disasters	
Drought/Water Supply Failure	Environmental Water Resources
Earthquake	Fire Department
Fire	Fire Department
Flood	Fire Department
Health	Fire Department
Storm (wind / rain)	Public Works
Manmade Disasters	
Aircraft Accident	Fire Department
Civil Disturbance	Police Department
Explosion – Accidental	Fire Department
Explosion – Crime Scene	Police Department
Hazardous Materials	Fire Department
Industrial Accident	Fire Department
Maritime Accident	Fire Department
Radiological Incident	Fire Department
Terrorism	Police Department
Traffic Accident	Police Department
Other Emergencies	As assigned

15. COMMUNICATIONS

Overview
During EOC activation, it is essential that the EOC and field units effectively interact with one another. This interaction occurs through coordination and communication, direction and control interface, and coordination with Department Operations Centers (DOCs).

Coordination & Communication
During EOC activation, coordination will occur at all levels. Field personnel, via the EOC Director, will coordinate with the Folsom EOC by using their department-specific staff member located in the EOC.

Field Units
Under the command of an appropriate authority and using all necessary resources, emergency response personnel carry out tactical decisions and activities in dire response to an incident or threat. The use of SEMS Incident Command System (ICS) at this level is intended to standardize the response to emergencies involving multiple field operations (i.e. fire and rescue, law enforcement, public works, etc.). Agencies with personnel in the EOC do not relinquish their jurisdictional authorities but develop a single coordinated action plan for the agreed operational period.

Operational Area
Operational Areas are an intermediate level of the state's emergency services organization that encompasses the County of Sacramento and all political subdivisions within the county, including special districts. SEMS regulations specify that all local governments within a county geographic area be organized into a single Operational Area, under which the County Board of Supervisors is responsible for its establishment. The Operational Area coordinates information, resources, and priorities among local governments within the Operational Area, in addition to serving as the coordination and communication liaison between the City of Folsom and the regional level.

Regional
Due to size and geography, the state of California has been divided into six mutual aid regions to provide for a more effective application and coordination of mutual aid and other emergency related activities. Information and resources among the Operational Area within the mutual aid region and between the Operational Area and state level are managed and coordinated here. If an Operational Area EOC is activated, the Regional Emergency Operations Center (REOC) will activate at the level necessary to coordinate emergency operations and respond to requests for resources and mutual aid.

Disaster information managed by the City of Folsom EOC is coordinated through agency representatives located in the EOC, or in communication with the Agencies Liaison

Officer. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to a develop course of action and manage emergency operations.

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific time the information is needed are part of a City of Folsom EOC Action Plan.

EOC Action Plan (EOC Level)

Action planning at the EOC level is also required for each operational period. Typically, operational periods are short during the beginning stages of an emergency, and as the emergency progresses, so do the operational periods. However, a single operational period may not exceed 24 hours. The initial EOC Action Plan may be a verbal plan given by the EOC Director within the first hour of EOC activation. Once the EOC is fully activated, any EOC Action Plans should be written. The primary focus of the EOC Action Plan is on jurisdictional issues. The plan sets overall objectives for the City of Folsom and may establish the priorities of the jurisdiction.

- EOC Action Plans should address the following elements:
- Objectives to accomplish and strategy to achieve these objectives
- Assignments and actions necessary to implement the strategy
- Operational period designation and time frame necessary to accomplish these actions
- Organizational elements activated to support the assignments
- Logistical or other necessary technical support

May also include mission assignments to departments, policy and cost constraints, and inter-agency considerations

16. ADMINISTRATION, FINANCE, AND LOGISTICS

If the City of Folsom's resources prove to be inadequate during emergency operations, request will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing mutual aid agreements and understandings.

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other local Mutual Aid Agreements within the County of Sacramento Operational Area.

Furthermore, under the Standardized Emergency Management System (SEMS), Special Districts are considered local governments. As such, they are included in the emergency planning efforts throughout the Operational Area. Consistent with SEMS, the Operational Area emergency organization supports and is supported by:

1. Cities within the Operational Area

2. The County of Sacramento

3. Special Districts

4. Other counties

5. The State of California

6. The Federal Government

Additionally, the National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local and tribal governments, and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Moreover, the private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs), or Non-Governmental Organizations (NGOs), provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level.

While some City of Folsom personnel do not have specific task assignments during a disaster, they are automatically designated by State Law as Disaster Service Workers and serve in the response effort.

"All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers," per the Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.

The term "public employee" includes all persons employed by the State, or any County, City or public district. Other personnel including volunteers can be quickly registered by Sacramento County OES as Disaster Service Workers, which provides Workers Compensation and liability coverage.

The City of Folsom maintains an active Community Emergency Response Team (CERT) whose members volunteer to serve as Disaster Service Workers.

Sacramento County OES also maintains a list of pre-registered volunteers affiliated with volunteer organizations that have been signed up as Disaster Service Workers.

Cost recovery will be conducted in accordance with Federal Emergency Management Agency and State of California reimbursement requirements.

17. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Operations Plan (EOP) is developed in accordance with State of California Standardized Emergency Management System (SEMS) and Federal National Incident Management System (NIMS) guidelines and mandates. The Plan follows the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101; Version 2.0, dated November 2010 and "A Whole Community Approach to Emergency Management" as defined in FDOC 104-008-1, dated December 2011.

The Fire Department is responsible for coordinating emergency planning related to this Plan and charged with keeping this Plan up to date. The Fire Department will review and develop revised drafts of the Plan with city departments, other local governments, and all relevant stakeholders annually.

The Fire Department will coordinate the Plan with the Sacramento County Office of Emergency Services (OES), which serves as a clearinghouse for all Operational Area plans. The California Governor's Office of Emergency Services (Cal OES) reviews the Plan for determination of SEMS and NIMS critical elements, and to ensure the Plan is consistent with the State of California's EOP.

This Plan is a living document. Problems emerge, situations change, gaps become apparent, State and Federal requirements are altered, and the Plan must be adapted to remain useful and current based on these new realities. As such, the Fire Department will review the Plan annually and coordinate any required changes with Sacramento County OES and Cal OES.

Additionally, individuals assigned a primary role in the City of Folsom's EOC are responsible for regular review and maintenance of the Plan. Modifications may occur as a result of identified deficiencies experienced in drills, exercises, or actual incidents; changes in local government and positions; and alterations to emergency management responsibilities, procedures, laws, or regulations.

The objective of the City of Folsom is the efficient and timely response during emergencies. This Plan is the first step toward that objective. However, planning alone will not accomplish preparedness. Training and exercising are essential at all levels of government to make emergency operations personnel operationally ready. As such, the City of Folsom will participate in Operational Area, State, and Federal exercise design and testing of the Plan.

18. AUTHORITIES

The California Emergency Services Act (hereinafter called the Act) provides the basic authority for emergency operations during proclaimed state or local emergencies. Local Emergency ordinances expand on the Act.

The State of California Emergency Plan (promulgated by the Governor) is published under the Act. The Plan provides statewide authorities and responsibilities and describes all levels of government during emergencies, including war. Section 8568 of the Act states 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 Operations Plans are, therefore, extensions of the California Emergency Plan.

City of Folsom
- City of Folsom Charter, Article II, 2.13
- City of Folsom General Plan
- Emergency Operations Plan, 2019
- Mutual Aid Agreements

Operational Area
- Sacramento County Operational Area Plan, 2019
- Sacramento County Operational Area Plan, 2004
- Sacramento County Emergency Operations Plan, 2017
- Sacramento County Mass Care and Shelter Plan, 2012
- Sacramento County Mass Care and Shelter Plan, Animal Annex, 2012
- Sacramento Countywide Local Hazard Mitigation Plan Update, December 2016
- Sacramento County Area Plan for Emergency Response to Hazardous Materials Incidents, 2016
- Sacramento County to Folsom Hazardous Materials Response Agreement
- Fire Agencies Automatic and Mutual Aid Agreements
- CalFire AEU Agreement for Mutual Aid Fire Protection, Local Operating Plan

State of California
- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas
- California Coroners Mutual Aid Plan
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Emergency Operations Plan, October, 2017
- California Fire and Rescue Emergency Plan

- [California Law Enforcement Mutual Aid Plan](#)
- [California Master Mutual Aid Agreement](#)
- [California Civil Code, Chapter 9, Section 1799.102 – "Good Samaritan" Liability](#)
- [California Government Code (Title 1, Division 4, Chapter 8, Section 3100). Identifies public agency employees as Disaster Service Workers](#)
- [California Government Code, Division 1 of Title 2, Chapter 7 – Emergency Services Act](#)
- [California Government Code, Division 1 of Title 2, Chapter 7 – Preservation of Local Government](#)
- [California Government Code, Division 1 of Title 2, Chapter 7.5 – Natural Disaster Assistance Act](#)
- [California Government Code, Division 1 of Title 3, Chapter 4 – Temporary County Seats](#)
- [California Government Code, Division 2 of Title 19, Chapter 1, Section 8607(a) – SEMS Regulations.](#)
- [California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117](#)
- [California Health and Safety Code, Division 20, Chapter 6.95, Sections 25500, et. seq.](#)
- [California Health and Safety Code, Division 20, Chapter 7, Sections 25600-25610, dealing with hazardous materials](#)
- [Governor's Orders and Regulations for a War Emergency, 1971](#)
- [Incident Command System, Field Operations Guide, ICS 420-1](#)
- [Petris (SEMS) SB 1841 Chapter 1069 - Amendments to the Government Code, Article 7, California Emergency Services Act](#)
- [Public Works Mutual Aid Plan](#)

Federal
- [Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325](#)
- [Architectural Barriers Act of 1968, 41 U.S.C. 4151 et seq.](#)
- [Civil Rights Act of 1964, Title VI, Public Law 88-352](#)
- [Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 2009](#)
- [Consolidated Appropriations Act, 2008, Public Law 110-161](#)
- [Disaster Mitigation Act of 2000, Public Law 106-390](#)
- Emergency Services Agreement, 2005
- [Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, August 2000](#)
- [Executive Order 13347, Individuals with Disabilities in Emergency Preparedness, July 2004](#)

- Fair Housing Act as amended in 1988, 42 U.S.C 3601
- Federal Disaster Relief Act of 1974 (Public Law 93-288)
- Federal Civil Defense Act on 1950 (Public Law 81-920), as amended
- Homeland Security Act of 2002, 6 U.S.C. 101, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 2003
- Homeland Security Presidential Directive 7, Critical Infrastructure Identification, Prioritization, and Protection, December 2003
- Homeland Security Presidential Directive 8, National Preparedness, March 2011
- Homeland Security Presidential Directive 8, Annex I, National Planning, February 2008
- National Security Presidential Directive 51/Homeland Security Presidential Directive 20, National Continuity Policy, May 2007
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Rehabilitation Act of 1973, Public Law 93-112
- Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149, as amended
- U.S. Army Corps of Engineers – Flood Fighting, Public Law 84-99
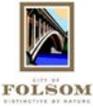
19. SEMS COORDINATION LEVELS

Agency Coordination

Agency coordination systems are important for establishing priorities for response, allocating critical resources, developing strategies for handling multi-agency response problems, sharing information, and facilitating communications. Emergency response is coordinated at the EOC through representatives from the City of Folsom's departments, or through representatives from outside agencies, including special districts, volunteer agencies, and private organizations.

Unified Command

Unified command is a unified team effort that 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, autonomy, responsibility, or accountability. This occurs more frequently at the field level and in large-scale events involving more than one jurisdiction.

Coordination Levels

There are five designated coordination levels in the SEMS organization: Field Response, Local Government, Operational Area, Regional, and State. Under SEMS, the City of Folsom acts at the local government level to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

Field Response

Under the command of an appropriate authority, emergency personnel and resources carry out tactical decisions and activate in direct response to an incident or threat. SEMS regulations require the use of the ICS at the Field Response level.

Local Government

Local governments manage and coordinate overall emergency response and recovery activities within their jurisdiction, including special districts. Local governments are required to use SEMS when their EOC is activated, or a Local Emergency is proclaimed, in order to be eligible for state funding of response-related personnel costs.
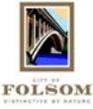
Operational Area

Under SEMS, the Operational Area serves as an intermediate level of the state's emergency services organization and encompasses the County, including special districts. The Operational Area manages and coordinates information, resources, and priorities among local governments within the County, and serves as the coordination and communication link between the local government and the regional level.

Regional

The Regional level manages and coordinates information and resources among Operational Areas within the mutual aid region, and between the Operational Area and the State levels.

State

Manages state resources in response to the emergency needs of other levels, coordinates mutual aid among the mutual aid regions, and serves as the coordination and communication link between the state and the federal disaster response system.

Operational Area Agreement

SEMS regulations specify that all local governments within a county geographic area must be organized into a single Operational Area. In accordance with SEMS, the Sacramento County Office of Emergency Services assumes responsibility for operational area coordination through a formal resolution establishing the Sacramento County Operational Area. Sacramento County jurisdictions, including the City of Folsom, are represented by the Unified Disaster Council, on the Operational Area Council. If the Sacramento County Operational Area is activated, the Chief Administrative Officer of Sacramento County will function as the Operational Area Director of Emergency Operations.
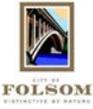
20. EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATION

The Emergency Operations Center (EOC) will be activated to support emergency field operations and to provide strategic direction for city-wide operations in accordance with the City of Folsom Emergency Operations Plan.

Assignment of Responsibilities

Individual assignments for department directors or key staff members and the general responsibilities within the emergency management system are as follows:

City Manager

By designated ordinance is the Director of Emergency Services. The Director of Emergency Services communicates with the Emergency Operations Center (EOC) Director regarding emergency response, recovery, and management issues. Coordinates with the EOC Director to set priorities and establish policies governing jurisdictional emergency response operations and activities. Adopts or declares emergency proclamations, resolutions, and ordinances. Communicates with the City Council, State & Federal representatives, and stakeholders. Assigns City employees to areas of responsibility that are appropriate in meeting the City's emergency needs.

Assistant City Manager

The Agencies Liaison Officer is a primary point of contact for the County and State OES. Serves as a contact point for assisting agencies. Oversees all liaison activities, including coordinating outside agency representatives for the EOC. Many types of liaisons may be in the EOC at one time depending of the incident. Some of these types may be fire services, law enforcement, public works, water districts, the American Red Cross, hospitals, schools, small business liaisons, 2-1-1, etc. Also processes requests from the Operational Area EOC for representatives from the City EOC and/or City Departments.

City Attorney

Serves as the Legal Support Officer and provides advice to the Director of Emergency Services and EOC Director on all legal matters relating to the emergency. Also assists in drafting Local Emergency Proclamations, implementation of emergency powers, and other legal proceeding, as necessary. Performs other necessary legal functions and serves as a liaison with other legal and judicial agencies and sections of government.

City Clerk

The City Council Liaison will provide information to the members of the City Council as to the emergency conditions impacting the City and status of the City's planned response. Advise Council members of public information materials available and assist the Council with progress reports on the City's response to the emergency. Attend to the needs and record keeping for the Director of Emergency Services.

Director of Communications

Serves as the Public Information Officer (PIO). Responsible for gathering, consolidating, and verifying information regarding the EOC or jurisdictional emergency response activities before releasing it to the public through various media. The PIO serves as the contact point for news media, develops the format for press conferences, and coordinates media releases. Manages rumor control operations. Oversees social media communication. Coordinates with the Operational Area Joint Information Center (JIC) for accurate messaging and platform use. Ensures the public receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, as well as other vital information. Manages a PIO Team who assists the PIO in rumor control and other tasks depending on the incident.

Director of Community Development

Serves as the Planning/Intelligence Section Coordinator. Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Responsible for tracking the emergency and providing information to the EOC Director. Also responsible for the development of the EOC Incident Action Plan (IAP) for emergency response; the demobilization plan; and the recovery plan. Manages the activities of the following units: Situation Status, Advance Planning, Traffic Management, GIS/Mapping, and Documentation.

Director of Environmental & Water Resources

Serves as the Utilities Unit Leader. Restores, maintains, and operates essential utility services. Responsible for evaluating utilities, including water-related facilities, water treatment facilities, sewer, electricity, natural gas, and phone. Coordinates mutual aid for restoration of utility services within the city.

Director of Finance

Serves as the Finance/Administration Section Coordinator. Administers all fiscal procedures including acquisition, payment, and accounting. Reports initial dollar loss
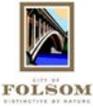
estimates to Sacramento County OES to seek State or Federal funding opportunities. Coordinates all financial recovery operations. Maintains economic stabilization as required. Responsible for tracking time spent on the various emergency response program elements by city and volunteer staff, including Check-in and Check-out. Responsible for managing all data, computer, and telephone needs of the EOC staff. Manages the activities of the following units: Time, Purchasing and Cost Accounting, Compensation and Claims, and Recovery.

Director of Human Resources

Serves as the Logistics Section Coordinator. Obtains and manages resources, including personnel and supplies. Responsible for providing facilities, services, and material support for the incident. Responsible for establishment and management of the Logistics Section including the following units: Information Systems, Facilities, Transportation, Personnel, Food, Donations Management, and Supply. Ensures the EOC Safety Officer position is staffed to maintain safe operations within the EOC.

Director of Library

Serves as the lead person for EOC Support. Works directly with the EOC Director to assist as needed in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

Director of Parks and Recreation

Serves as the Care & Shelter Branch Director, including animal care and welfare. Responsible for assisting Emergency Operations Center (EOC) staff with the planning and executions of care and shelter operations. Provides coordination of care and shelter for disaster victims including helping with the efforts of the American Red Cross and other volunteer organizations, assisting the management of animal care and shelter, and implementing a donations management program at care and shelter sites.

Director of Public Works

Serves as the Construction and Engineering Branch Director. Responsible for coordinating and advising EOC staff on procurement, distribution, and use of resources required to restore roads, bridges, storm drain systems, traffic signals, public buildings, solid waste, and transit facilities. Responsible for maintaining detailed records of damage/safety assessment and coordinating with the Sacramento County Operational Area for debris removal assistance. Assigns City staff to survey city structures and infrastructure for damage. Manages the activities of the Damage/Safety Assessment Unit and Public Works Unit.
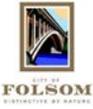
Fire Division Chief and/or Police Commander

Serves as EOC Coordinator. Responsible for the efficient operation of the EOC, pre-event coordination with outside agencies, and serves as a resource to the EOC Director. Establishes and coordinates EOC internal management systems. Ensures the EOC facilities are properly supplied so the City's response personnel can operate efficiently. Maintains the City's Emergency Plan and ensures all supporting information referred to in the plan is available to response personnel. Designs and conducts emergency preparedness exercises to ensure personnel are properly trained and is the City's liaison with other jurisdictions in coordinating regional drills. Coordinates visits to the EOC. Assists with or coordinates the development of an After-Action Report following any emergency or major drill.

Fire Chief

Serves as the EOC Director or Operations Section Coordinator, depending upon the incident. Manages the City's response to any emergency, natural or man-made.

The EOC Director exercises overall management responsibility for response efforts within the affected area, including multi-agency or inter-agency coordination. Establishes the appropriate EOC staffing level and provides support to the Management Section and all other EOC staff personnel. Ensures that contact is made and maintained with the Incident Command Post(s) and the County's Operational Area EOC (if activated). Oversees the development and implementation of strategic decisions and approves the ordering and release of resources. The EOC Director has complete authority and responsibility for conducting the overall operation.

The Operations Sections Coordinator is responsible for the management and oversight of all tactical operations. Ensures the operations function is carried out within the EOC. This includes the coordination of response and the implementation of objectives. Manages the activities of the following branches: Fire and Rescue, Law Enforcement, Construction & Engineering, Utilities, and Care and Shelter.

Police Chief

Serves as the EOC Director or Operations Section Coordinator, depending upon the incident. Manages the City's response to any emergency, natural or man-made.
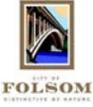
The EOC Director exercises overall management responsibility for response efforts within the affected area, including multi-agency or inter-agency coordination. Establishes the appropriate EOC staffing level and provides support to the Management Section and all

other EOC staff personnel. Ensures that contact is made and maintained with the Incident Command Post(s) and the County's Operational Area EOC (if activated). Oversees the development and implementation of strategic decisions and approves the ordering and release of resources. The EOC Director has complete authority and responsibility for conducting the overall operation.

The Operations Sections Coordinator is responsible for the management and oversight of all tactical operations. Ensures the operations function is carried out within the EOC. This includes the coordination of response and the implementation of objectives. Manages the activities of the following branches: Fire and Rescue, Law Enforcement, Construction & Engineering, Utilities, and Care and Shelter.
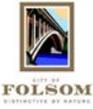
21. INVOLVEMENT OF SPECIAL DISTRICTS, PRIVATE, AND NON-PROFIT AGENCIES

Special Districts

One or more special districts may be located within the City of Folsom, or Sacramento County. Examples include school districts, colleges and universities, fire control districts, and utility companies. Special districts need to work with the City of Folsom to determine how best to establish coordination and communications during an emergency. The ideal solution occurs if the special district has a representative located in the EOC to work with other local government representatives. If this does not work, several alternatives include establishing a special district coordination center or linking representatives via telecommunications.

Non-Governmental Agencies (Private and Non-Profit)

The City of Folsom's EOC establishes communication with private and volunteer agencies that provide services to the City. 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 in the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. 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 through involvement of agencies in special multi-agency groups on specific issues.
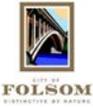
22. ESSENTIAL FACILITIES – PRIMARY/ALERNATE EOC

Local government employees conduct their daily business from offices that are widely dispersed; however, when a major emergency or disaster occurs, centralized management is needed to enable a coordinated response by decision makers, other emergency service personnel, and representatives from any other organizations that have emergency responsibilities.

With the decision makers located together, staff and other resources can be most effectively utilized, and activities can be coordinated so that duplication of effort is minimized.

The City of Folsom's Emergency Operations Center (EOC) is a centralized location for decision-making and face-to-face coordination in managing our jurisdiction's emergency response. The City of Folsom performs the following EOC functions:

- Collecting and analysis of damage information
- Receiving and disseminating warnings
- Prioritization of response and support for field operations
- Determining priorities
- Developing policies
- Preparing intelligence/information summaries, situation reports, operation 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 operations and logistical support of the departmental resources committed to the emergency operations
- Maintaining contact with and support Field Incident Command, other jurisdictions, and other levels of government
- Providing emergency information and instructions to the public
- Making official releases to the news media and scheduling press conferences as necessary

EOC Operational Period Cycle – Planning "P"

The Planning "P" depicts the stages in the EOC Action Planning process. The leg of the "P" includes the initial steps to gain situational awareness and establish the organizational incident response. Although maintaining situational awareness is essential throughout the life cycle of the incident, the steps in this initial stage are done only one time. Once they are accomplished, incident management shifts into a cycle of planning, operations, and ongoing situational awareness that is repeated each operational period.
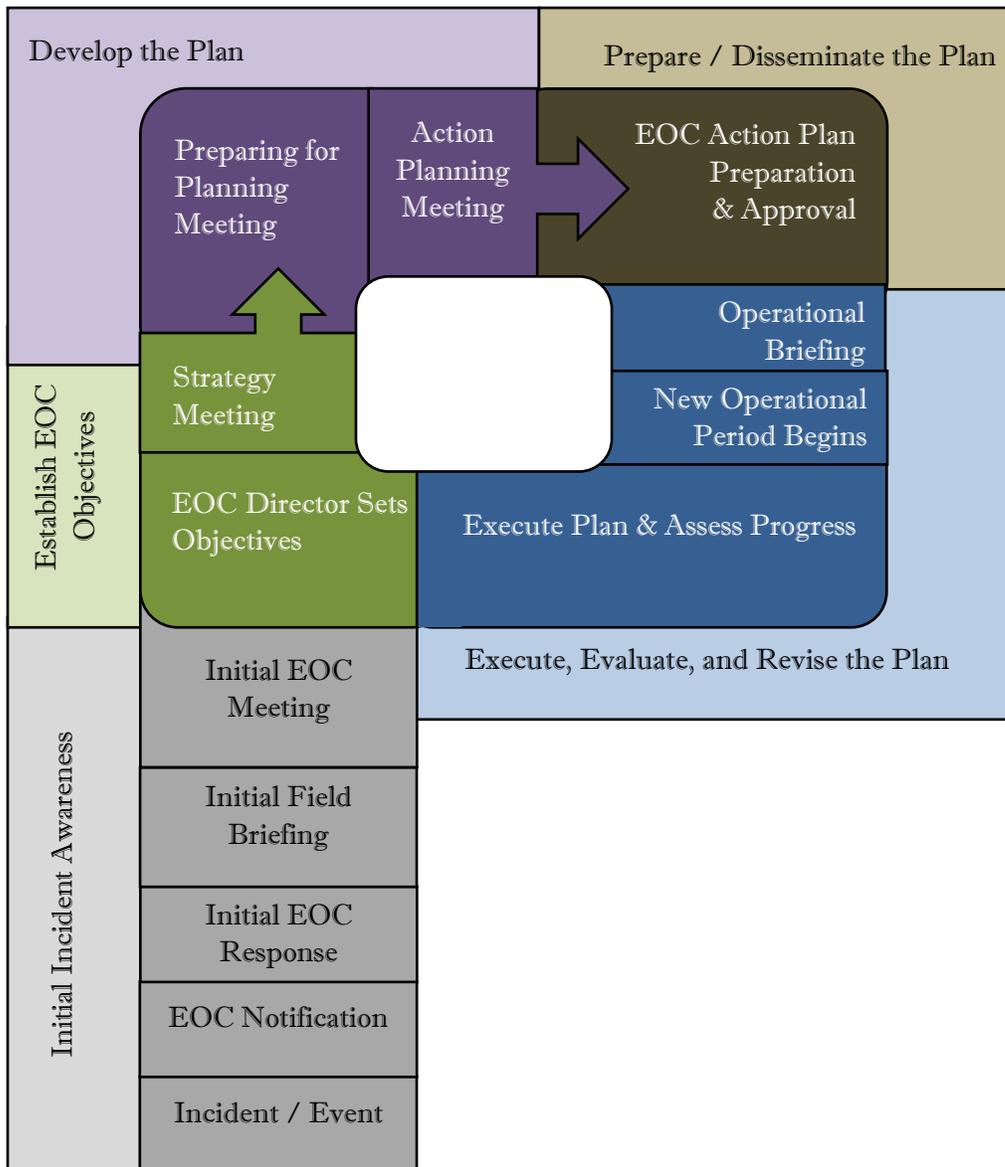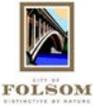
EOC Operational Period Cycle

Initial Incident Awareness
Planning begins with a thorough size-up that provides information needed to make initial management decisions. Effective actions during this stage may mean the difference between a successfully managed incident and one in which effective incident management is achieved slowly or not at all.

This stage focuses on actions that take place prior to the first operational period. While many important things are accomplished during this initial period, efforts focus on gaining an understanding of the situation and establishing initial incident priorities. Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts. Comprehensive situational awareness is essential to developing and implementing an effective EOC Action Plan.

Establish EOC Objectives
During this stage, the EOC Director establishes incident objectives and provides the guidance necessary to achieve these objectives. Incident objectives drive the incident organization as it conducts response, recovery, and mitigation activities. The EOC Director should establish these objectives based on incident priorities, informed by situational awareness, leader's intent, and delegations of authority.

EOC Section responsibilities include:

Command (Management): Develops the overall incident objectives and strategy, approves resource order and demobilization, and approves the EOC Action Plan by signature.

Operations: Assists with developing strategy, and identifies, assigns, and supervises the resources needed to accomplish the incident objectives.

Planning: Provides status reports, manages the planning process, and produces the EOC Action Plan.

Logistics: Orders resources and develops the Communication Plan.

Finance: Develops cost analyses, ensures that the EOC Action Plan is within the financial limits established by the EOC Director, develops contracts, and pays for the resources.

Develop the Plan
Operational planning is a continuous process, but time-specific operational planning begins immediately following the strategy meeting. The Operations Section develops strategies to meet incident objectives and tactics to accomplish the strategies. Operations Section staff match the work required to execute the tactics to resources to create work assignments that are documented by operational objectives.

Action Planning Meeting
The Action Planning Meeting provides the opportunity for the EOC Director and Section Coordinators to review and validate the operational objectives as proposed by the Operations Section Coordinator. The meeting also provides a situational briefing of the incident, confirms availability of required resources, and ensures the EOC Director's directions and objectives are properly addressed.

Action Planning Meeting includes:

Planning Section Coordinator: Give situation and resources briefing and conduct the meeting.

EOC Director: State EOC objective and clarify any policy issues.

Operations Section Coordinator: State strategies to meet EOC objectives and specify any additional resources needed for incident.

Logistics Section Coordinator: Provide status of ordered resources and develop additional resource orders.

Planning Section Coordinator: Review any open issues for their resolution and set timeline for EOC Action Plan approval and distribution.

Prepare / Disseminate the Plan
This stage begins when the Planning Section Coordinator receives the approved operational objectives and starts to develop the EOC Action Plan in preparation for the Operational Briefing (also known as the shift change briefing).

Execute, Evaluate, and Revise the Plan
The stage continues as the EOC Action Plan is executed, evaluated in response to changing incident priorities, and revised in preparation for the next operational
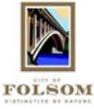
period. This stage includes the Operational Briefing at the end of one operational period cycle and the beginning of the next.

The Operational Briefing includes:

Planning Section Coordinator: Performs introductions, welcomes, and provides current situation update and reviews EOC objectives. The Planning Section Coordinator facilitates the Operational Briefing.

Operations Section Coordinator: Provides an overview of current incident status and the progress toward achieving operational objectives and tactical assignments.

Logistics Section Coordinator: Provides update of resource status including supply, transportation, food, and any facilities-related issues.

EOC Director: Reviews EOC objectives and reiterates operational concerns.

Planning Section Coordinator: Provides any last-minute details, announces planning timeline, and adjourns meeting.

Primary Emergency Operations Center (EOC)

<u>Location:</u>
Folsom Police Department, 46 Natoma St., Folsom, CA 95630.

EOC Room Activation and Setup Checklist

o EOC Coordinator will notify Dispatch and the Sacramento County Office of Emergency Services (OES) of the EOC activation and location; (916) 875-6900. Request OES to activate an incident on WebEOC (obtain incident name).

o EOC Support will rearrange the EOC tables and chairs to match the EOC floor plan setup (below).

   ✓ EOC Support will contact the EOC Information Systems Unit and ask for help setting up the room with computers and telephones.

   ✓ Connect at least one telephone and computer workstation (PC, monitor, mouse, and keypad) to each of the EOC positions identified on the floor plan. Additional telephones and computer workstations may be added later as required.

   ✓ Attach the EOC section signs to each station (Management, Operations, Logistics, Planning, and Finance) as identified on the floor plan.

   ✓ Place the EOC position notebooks at the appropriate stations.

o EOC Coordinator will notify Dispatch and the Sacramento County Office of Emergency Services (OES) when the EOC is operational.
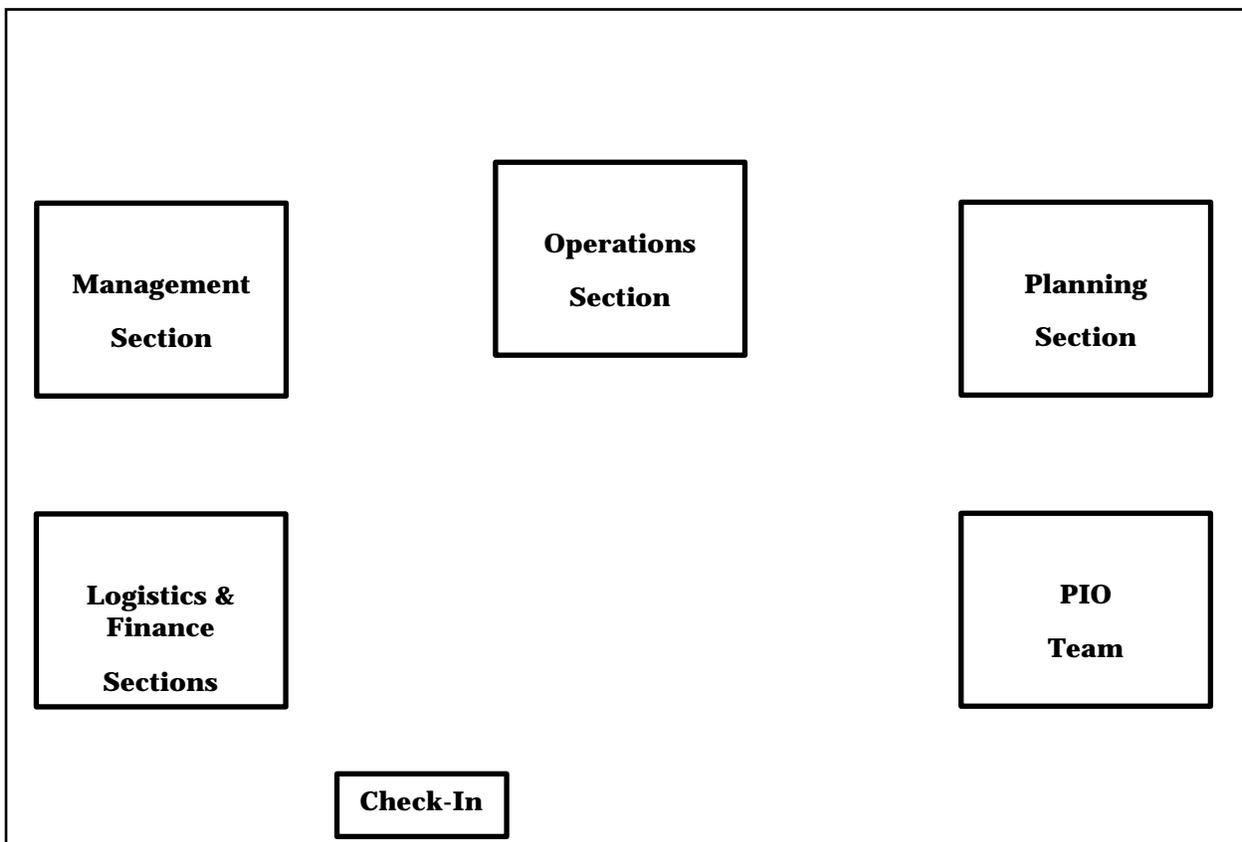
Alternate Emergency Operations Center (EOC)

The alternate Emergency Operations Center (EOC) is located in the training room of Fire Station 35 (535 Glenn Drive, Folsom, CA). The alternate EOC will be activated only if the primary EOC is damaged, inaccessible, and/or evacuation of the primary EOC staff becomes necessary. The Logistics Section will arrange for relocation of EOC staff to the alternate EOC, and the EOC Director will transfer direction and control authority and notify the Operational Area EOC of the location change. All section coordinators will advise their emergency response field forces on the transition to the alternate EOC.

Alternate EOC Room Setup Checklist

o EOC Coordinator will notify all responding EOC personnel of the change in location to the alternate EOC site at Fire Station 35.
o EOC Coordinator will notify Dispatch and the Sacramento County Office of Emergency Services (OES) of the change of EOC location. Update information on WebEOC.
o EOC Support will rearrange the training room tables and chairs to match the EOC floor plan setup.
  ✓ Contact the EOC Information Systems Unit and ask for help setting up the training room with computers and telephones.
  ✓ Connect at least one telephone and computer workstation (PC, monitor, mouse, and keypad) to each of the EOC positions identified on the floor plan. Additional telephones and computer workstations may be added later as required.
  ✓ Attach the EOC section signs to each station (Management, Operations, Logistics, Planning, and Finance) as identified on the floor plan.
  ✓ Place the EOC position notebooks at the appropriate stations.
o EOC Coordinator will notify Dispatch and the Sacramento County Office of Emergency Services (OES) when the alternate EOC is operational.

23. ESSENTIAL FACILITIES - ACTIVATION/DEACTIVATION OF EOC

The EOC may be partially or fully staffed depending upon the level of activation required. Deactivation will occur based on incident status and may be a gradual decrease in staffing or all at once.

Upon approval of the Director of Emergency Services (City Manager), or designee (EOC Director), the EOC will be activated to a Level I, Level II, or Level III based upon the nature of the emergency. The EOC Coordinator maintains EOC positions by levels of activation and will activate personnel through the Police Department Dispatch Center. A Level III activation may be coordinated by other contact methods. Additionally, the EOC Coordinator will contact the County of Sacramento OES Duty Officer at (916) 875-6900 and notify of Folsom's EOC activation and log it into WebEOC.

Level I Activation

Level I is a major disaster wherein resources in or near the City of Folsom are overwhelmed and State and/or Federal resources are required. A Local Emergency and a State of Emergency will be proclaimed, and a Presidential Declaration of a National Emergency or Major Disaster may be requested, if appropriate. A Level I Activation will include the staffing of all City of Folsom EOC positions.

Level II Activation

Level II is a moderate to severe incident wherein resources in or near the City of Folsom are overwhelmed and Regional or State resources may be required. A Local Emergency will be proclaimed, and a State of Emergency might be proclaimed. A Level II Activation will include the staffing of at least all City of Folsom Department Directors.

Level III Activation

Level III activation is a minor to moderate incident where local resources are adequate and available but are in need of additional support and/or coordination from Operational Area resources (e.g., Sacramento County). A Local Emergency may or may not be proclaimed. A Level III Activation will include the staffing of at least the City Manager, Police Chief, and Fire Chief, but may include other Department Directors.

24. FIELD/EOC DIRECTION AND CONTROL INTERFACE

ICS will be used to coordinate emergency response recovery operations at the emergency or disaster scene. The ICS organization will maintain open communications and close coordination with the EOC. To the extent possible, all tactical and operational decisions will be made in the field within an ICS structure, while policy and coordination functions will be accomplished from the EOC. Action planning is an essential part of SEMS at all levels. There are two kinds of action plans – Incident Action Plans and EOC Action Plans.

Incident Action Plans (Field Level)

Incident Action Plans, which may be verbal or written, are required for each operational period. SEMS ICS forms should be used whenever possible.

Field Level Incident Action Plans should include the following information:

- Incident objectives and strategies to achieve these objectives
- Tactics appropriate to the selected strategy
- Type and number of resources assigned
- Overall support organization, including logistics, planning, and finance functions
- Communications plan including safety messages
- Other essential supporting documentation

25. FIELD COORDINATION WITH DEPARTMENT OPERATIONS CENTERS (DOC's) AND EOC's

Coordination with Department Operations Centers (DOCs)

A Department Operations Center (DOC) is a designated area within a discipline-specific department, utilized for coordinating response and recovery-related issues. The City of Folsom's departments shall coordinate information and logistics requests through their discipline-specific representative located in the EOC. However, Incident Commanders may report to Department Operations Centers (DOCs), which in turn will coordinate with the EOC.

26. ESSENTIAL FACILITIES – ALTERNATE GOVERNMENT FACILITIES

Primary Seat of Government

The primary seat of government shall be at Folsom City Hall, 50 Natoma St., Folsom, CA 95630.

Alternate Seat of Government

In the event the Folsom City Hall is not available for use, an alternate seat of government will be designated by the Director of Emergency Services. The alternate seat of government is the location that non-emergency City functions will be conducted. Multiple alternate sites may be used to accommodate personnel. The following are the sites designated as an alternate seat of government locations:

First Alternate	Folsom Senior Center and Gallery 48 Natoma St., Folsom, CA 95630
Second Alternate	Folsom Community Center 52 Natoma St., Folsom, CA 95630
Third Alternate	Folsom Library (Georgia Murray Building) 411 Stafford St., Folsom, CA 95630
Fourth Alternate	Andy Morin Folsom Sports Complex 66 Clarksville Rd., Folsom, CA 95630

Another option is to relocate personnel and operations to available office space(s) within the City. All internal and external communications will be based from the new location(s), and the extent of City services available to the public will be determined and directed from the location(s).
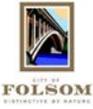
27. ESSENTIAL FACILITIES – AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is the civil rights law for people with access and functional needs and was enacted on July 26, 1990. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA prohibits discrimination because of access and functional needs in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications.

To be protected by the ADA, a person must have an access or functional need, or have a relationship or association with an individual with an access or functional need. An individual with an access or functional need is defined by the ADA as a person who has a physical or mental impairment that substantially limits one of more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all the impairments that are covered.

The ADA is divided into five parts, covering the following areas:

Title I: Employment

Title I requires employers with 15 or more employees to provide qualified individuals with access and functional needs an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, paid social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's access or functional need before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with access or functional needs, unless it results in undue hardship.

Title II: State and Local Government (Public Services)

Title II covers all activities of state and local governments. Title II requires that State and local governments give people with access and functional needs an equal opportunity to benefit from all of their programs, services, and activities, such as public meetings, employment, recreation programs, aging, health and human services programs, libraries, museums, and special events.

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings and facilities. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech

functional needs. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Title II mandates that a public entity such as the City of Folsom operate in such a way that its services, programs and activities, when viewed in their entirety, are readily accessible to, usable by individuals with access and functional needs. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they comply with the nondiscrimination requirements of the ADA. The regulations detailing compliance requirements were issued in July 1991. A self-evaluation is required and intended to examine activities and services, to identify and correct any that are not consistent with the ADA. The entity must then proceed to make the necessary changes resulting from the self-evaluation.

Title III: Public Accommodations

Title III requires places of public accommodation to be accessible to and usable by persons with access and functional needs. The term "public accommodation" as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: Telecommunications

Title IV covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech functional needs.

Title V: Miscellaneous Provisions

Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney's fees, and technical assistance provisions. It also prohibits retaliation against any individual who exercises his or her rights under the ADA and those individuals who assisted individuals exercising their rights.

Communication & Notification

In order to comply with the Americans with Disabilities Act, communication with people with access and functional needs must be as effective as communicating with others. All public information must be clear and understandable and include accessible visual and audible information. Language assistance services must be provided to persons with limited English proficiency, including bilingual staff, oral interpretation, and written translators. Persons with access and functional needs must be able to hear verbal

announcements, see directional signage, and read and understand messages at a third-grade reading level.

Evacuation & Transportation

The City of Folsom will attempt to ensure that evacuation vehicles have the capacity to move individuals with access and functional needs. Potential transportation-dependent persons include persons with access and functional needs, elders, individuals living in group homes, and those without access to a vehicle. Accessible modes of transportation include wheelchair lift-equipped school buses, transit buses; Paratransit vans, taxicabs, limousines, shuttles, non-profit organization vehicles, assisted living vehicles, airport shuttles, car rental shuttles, and Dial-A-Ride. Evacuation of State-Licensed Facilities will be coordinated with the State's Community Care Licensing Division (CCLD) and the Sacramento County Emergency Medical Services Agency as appropriate. The City will attempt to transport the affected persons with access and functional needs with their caretaker, guide, signal, and service dogs, and necessary equipment and medication.

Sheltering

All emergency shelter facilities in the City of Folsom should comply with ADA requirements, including physical accessibility of shelter facilities, effective communication using multiple methods, full access to emergency services, and reasonable modification of programs. Additionally, the City of Folsom should comply with the Federal Emergency Management Agency's (FEMA) Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters. The designated evacuation centers and shelters have been approved to meet the aforementioned requirements and are registered with the American Red Cross.

Accessibility

The City of Folsom must ensure that there are no access barriers at shelter facilities. If barriers cannot be removed, the City should notify the public and persons with access and functional needs of alternative shelter locations. When possible, the City should incorporate level access, ramps, lifts, elevators, handrails, grab bars, larger toilet cubicles and bathing areas, clear signs, and wider paths, doors, entrances, and corridors in shelter locations. The City should also attempt to eliminate protruding and overhead objects, and incorporate signs, color, and texture to assist hearing impaired individuals and sounds, texture, and aromas to assist visually impaired individuals.

Staff Training

Shelter staff in Folsom shelters should be trained to assist individuals with access and functional needs, including eating, dressing, personal hygiene, and transferring to and from wheelchairs. Staff should also be trained in basic communication procedures, such as navigation assistance, writing notes, reading printed information, and completing written forms.

Guide, Signal, and Service Dogs

The City of Folsom shelters should allow guide, signal, and service dogs to accompany their owners into shelters. Food, water, and waste disposal supplies should be available, and owners should be permitted to take guide, signal, and service dogs outside, without unnecessary delay in re-entry security screening.

Necessary Shelter Resources

- Medical equipment and services, including wheelchairs, walkers, canes, medication, EMTs, nurses, and caregivers
- Electricity, backup generators, power supplies, power strips and outlets, and charging stations for mobility devices, oxygen machines, and other electronic assistance devices
- Refrigeration for medications and insulin (or temporary coolers with ice)
- Modified beds or cots in specialized locations to allow safe transferring to a wheelchair
- Food and beverages for those with dietary restrictions
- Diapers, formula, baby food, toys, and games for children
- Private areas for individuals with toileting or diaper changing needs
- Quiet low-stimulation "stress-relief zones" (i.e. empty classrooms) for individuals with cognitive disabilities aggravated by stress
- Separate area for rest and relaxation, dedicated to caretakers
- Counseling for residents experiencing mental health issues resulting from the incident
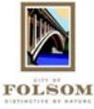
28. CONTINUITY OF GOVERNMENT

Overview

A major emergency or disaster could challenge the ability of local government to carry out executive functions by causing death or injury to key government officials, destroying established seats of government, and causing the destruction of vital records. Government is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself, in the event that incumbents are unable to serve. It is essential that the City of Folsom continue to function as a governmental entity.

Director of Emergency Services Succession

The City Manager shall serve as the Director of Emergency Services and the Police or Fire Chief will serve as the EOC Director. Should the City Manager be unable to serve in that capacity, individuals who hold permanent appointments to the following positions will automatically serve as Acting Director of Emergency Services, in the order shown, and serve until a successor can be appointed by the City Council. An individual serving as Acting Director of Emergency Services has the authority and powers of the position of Director.

Alternate:
Assistant City Manager..First
Fire Chief..Second
Police Chief...Third

Government Officials Succession

In compliance with Article 15 of the California Emergency Services Act, the Folsom City Council may designate up to three standby officers for each City Council Member. The standby Council Members shall have the same authority and powers as the regular Council Members. Pursuant to Section 8641 of the Government Code, each standby Council Member shall take the oath of office required for the office of City Council Member. Persons appointed as standby Council Members may be removed and replaced at any time with or without cause. Standby Council Members serve only until the regular Council Member becomes available or until a new Council Member is elected or appointed. In the event that a standby office becomes vacant because of removal, death, resignation, or other cause, the City Council shall have the power to appoint another person to fill said office.

Department Director Order of Succession and Delegation of Authority

One of the fundamental principles of emergency planning is to maintain leadership in the event of a disaster by establishing an order of succession. When such an event occurs, departmental operations and activities will not be "business as usual." Under normal circumstances, department directors would be in charge of making major decisions affecting their departments.

However, immediately following an event, department directors may be a part of the Emergency Operations Center (EOC) engaged in immediate incident management, incapacitated, or may be unavailable for other reasons. As a result, a department director may not be available to oversee the continuity of operations process and execution of essential functions. However, continuity of operations and essential functions must proceed without interruption regardless of the availability of any individual.

To ensure continuous departmental operations in the event the department director is unavailable, the delegation of authority and order of succession for each department shall be determined prior to an event occurring. Unless otherwise stated, the person designated by the department director will accept and maintain full authority and responsibilities of the department director.

29. VITAL RECORD RETENTION

Vital Record Retention

Vital records are those records that are essential to protect and preserve the rights and interests of individuals, governments, corporations, and other entities; conduct emergency response and recovery operations; and reestablish normal government functions. The City Clerk is responsible for preserving and maintaining the City of Folsom's vital records. Original copies of vital records are protected in a secure off-site facility. Additionally, digital copies of vital records are backed up weekly and stored electronically.

30. NOTIFICATION AND MOBILIZATION

Resource Mobilization

The EOC Coordinator will maintain a list of individuals designated by each department who will be assigned to positions within the EOC. This list will include the day and night phone numbers of the designated individuals. The Department Directors will be responsible for providing the EOC Coordinator with updates on their representatives whenever changes are made. The EOC Coordinator will review the accuracy of the list on an annual basis.

The City of Folsom uses the Sacramento Region Notification System to make mass public notifications. This system can also be utilized to alert personnel regarding EOC activations.

The Folsom Police Dispatch Center contains an EOC callback list for Level I, Level II, and Level III EOC activations.

The EOC Coordinator will request the Police Dispatch Center to send a call back notice to the required EOC personnel.

When EOC personnel are notified, they are to report to the primary EOC location.

If a significant emergency or disaster exists, which has disabled all communications systems, EOC personnel are to report to the primary EOC location, if safe to do so, to determine if emergency response coordination is necessary.

Resource Management

Resource Management involves coordination and use of personnel, equipment, supplies, facilities, and services. Resources are managed to maximize the survival of people, prevent and / or minimize injuries, and preserve property and resources in Folsom by making use of all available work forces, equipment, and other resources in the event of a natural, man-made, or national security emergency/disaster affecting the City.

The City of Folsom is vulnerable to different types of disasters including wildfires, earthquakes, floods, hazardous material incidents / accidents aircraft accidents, storms, energy / fuel shortages, water contamination, health emergencies, and terrorism.

Effective response to any emergency or disaster requires the ability to find, obtain, distribute, and track resources in the most productive manner possible to satisfy needs that are generated by the emergency. The EOC's Logistics Section has the primary
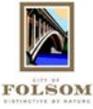
responsibility for obtaining resources. For example, ordering of food and water for an emergency shelter and ordering of personnel to staff the shelter should come from the Logistics Section in the EOC, not from the Incident Command Post for an individual incident location.

If resources are needed by an Incident Command Post in the field, they have the responsibility for ordering resources for that incident. The Logistics Section in the EOC has the responsibility for ordering emergency resources for the City as a whole, and in support of the incident, if requested by an Incident Command Post. In most cases, the Incident Command Post will order additional personnel, equipment, and supplies for that incident. However, if the Incident Command Post requests resource-ordering support from the EOC, then the EOC should order the requested resources.

In determining resource needs and communicating those needs to the Logistics Section for resource ordering, the following essential information must be given:

- What is needed and why (be as specific as possible)
- How much is needed
- Who needs it
- Where is it needed
- When is it needed

Before ordering resources from outside the City, the Logistics Section should first look at City inventory, then local commercial sources, and if the necessary resources are not available locally, then the Logistics Section at the Operational Area EOC should be contacted.

The Planning/Logistics Section in the EOC, is responsible for tracking resources. However, resources must also be tracked at the Incident Command Post, Check-In locations in the field, and at Staging Areas.

- Check-In: There may be one or more Check-In locations in the field that report to the Incident Command Post. Check-In is ideally co-located with Staging but can also be located at the ICP or at the Incident Base. When resources report to staging, they are required to check-in so that they can be tracked. Resources will stay in staging until they are assigned to the incident, in which case their status will be updated with their assignment. Resources have three possible statuses: assigned (on the incident), available (at staging), or out of service (for rest, mechanical problems, etc.). When the status of a resource changes, it must be updated.
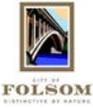
- Resource Unit (ICP): The Resource Unit at the Incident Command Post will track resources at Staging, assigned to the incident, or resting at the Incident Base. As with the Check-In locations, they will track and update the status of resources. If there are several command posts, each ICP will only track the resources assigned to them or at their staging and base areas. Therefore, on a major incident, it may be necessary to contact several command posts to gain a clear overall picture of resource status.

The Finance Section in the EOC is responsible for keeping records or purchases and rentals during a disaster. The Finance Section must differentiate between purchases and rentals for the incident, and those not related to the incident. This means that incident-related expenditures must be tracked separately from other expenditures. This rule also applies to personnel costs such as payroll, worker's compensation, and other such costs.

- Compensation / Claims Unit: Responsible for the overall management of claims relating to injury and management of claims related to property damage.
- Cost Accounting / Procurement Unit: Responsible for providing cost analysis data for the incident to help the planning and recovery efforts. Ensures all pieces of equipment and personnel that require payment are properly identified, obtain and record all cost data, analyze, prepare, and maintain accurate records of incident costs.
- Time Unit: Responsible for tracking, recording, and reporting all on-duty time for personnel and volunteers working during the incident. Ensures personnel time records, travel expense claims, and other related forms are properly prepared and submitted.

Donations Management

An uncontrolled influx of donated goods has played havoc with emergency response operations many times in the past. When people see others suffering because of a disaster, they want to help. Many times, they help by donating goods in the form of food, clothing, and other items to disaster victims. However, tons of unsolicited donations arriving at an incident site can hinder rather than help the response.

31. MUTUAL AID

California's emergency planning and response includes a statewide mutual aid system designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with an emergency. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. The City of Folsom will make mutual aid requests from other jurisdictions through the Sacramento County's Office of Emergency Services. Available mutual aid agreements exist for law enforcement, fire and rescue, environmental water resources, public works, emergency medical services, and emergency preparedness coordinators. Requests should specify the following:

- Number and type of personnel needed
- Amount and type of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards

32. EMERGENCY PROCLAMATIONS

As necessary, the EOC staff will convene to evaluate the emergency and may make recommendations for an emergency proclamation. There are three types of possible emergency proclamations: Local Emergency, State of Emergency, and State of War Emergency.

Local Proclamation

The local governing body or a duly authorized local official, as specified by the appropriate Local Emergency ordinance may proclaim a Local Emergency. Local Emergency Proclamations will normally be made when there is an actual or threatened 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, earthquake, or other conditions, including terrorism and/or conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy.

Pursuant to California Government Code Section 8680.9, a local emergency is a condition of extreme peril to persons or property proclaimed as such by the governing body of the local agency affected by a natural or manmade disaster. The purpose of a local emergency proclamation is to provide extraordinary police powers; immunity for emergency actions; authorize issuance of orders and regulations; activate pre-established emergency provisions; and is a prerequisite for requesting state or federal assistance.

A local emergency proclamation can only be issued by a governing body (city, county, or city and county) or an official designated by local ordinance. The proclamation should be issued within 10 days of the incident and ratified by the governing body within 7 days. Renewal of the resolution should occur every 60 days until terminated. It should be noted a local emergency proclamation is not required for fire or law mutual aid; direct state assistance, Red Cross assistance; a Fire Management Assistance Grant (FMAG); or disaster loan programs from the U.S. Department of Agriculture (USDA) or the U.S. Small Business Administration (SBA).

The proclamation of a Local Emergency provides the following legal authority:

1. If necessary, request that the Governor proclaim a State of Emergency.

2. Promulgate orders and regulations necessary to provide for the protection of life and property including orders or regulations imposing a curfew within designated boundaries.

3. Exercise full power to provide mutual aid to any affected area in accordance with local Ordinances, Resolutions, Emergency Operations Plans, or agreements thereto.

4. Request that State agencies provide mutual aid.

5. Require the emergency services of any local official or employee.

6. Requisition necessary personnel and material of any department or agency.

7. Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.

8. Impose penalties for violation of lawful orders.

9. Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities).

State of Emergency

The Governor may proclaim a State of Emergency when a City or County declares an emergency. The Governor may also declare a State of Emergency when conditions of disaster or extreme peril exist that threaten the safety of persons and property within the state.

Pursuant to California Government Code Section 8625, the Governor may proclaim a State of Emergency in an area affected by a natural or manmade disaster, when he is requested to do so by the governing body of the local agency affected, or he finds the local authority is inadequate to cope with the emergency.

A local jurisdiction should request the Governor to proclaim a state of emergency when the governing body of a city, county, or city and county determine that:

- Emergency conditions are beyond the control of the services, personnel, equipment, and facilities of any single county, city, or city and county, and
- Emergency conditions require the combined forces of a mutual aid region or regions to combat.

Whenever the Governor proclaims a State of Emergency:

1. Mutual aid will be rendered in accordance with approved Emergency Operations Plans whenever the need arises for outside aid in any county, city and county, or city.
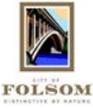
2. The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated all police power vested in the state by the Constitution and the laws of the State of California.

3. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.

4. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.

5. The Governor may commandeer or utilize any private property or personnel, (other than the media) in carrying out his responsibilities.

6. The Governor may promulgate issue and enforce orders and regulations, as he deems necessary.

7. The Governor may petition the President of the United States to make a Presidential Declaration of a National Emergency or Major Disaster.

State of War Emergency
Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply and all State agencies and political subdivision must comply with the lawful orders and regulations of the Governor.
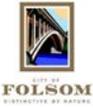
Proclamations and Resolutions Documentation

Proclamations

- A PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF FOLSOM

  The Director of Emergency Services will proclaim the existence of a local emergency if the City Council is not in session. Whenever a local emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify the proclamation within seven days thereafter, or the proclamation shall have no further force or effect (FMC 2.28.040).

- A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF FOLSOM PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

  The City Council will proclaim the existence of a local emergency if the City Council is in session. Whenever a local emergency is proclaimed, the City Council shall review the need for continuing the emergency at least every fourteen days until such local emergency is terminated, or as otherwise provided by law. The City Council shall proclaim termination of the local emergency at the earliest possible date that conditions warrant (FMC 2.28.040).

Resolutions

- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM REQUESTING DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES CONCURRENCE IN LOCAL EMERGENCIES

- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM REQUESTING THAT THE GOVERNOR OF CALIFORNIA PROCLAIM A STATE OF EMERGENCY

- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM CONTINUING THE EXISTENCE OF A LOCAL EMERGENCY

The following pages provide templates regarding the above proclamations and resolutions.
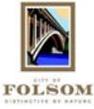
PROCLAMATION NO.

A PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY BY THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF FOLSOM

WHEREAS, City of Folsom Municipal Code, Title 2, Chapter 2.28 empowers the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Folsom does hereby find:

1. That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by _____
_____; and

2. That the City Council of the City of Folsom is not in session and cannot immediately be called into session;

NOW, THEREFORE, it is hereby proclaimed as follows:

SECTION 1. A Local Emergency now exists throughout the City of Folsom; and

SECTION 2. During the existence of said Local Emergency the powers, functions, and duties of the emergency organization of the City of Folsom shall be those prescribed by State law, by the ordinances and resolutions of the City of Folsom, and by the City of Folsom Emergency Operations Plan.

_____
Director of Emergency Services
City of Folsom

ATTEST: APPROVED AS TO FORM:
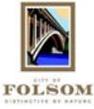
_____   _____
City Clerk   City Attorney

PROCLAMATION NO.

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF FOLSOM PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, City of Folsom Municipal Code, Title 2, Chapter 2.28 empowers the City Council to proclaim the existence or threatened existence of a Local Emergency when the city is affected or likely to be affected by conditions of disaster or of extreme peril to the safety of persons and property; and

WHEREAS, the City Council of the City of Folsom has been requested by the City's Director of Emergency Services to proclaim the existence of a Local Emergency therein; and

WHEREAS, the City Council of the City of Folsom hereby finds that conditions of extreme peril to the safety of persons and property have arisen within the City of Folsom caused by _____

_____

NOW, THEREFORE, the City Council of the City of Folsom does proclaim as follows:

1. That a Local Emergency now exists throughout the City; and

2. That during the existence of said emergency the powers, functions and duties of the Director of Emergency Services and the emergency organization of the City of Folsom shall be those prescribed by state law, ordinances, and resolutions of the City, and by the City of Folsom Emergency Operations Plan; and

3. That said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Folsom, State of California.

PASSED AND ADOPTED by the City Council of the City of Folsom, California, this _____day of _____, 20_____, by the following vote: _____

_____

MAYOR OF THE CITY OF FOLSOM

ATTEST:

APPROVED AS TO FORM:

_____   _____

City Clerk   **City Attorney**

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM REQUESTING DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES CONCURRENCE IN LOCAL EMERGENCIES

WHEREAS, on _____, 20_____, the City Council of the City of Folsom found that due to: _____

_____, a condition of extreme peril to the safety of persons and property did exist in the City of Folsom during the period of _____; and

WHEREAS, in accordance with State law the City Council declared an emergency did exist throughout the City;

NOW, THEREFORE, the City Council of the City of Folsom does resolve as follows:

SECTION 1.   A copy of this Resolution be forwarded to the State director of the Office of Emergency Services with a request that the director find it acceptable in accordance with provisions of state law; and

SECTION 2. _____ (title) is hereby designated as the authorized representative of the City of Folsom for the purpose of receipt, processing, and cooperation of all inquiries and requirements necessary to obtain available state assistance.

PASSED AND ADOPTED by the City Council of the City of Folsom, California, this _____day of _____, 20_____, by the following vote: _____

_____
MAYOR OF THE CITY OF FOLSOM

ATTEST: APPROVED AS TO FORM:

_____   _____
City Clerk   City Attorney

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM REQUESTING THAT THE GOVERNOR OF CALIFORNIA PROCLAIM A STATE OF EMERGENCY

WHEREAS, on _____, 20___, the City Council of the City of Folsom found that due to _____
_____,
a condition of extreme peril to the safety of persons and property did exist in the City of Folsom; and

WHEREAS, in accordance with state law, the City Council declared an emergency did exist throughout the City; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW, THEREFORE, the City Council of the City of Folsom does resolve as follows:

SECTION 1. It is hereby declared and ordered that a copy of this resolution be forwarded to the governor of the State of California with the request that the City of Folsom be proclaimed to be in a State of Emergency; and

SECTION 2. It is further ordered that _____ (title), is hereby designated as the authorized representative for public assistance and _____(title), is hereby designated as the authorized representative for individual assistance of the City of Folsom for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available State and federal assistance.

PASSED AND ADOPTED by the City Council of the City of Folsom, California, this _____day of _____, 20____, by the following vote: _____

_____
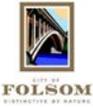MAYOR OF THE CITY OF FOLSOM

ATTEST: APPROVED AS TO FORM:

_____   _____
City Clerk   City Attorney

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FOLSOM CONTINUING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, on _____, 20_____, the Director of Emergency Services for the City of Folsom proclaimed the existence of a Local Emergency due to _____ _____ _____ _____ and such emergency affected the City and was likely to create a public calamity;

WHEREAS, on _____ , 20_____, the City Council convened at a special emergency session at _____ a.m./p.m. and declared a Local Emergency due to _____ _____ _____ ; and

WHEREAS, in accordance with the laws of the State of California, the City Council declared an emergency did exist throughout Folsom; and

WHEREAS, the City Council did ratify the Proclamation of an Existence of a Local Emergency (attached as Exhibit A) declared by the Director of Emergency Services; and

WHEREAS, said Local Emergency continues until _____ _____ _____ _____; and

WHEREAS, it is the intent of the City Council to seek the maximum aid, comfort and restitution of its citizens who are victims of this calamity; and

WHEREAS, it is the intent of the City Council to do all things necessary to effectuate this intent; and

WHEREAS, State law requires the City Council review the need for continuing the State of Local Emergency at least every fourteen (14) days pursuant to Government Code §8630(c)(2) and that the City Council shall proclaim the termination of the Local Emergency at the earliest possible date that conditions warrant; and

Page 1 of 2
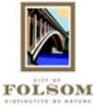
   WHEREAS, the City Council has received the necessary information and update in order to evaluate the continuing need for a State of Emergency; and

   NOW, THEREFORE, the City Council of the City of Folsom does resolve as follows:

   SECTION 1. The above recitations are true and correct

   SECTION 2. The need for this continuing declaration shall be reviewed within fourteen (14) days in accordance with state law.

   PASSED AND ADOPTED by the City Council of the City of Folsom, California, this _____ day of _____, 20___, by the following vote: _____

                                                   _____
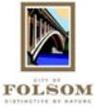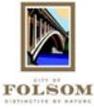
                                                  MAYOR OF THE CITY OF FOLSOM

ATTEST: APPROVED AS TO FORM:

_____   _____
City Clerk   **City Attorney**

Page 2 of 2
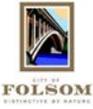
33. PUBLIC INFORMATION

In view of the Operational Area's susceptibility and vulnerability to natural disasters and other hazards, continuing emphasis will be placed on emergency planning, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations.

Public Information

Public awareness and education prior to an emergency or disaster is crucial to successful public information efforts during and following an emergency or disaster. Various emergency messages and public warning systems utilized by the City of Folsom take into account the physical, programmatic, and communications needs of individuals with access and functional needs, including essential needs of household pets and service animals.

Awareness

Various emergency warning systems utilized by the City of Folsom include mobile emergency vehicle sirens and loudspeakers, PA systems, local TV and radio stations, social media, emergency preparedness apps for smartphones, a door-to-door notification by Community Emergency Response Teams (CERT), law enforcement and fire department volunteers, and reserve police officers. During any emergency situation, communications with the public is vital to a safe and organized response. Television and radio will be used to keep the residents of Folsom informed. Cable operators provide Metro Cable (Sacramento County channel 14) for community and emergency updates. Additionally, KXJZ (90.9 FM) and KFBK (1530 AM) public radio will be another source of public information to the community. The City's system also incorporates amateur radio facilities, which are an important source of community information and can provide assistance to activate the City's CERT volunteers. Annex I "Communications" provides additional information.

Sacramento Alert

Another warning system, called Sacramento Alert is operated through the [Sacramento Region Notification System](#) and is a reverse 9-1-1 system used to notify residences and businesses they may be at risk during an emergency. Sacramento Alert provides information on the event including evacuation protocol. The system utilizes the region's 9-1-1 database provided by local telephone companies and is able to contact both listed and unlisted landline telephone numbers. If the telephone number called is busy or does

not answer, the system will redial the number up to three times in an attempt to deliver the message. All hard-wired phones in Folsom are listed in the database. Folsom residents and business owners have the option of registering their cellular telephone numbers and email addresses for notifications. Sacramento Alert is able to notify hearing-impaired individuals.

Nixle

Nixle is a warning system that keeps citizens up to date with relevant information from public safety and other City departments. Potential alerts relate to severe weather, criminal activities, severe traffic, missing persons, and local events. Citizens must enroll for alerts with the service.

Education

Educating the public on all possible hazards that could affect the City of Folsom is an ongoing process. Staff produces and distributes hazard awareness programs and information to the City's schools, community groups, business members, and civic organizations. These programs focus on the need of individuals to be knowledgeable about the nature of disaster(s) and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters in advance.

Community Emergency Response Team (CERT)

CERT training is a program administered by the Folsom Fire Department. The purpose of CERT is to create a team of trained volunteer emergency responders who can assist the City during an emergency. During emergency conditions the City can activate the CERT volunteers for operational support in addition to its regular staff.

To maintain the training and skills development of its CERT volunteers, the City of Folsom Fire Department is cooperating in the development of a non-profit volunteer organization called Folsom CERT. All CERT trained disaster service workers in Folsom are encouraged to belong to Folsom CERT. The purpose of Folsom CERT is to improve communications among CERT volunteers, provide on-going training of CERT volunteers, purchase and maintain supplemental emergency response equipment, and to maintain current contact information of CERT volunteers for easy mobilization.

34. RECOVERY OVERVIEW

General

Recovery operations include the development, coordination, and execution of service and site-restoration plans for impacted communities, as well as the reconstitution of government operations and services. Reconstitution of government operations and services can be accomplished through individual, private-sector, non-governmental, and public assistance programs that identify needs and define resources, provide housing and promote restoration and address long-term care and treatment of affected persons. Moreover, recovery involves incident-related cost recuperation, identification and implementation of mitigation measures to reduce or eliminate effects of future incidents, as well as evaluation of lessons learned. Recovery operations should begin during or shortly after a disaster occurs and can be generally divided into two phases, short-term and long-term recovery.

No single jurisdiction or agency has the capability and resources to address all disasters or major emergency situations. Therefore, the Operational Area Council was established to address disaster related problems on a regional basis. An Operational Area Plan has been developed to provide guidance for the Sacramento County Operational Area.

The Operational Area Plan is incorporated by reference into the City of Folsom Emergency Operations Plan. The Operational Area Plan defines responsibilities, defines lines of communications, and is designed to be part of the statewide Standardized Emergency Management System (SEMS) and compliant with the National Incident Management System (NIMS).

The Operational Area Plan is an all-hazards plan for incidents of varying magnitude. The Operational Area Plan incorporates lessons learned from response and recovery efforts within the Sacramento Operational Area as well as best emergency management practices from around the nation.

Phases of Recovery

Recovery operations should begin as soon as possible after the emergency or disaster occurs. Recovery operations are divided into two phases: short-term and long-term.

Short-Term

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery operations will begin during the response phase of the emergency. Short-term recovery operations include all agencies and jurisdictions participating in the incident response. Activities are generally coordinated from within the EOC and recovery activities begin during the response phase of the emergency.
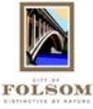
The key objectives of short-term recovery operations are to restore shelter, jobs, services, and facilities quickly and efficiently. These operations include:

- Utility restoration
- Expanded social, medical, and mental health service
- Re-establishment of government operations
- Transportation route restoration
- Debris removal and cleanup operations
- Building safety inspections
- Abatement and demolition of hazardous structures

Emergency actions may be taken to address specific conditions such as:

- Suspension of evictions
- Request utilities to provide bill relief
- Waiver of permit fees for damage repairs
- Need for temporary housing and business space
- Change or alter traffic patterns

Long-Term
The primary goal of long-term recovery operations is to rebuild safely and wisely, reducing future hazards, and optimizing community improvements. The major objectives of these operations include:

- Reconstructed public facilities
- Coordinated delivery of long-term social and health services
- Improved land use planning and implementation
- An improved Emergency Operations Plan
- Re-establishment of the local economy to pre-disaster levels
- Recovery of disaster-related costs
- Effective integration of mitigation strategies into recovery planning and operations
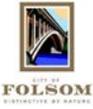
Recovery Levels

The designated levels for response and recovery are organized according to the Standardized Emergency Management System (SEMS):

Field: The field level is where recovery personnel and resources, under command of an appropriate authority, carry out recovery activities.

Local Jurisdiction: Local jurisdictions include cities, counties, and special districts. Local jurisdictions manage and coordinate recovery activities within their jurisdiction.

Operational Area: The Operational Area is defined as an intermediate level of the State emergency services organization consisting of all political subdivisions within Sacramento County. The Operational Area is responsible for managing and/or coordinating information, resources, and priorities among local governments, and serves as the coordination and communication link between the local government level and regional level.

Region: Because of its size and geography, the State has been divided into six mutual aid regions. 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, along with the State level, coordinates overall State agency support for recovery activities within the region.

State: The State level manages State resources in response to the needs of the other levels, manages and coordinates mutual aid among the regions and between the regional level and State level. The State level acts as the provider of coordination and the communication link with the Federal disaster recovery system.

Federal: Federal resources supplement all local resources from the State to field operations. This task is filled by the Federal Emergency Management Agency (FEMA) in implementing the Individual and Public Assistance programs in declared major disasters.
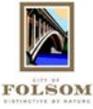
35. RECOVERY ORGANIZATION

In the City of Folsom recovery coordination is the responsibility of the acting Recovery Coordination Officer in the Management Section of the EOC. Each department, through their respective EOC Sections, has specific functional responsibilities in recovering from an emergency or disaster. The City will coordinate its efforts with the Sacramento County Operational Area. Depending on the type, nature and severity of the disaster, the Director of Emergency Services may appoint a Recovery Coordinator early in the response phase to begin planning and developing a recovery effort.

Short-Term Recovery Organization

Folsom's Director of Emergency Services, or his/her designee, will verify that the short-term recovery phase of the incident is underway and that required documentation and adequate records are being collected and maintained.

Long-Term Recovery Organization

Folsom's Director of Emergency Services, or his/her designee, will verify that adequate staffing and accurate records are being collected and maintained to assure maximum reimbursement, and that planning is underway for long-term recovery from the emergency.
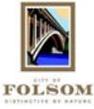
Recovery Coordination Organizational Chart

SPECIAL DISTRICTS	RECOVERY COORDINATION OFFICER

— Overall Recovery Management

— Political Process Management

— Recovery Policy Development

— Recovery Decision Making

— Public Information

OPERATIONS	PLANNING	LOGISTICS	FINANCE
Medical Facility & Service Restoration	Plan Review	Government Operations	Public Finance
Environmental Reviews	Redevelopment	Space Acquisition	Budgeting
Debris Removal	Recovery Situation Status	Supplies & Equipment	Contracting
Construction	Recovery Documentation	Vehicles	Accounting & Claims Processing
Building & Safety Inspections	Hazard Mitigation	Personnel	Taxation
Utility Service Restoration			Insurance Settlements
Housing Program			
Land Use & Zoning			
Building Permits			
Code Revisions & Building Regulations			
Code Enforcement			

36. RECOVERY DAMAGE ASSESSMENT

Damage Assessment

An initial damage estimate is developed during the emergency response phase. This is followed by a detailed assessment of damage during the recovery phase by the City of Folsom and special districts. This detailed assessment provides the basis for determining the type and amount of State and/or Federal financial assistance available for recovery. The Damage/Safety Assessment Unit Leader (Building Department) in the Operations Section of the EOC will complete the detailed damage/safety assessment.
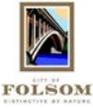
37. RECOVERY DOCUMENTATION

The damage assessment documentation should include the location and extent of damage, and cost estimates for debris removal, emergency work, and repairing damaged facilities to pre-disaster conditions. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to the following:

- Roads
- Water control facilities
- Sewer control facilities
- Public buildings and equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities
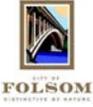
38. RECOVERY AFTER -ACTION REPORTS

The completion of After-Action Reports is part of the requirements of SEMS. If the City of Folsom declares a local emergency, an After-Action report must be completed and submitted to the Sacramento County Office of Emergency Services within ninety (90) days of the close of the incident. The After-Action Report will serve as a source for documenting the City of Folsom's response activities, identifying areas of success, as well as areas of improvement. It will also be utilized to develop and describe a work plan for implementing improvements.

39. RECOVERY DISASTER ASSISTANCE

Individual Assistance

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, and sheltering and rental assistance, depending on the extent of damage.

Business loans are available for many types of businesses, including agricultural businesses, to assist with economic and physical losses because of a disaster. Business loans are generally made available through the United States Small Business Administration.

Public Assistance

The Public Assistance Program provides Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and certain non-profit facilities. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

The City of Folsom, private agencies, and special districts are responsible for the completion and submission of the required program application and supporting documents for both state and federal public assistance programs. The City is also the primary contact for state and federal field representatives.

Individuals and businesses are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, the City of Folsom will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency's hotline number for individual assistance.

Hazard Mitigation Grant Program

Local governments are provided grants to implement long-term hazard mitigation measures following a major disaster declaration. The purpose is to reduce the loss of life and property due to natural disasters. The Hazard Mitigation Grant Program is authorized under Section 404 of the Stafford Disaster Relief and Emergency Assistance Act. The City of Folsom is responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster. The City must ensure that each identified project is cost-effective and meets basic project eligibility. The City will also be the primary contact and coordinator for each funded project, until completion of the project.
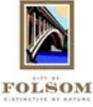
40. STANDARD OPERATING PROCEDURES (SOP) DEVELOPMENT

Standard Operating Procedures (SOPs) were developed for each SEMS section, branch, and unit and are located within the Part III of this plan. These SOPs contain those actions necessary to fulfill the SEMS functional responsibilities under this plan. Strict adherence to the SOPs by departments is not required and departments may deviate from the SOPs to respond to unique needs in a particular response situation.
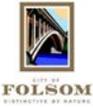
41. TRAINING AND EXERCISES

Training

The objective of any Emergency Management Organization is efficient and timely response during emergencies. A good Emergency Operations Plan is a first step toward that objective. However, planning alone will not guarantee preparedness. Training and exercises are essential to make emergency operations personnel operationally ready.

The best method of training staff involves a combination of planning and exercise participation. This allows personnel to become thoroughly familiar with the procedures, facilities, and systems, which will actually be used in disaster response.

Training requirements for all City of Folsom personnel are consistent with the National Incident Management System (NIMS).

The California Code of Regulations also mandates Training and exercises:

1. Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon the staff members' potential assignment during an emergency response.
2. Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs. Agencies shall use the Minimum Performance Objectives contained in the Approved Course of Instruction (ACI) Syllabus dated March 1, 1995, which are hereby incorporated by reference, as the basis for their trained programs. Minimum Performance Objectives are contained in Paragraph D of each Course Module description.
3. SEMS minimum performance objectives shall be met through completion of materials from the ACI, completion of equivalent courses of instruction, or through incorporation of the objectives into exercises.

NOTE: Authority cited: Section 8607(a), Government Code. Reference: Sections 8607(a) and €, Government Code (California Code of Regulations, Division 2, Chapter 1, Article 6, "Training").

In addition, all City employees will be encouraged to make personal/family emergency preparedness a priority, and they will be periodically offered access to Community Emergency Response Team (CERT) training by the Fire Department.

Exercises

Emergency exercises involve three levels of design: tabletop, functional, and full-scale.

Tabletop Exercises

Provide a means to evaluate our policies, Standard Operating Procedures (SOPs), and emergency plans, resolve coordination issues, and learn EOC position roles and responsibilities. The EOC is not activated, but EOC staff simulate a response to a given disaster scenario.

Functional Exercises

Drills designed to evaluate and test the capability of an individual function, such as evacuation, care and shelter, or communications. The EOC is fully activated during a functional exercise.

Full-Scale Exercises

Drills designed to simulate an actual emergency. Full-scale exercises involve emergency management staff, response personnel, and multi-agency coordination. The EOC is fully activated during a full-scale exercise, as well as field staff, and other resources.

Exercise Timeline

Folsom City Staff will hold an annual exercise/incident/event with the support of the City Council and City Manager as follows:

> The exercise will, at a minimum, consist of a tabletop orientation session of the emergency plan and EOC operations. At least once every three years, the exercise will consist of a full-scale EOC activation.

The Fire Chief and staff, along with other qualified City personnel will plan the exercise.

Debriefing

A debriefing of the drill will take place after the exercise and information obtained will be included in and After-Action Report (AAR).

42. GLOSSARY OF TERMS

-A-

Access Control Point
The point of entry and exit from the control zones. Regulates access to and from the work areas.

Action Plan
(See Incident Action Plan)

Agency
An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).
(See Assisting Agency, Cooperating Agency, and Multi-agency.)

Agency Dispatch
The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator
Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative
An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Operations Branch Director
The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Air Tanker
Any fixed wing aircraft certified by FAA as being capable of transport and delivery of fire-retardant solutions.

Allocated Resources
Resources dispatched to an incident.

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.

Assigned Resources
Resources checked in and assigned work tasks on an incident.

Assignments
Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant
Title for subordinates of the Command Staff positions. 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 that are ready for deployment.

-B-

Base
The location 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 co-located with the Base.

Basic Operational Level
The Basic level represents the minimum capability to conduct safe and effective search and rescue operations at structure collapse incidents. Personnel at this level shall be competent at surface rescue that involves minimal removal of debris and building contents to extricate easily accessible victims from non-collapsed structures.
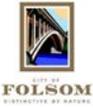
Branch
The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

-C-

Cache
A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

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 incident personnel.

Chain of Command
A series of management positions in order of authority.

Check-In
The process whereby resources first report to an incident. Check-in locations include Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chief (Coordinator)
The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text
The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command
The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post
(See Incident Command Post)
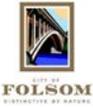
Command Staff
The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Communications Unit
An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide a major part of an Incident Communications Center.

Compacts
Formal working agreements among agencies to obtain mutual aid.

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.

Complex
Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to Unified Command.

Cooperating Agency
An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, Telephone Company, etc.).

Coordination
The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordination Center
Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

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 oral between authorized agency and 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.

-D-

Decontamination (DECON)
That action that is required to physically remove or chemically change the contaminants from personnel and equipment.

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 resources.

Deputy
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 can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director
The ICS title for individuals responsible for supervision of a Branch.

Dispatch
The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center
A facility from which resources are assigned to an incident.

Division
Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike

Team (See Group). Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit
Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

-E-

Emergency Operations Center (EOC)
A pre-designated facility 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 Manager
The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

Engine Company
Any ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.

Evacuation
The removal of potentially endangered persons from an area threatened by a hazardous incident. Entry into the evacuation area should not require special protective equipment.

Event
A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exclusion Zone
That area immediately around the spill. That area where contamination does or could occur. The innermost of the three zones of a hazardous materials site. Special protection is required for all personnel while in this zone.

Expanded Medical Emergency
Any medical emergency that exceeds normal first response capabilities.

-F-

Finance / Administration Section
The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

First Responder
Personnel who have responsibility to initially respond to emergencies such as firefighters, law enforcement, lifeguards, forestry, EMS, ambulance, and other public service personnel.

Food Dispenser
Any vehicle capable of dispensing food to incident personnel.

Food Unit
Functional unit within the Logistics Section responsible for providing meals for incident personnel.

Fuel Tender
Any vehicle capable of supplying fuel to ground or airborne equipment.

Function
In ICS, function refers to the five major activities in ICS, i.e., Management, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

-G-

General Staff
The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. The General Staff consists of:
Operations Section Coordinator
Planning Section Coordinator
Logistics Section Coordinator
Finance/Administration Section Coordinator

Geographic Information System (GIS)
A Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, people, and methods designed to efficiently capture, store, update, analyze, and display all forms of geographically referenced information.

Ground Support Unit
Functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

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.

-H-

Hazardous Material
Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to public health, safety, and / or the environment.

Hazardous Materials Incident
Uncontrolled, unlicensed release of hazardous materials during storage or use from a fixed facility or during transport outside a fixed facility that may affect the public health, safety, and/or environment.

Helibase
The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident.

Helicopter Tender
A ground service vehicle capable of supplying fuel and support equipment to helicopters.

Helispot
Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command
(See Chain of Command)

Hospital Alert System
A communications system between medical facilities and on-incident medical personnel, which provides available hospital patient receiving capability and/or medical control.

-I-

Incident

An occurrence, either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan

Contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

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 Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS)

A 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.

Incident Commander

The individual responsible for the management of all incident operations at the incident site.

Incident Communications Center

The location of the Communications Unit and the Message Center.

Incident Management Team

The Incident Commander, appropriate Command and General 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
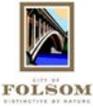
realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Incident Support Organization
Includes any off-incident support provided to an incident. Examples would be Agency Dispatch centers, Airports, Mobilization Centers, etc.

Information Officer
A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

Initial Action
The actions taken by resources, which are the first to arrive at an incident.

Initial Response
Resources initially committed to an incident.

-J-

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 or geographical (e.g., city, county, state, or federal boundary lines) or functional (e.g., police department, health department, etc.). (See Multijurisdictional)

Jurisdictional Agency
The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

-L-

Landing Zone
(See Helispot)

LCES Checklist
In the wildland fire environment, Lookouts, Communications, Escape Routes, Safety Zones (LCES) is key to safe procedures for firefighters. The elements of LCES form a safety system used by firefighters to protect themselves. This system is put in place before

fighting the fire: select a lookout or lookouts, set up a communication system, choose escape routes, and select a safety zone or zones.

Leader
The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison Officer
A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Life-Safety
Refers to the joint consideration of both the life and physical well-being of individuals.

Logistics Section
The Section responsible for providing facilities, services, and materials for the incident.

-M-

Major Medical Emergency
Any emergency that would require the access of local mutual aid resources.

Management by Objectives
In ICS, this is a top-down management activity that involves a three-step process to achieve the incident goal. The steps are establishing the incident objectives, selection of appropriate strategy(s) to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes selection of tactics, selection of resources, resource assignments, and performance monitoring.

Medical Group / Division Organizational Structure
This is designed to provide the Incident Commander with a basic expandable system for handling patients in a multi-casualty incident.

Medical Supply Cache
A cache consists of standardized medical supplies and equipment stored in a predetermined location for dispatch to incidents.

Medical Team
Combinations of medical trained personnel who are responsible for on scene patient treatment.

Medical Unit
Functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center
The Message Center is part of the Incident Communications Center and is co-located or placed adjacent to it. It receives records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

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, release, or reassignment.

Morgue (Temporary on Incident)
Area Designated for temporary placement of the dead. The Morgue is the responsibility of the Medical Examiner's Office when a Medical Examiner's representative is on-scene.

Multi-Agency Coordination (MAC)
A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

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 multijurisdictional environment. A MAC Group functions within the MACS.

Multi-Agency Incident
An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-Casualty
The combination of numbers of injured personnel and type of injuries going beyond capability of an entity's normal first response.

Multi-jurisdictional Incident
An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under Unified Command.

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.

-O-

Officer
The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Period
The period scheduled for execution of a given set of operational actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although not over 24 hours.

Operations Coordination Center (OCC)
Primary facility where Multi-Agency Coordination System operations occur. It houses the staff and equipment necessary to perform the MACS functions.

Operations Section
The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources
Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

-P-

Personal Protective Equipment (PPE)
That equipment and clothing required to shield or to isolate personnel from the chemical, physical, and biologic hazards that may be encountered at a hazardous materials incident.

Personnel Accountability
The ability to account for the location and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional, and personnel are working within these guidelines.

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 Section
Responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as the Technical Specialists.

Procurement Unit
Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

-R-

Radio Cache
A supply of radios stored in a pre-determined location for assignment to incidents.

Recorders
Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance / Administration Units.

Refuge Area
An area identified within the Exclusion Zone, if needed, for the assemblage of contaminated individuals in order to reduce the risk of further contamination or injury. The Refuge Area may provide for gross decontamination and triage.

Reporting Locations
Location or facilities where incoming resources can check-in at the incident.

Rescue
The removal of victims from an area determined to be contaminated or otherwise hazardous. Rescue shall be performed by emergency personnel using appropriate personal protective equipment.

Resources
Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

Responder Rehabilitation
Also known as "rehab"; resting and treatment of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

-S-

Safe Refuge Area (SRA)
An area within the Contamination Reduction Zone for the assemblage of individuals who are witnesses to the hazardous materials incident or who were on site at the time of the spill. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.

Safety Officer
A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search Marking System
A standardized marking system employed during and after the search of a structure for potential victims.

Section
That organizational level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance / Administration. The Section is organizationally between Branch and Incident Commander.

Segment
A geographical area in which a task force/strike team leader or supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

SEMS (Standardized Emergency Management System)
A system utilizing ICS principles including the five elements of Command, Operations, Planning, Logistics, and Finance/ Administration. SEMS is used in California at five levels: Field Response, Local Government, Operational Areas, Regions, and State.

Service Branch
A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

Single Resource
An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Site
That area within the Contamination Reduction Control Line at a hazardous materials incident.

Site Safety Plan
An Emergency Response Plan describing the general safety procedures to be followed at an incident involving hazardous materials.

Situation 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 Coordinator.

Span of Control
The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.

Staging Area
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.

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

Strike Team
Specified combinations of the same kind and type of resources, with common communications and a leader.
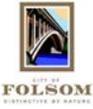
Structure / Hazards Marking System
A standardized marking system to identify structures in a specific area and any hazards found within or near the structure.

Supervisor
The ICS title for individuals responsible for command of a Division or Group.

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 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.

-T-

Tactical Direction
Direction given by the Operations Section Coordinator which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Tactics
Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

Task Force
A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technical Specialists
Personnel with special skills that can be used anywhere within the ICS organization.
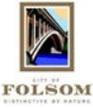
Temporary Flight Restrictions (TFR)
Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

Time Unit
Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Triage
The screening and classification of sick, wounded, or injured persons to determine priority needs to ensure the efficient use of medical personnel, equipment, and facilities.

Triage Personnel
Responsible for triaging patients and assigning them to appropriate Treatment Areas.

Triage Tag
A tag used by triage personnel to identify and document the patient's medical condition.

Type
Refers to resource capability. A Type I 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.

-U-

Unified Area Command
A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command)

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
The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command
The concept by which each person within an organization reports to one and only one designated person.
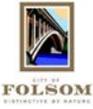
43. REFERENCES

- A Guide to Federal Aid in Disasters
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1 (FEMA)
- California Constitution
- California Emergency Resources Management Plan
- California Emergency Services Act
- California Fire and Rescue Emergency Plan
- California Hazardous Materials Incident Contingency Plan
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid agreement and supporting mutual aid agreements
- California Natural Disasters Assistance Act
- California Oil Spill Contingency Plan
- Debris Removal Guidelines for State and Local Officials
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (FEMA)
- Digest of Federal Disaster Assistance
- Disaster Assistance Procedure Manual (published by the California Office of Emergency Services)
- Homeland Security Exercise and Evaluation Program (HSEEP)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA)
- Local and Tribal NIMS Integration, Federal Emergency Management Agency
- National Incident Management System (NIMS)
- National Response Framework (FEMA)
- Sacramento Urban Area Homeland Security Strategy 2012, Sacramento Office of Homeland Security
- Standardized Emergency Management System (SEMS) Guidelines
- Standardized Emergency Management System (SEMS) Regulations
- Threat and Hazard Identification and Risk Assessment Guide, Comprehensive Preparedness Guide (CPG) 201, Second Edition (FEMA)
- Threat and Hazard Identification and Risk Assessment (THIRA) 2012, Sacramento Urban Area Security Initiative (UASI)
- U.S. Nuclear Regulatory Commission

44. RESOURCES

MATERIALS & SUPPLIES

ACE Hardware 9500 Greenback Lane #10 Folsom, CA	(916) 988-5188
City of Folsom Corporation Yard 1300 Leidesdorff Street Folsom, CA	(916) 461-6722 (916) 751-6956 (24-HR)
HD Supply White Cap 2421 Mercantile Drive, Suite A Rancho Cordova, CA	(916) 636-3215
Lowe's Home Improvement 800 East Bidwell Street Folsom, CA	(916) 984-7979
The Home Depot 2675 East Bidwell Street Folsom, CA	(916) 983-0401
Walmart Superstore 1018 Riley Street Folsom, CA	(916) 983-1090

45. CONTACT LIST

LAW, FIRE, & UTILITY ORGANIZATIONS

California Department of Forestry & Fire Protection • Sacramento Headquarters 1416 9th St., Sacramento, CA • Amador-El Dorado Unit (AEU) 2840 Mt. Danaher Road, Camino, CA • Nevada-Yuba-Placer (NYP) 13760 Lincoln Way, Auburn, CA	(916) 653-5123 (530) 644-2345 (530) 823-4904
California Highway Patrol • Sacramento Communications Dispatch	(916) 861-1300
Caltrans Dispatch	(916) 653-3442
DEA – Drug Enforcement Agency	(916) 480-7100
El Dorado County Dispatch "Camino"	(530) 647-5221
FBI Sacramento	(916) 746-7000
PG&E Duty Officer	(888) 743-4911
PG&E – Emergency & Outages Hotline	(800) 743-5000
Radio Stations for Emergency Alert System • Primary Station • Secondary Station	 KFBK AM 1530 KHz KXPR FM 88.9 MHz
Sacramento County Sheriff's Department	(916) 874-5115
SMUD – Emergency & Outages Hotline	(800) 411-7343

COUNTY, STATE, FEDERAL AGENCIES, & RELIEF ORGANIZATIONS

211 Sacramento	211
American Red Cross (Sierra-Delta Chapter) 1565 Expo Blvd. Sacramento, CA 95815 • 8am-6pm (weekdays) • After 6pm (weeknights/weekends/holidays) • Disaster Program Manager	 (916) 993-7070 (844) 236-0153 (916) 597-5232
Animal Assistance • City of Folsom Animal Services • Sacramento Humane Society & SPCA 6201 Florin-Perkins Road Sacramento, CA (operates as a shelter) • El Dorado County Animal Services 6435 Capitol Ave, Diamond Springs, CA • Placer County Animal Services	 (916) 461-6040 (916) 383-7387 (530) 621-5795

11232 B Avenue, Auburn, CA	(530) 886-5500
Dispatch telephone	(530) 886-5541
Blood Bank (BloodSource)	(916) 456-1500
Center for Disease Control	800-232-4636
Cal OES Watch Center	(916) 845-8911
FEMA Watch Center	(510) 627-7802 Fema-R9watchofficer@dhs.gov
Firefighter's Burn Institute	(916) 453-2050
Folsom Cordova Unified School District • Chief Operating Officer	(916) 837-0574
Poison Control System	(800) 222-1222
Regional Transit • Sacramento Regional Transit (general) • Sacramento Regional Transit (police) • Folsom Stage Line	(916) 321-2877 (916) 556-0275 (916) 355-8395
Sacramento County Area Agency on Aging	(916) 486-1876
Sacramento County OES Duty Officer	(916) 875-6900
Sacramento County Office of Education	(916) 228-2500
Sacramento County Environmental Health	(916) 875-8484
Sacramento County Health & Human Services	(916) 875-6091
Salvation Army • Sacramento (Citadel) (Disaster services) 2550 Alhambra Boulevard, Sacramento, CA • Roseville 100 Lincoln Street, Roseville, CA	(916) 469-4600 (916) 784-3382
Salvation Army Emergency Services	(916) 563-3738
YMCA – Sacramento 2021 W Street, Sacramento, CA	(916) 452-9622

HOSPITALS

Mercy of Folsom Hospital	(916) 983-7400
Sutter Roseville Medical Center	(916) 781-1000
Kaiser Permanente Roseville Medical Center	(916) 784-4000
Mercy San Juan Medical Center	(916) 537-5000
Mercy General Medical Center	(888) 603-4796
Sutter Medical Center Sacramento	(916) 887-0000
Kaiser Permanente Sacramento Medical Center	(916) 973-5000
Kaiser Permanente South Sacramento	(916) 688-2000
Methodist Hospital South Sacramento	(855) 726-0866
UC Davis Medical Center Sacramento	(916) 734-2011
Marshall Medical Center Placerville	(530) 622-1441
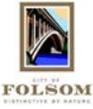
46. SUPPORTING DOCUMENTATION

The California Governor's Office of Emergency Services (Cal OES) maintains the State Emergency Plan (SEP), and the coordination of local emergency plans with the SEP in accordance with:

• Government Code (GOV) § 8568 making the State Emergency Plan effective in each of the state's political subdivisions and requiring each governing body to carry out the provisions of that plan.

• GOV § 8569 giving the Governor the responsibility to "coordinate the preparation of plans and programs for the mitigation of the effects of an emergency by the political subdivisions of this state, such plans and programs to be integrated into and coordinated with the State Emergency Plan."

• GOV § 8570 (d) permitting the Governor to "provide for the approval of local emergency plans".

• GOV § 8586 permitting the Governor to "...assign part or all of his powers and duties under this chapter to the Office of Emergency Services".

• GOV § 8607 (e) to be eligible for any funding of response-related costs under disaster assistance programs, each local agency shall use the standardized emergency management system.

This plan has been updated to meet the State of California Governor's Office of Emergency Services Emergency Plan Review Crosswalk 2020 Local Government Agencies document.

Emergency Plan Review Crosswalk 2020
1. Promulgation Document/Signature Page: • This is a promulgation statement recognizing and adopting the plan as the jurisdiction's all-hazards EOP and signed by the senior elected or appointed official. (CPG 101) • Provide evidence of a dated letter of promulgation or resolution from the governing board. (SEMS)
2. Approval and Implementation: • Introduces the plan and outlines its applicability. Include a delegation of authority for specific modifications that may be made to the plan without the senior official's signature. (CPG 101) • Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used. (SEMS)
3. Plan Concurrence: Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet. (SEMS)

4. Record of Changes:
• Normally a table with fields that track each update or change to the plan. (CPG 101)
• Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, and who has responsibility for ensuring the plan is kept up to date. (SEMS)

5. Record of Distribution:
• Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101)
• Include a distribution method that indicates who received the plan and when. (SEMS)

6. Table of Contents:
• Outlines the plan's format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101)
• List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS)

7. Purpose: Describe the purpose for developing and maintaining the EOP. (CPG 101)

8. Scope: Describe at what times or under what conditions the plan will be activated. (CPG 101)

9. Situation Overview:
• Provide an overview of the steps taken by the jurisdiction to prepare for disasters. This section should include the following: A) Hazard Analysis Summary; B) Capability Assessment; and C) Mitigation Overview. (CPG 101)
• Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards. (SEMS)

10. Planning Assumptions: Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)

11. Concept of Operations:
• Explain in broad terms, the jurisdiction's intent with regard to emergency operations. Provide a clear methodology to realize the goals and objectives to execute the plan. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center, and may touch on direction and control, alert and warning, and continuity matters. (CPG 101)
• Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (GOV § 8560)

12. Organization and Assignment of Responsibilities:
• Provide an overview of the key functions the jurisdiction will accomplish during an emergency. Include roles that federal, state, territorial, tribal,

local, regional and private sector agencies will take to support local
operations. Pre-designate jurisdictional and/or functional area
representatives to the IC or UC whenever possible. (CPG 101)
• Identify agency roles and responsibilities during disaster situations and
include an emergency organization chart. Indicate how the jurisdiction
fulfills the five SEMS sections (Management, Plans/Intelligence, Operations,
Logistics, and Finance/Administration). (SEMS)

13. Direction, Control, and Coordination:
• Describe the framework for all direction, control, and coordination
activities. Identify who has tactical and operational control of response
assets. Discuss multijurisdictional coordination systems and processes.
(CPG 101)
• Indicate how the Incident Command System (ICS) will be used in the field.
This should include the interface between the field Incident Command
Post and the EOC. It should also indicate methods of integrating state and
federal field activities into local emergency management operations.
(SEMS)

14. Information Collection, Analysis and Dissemination: Describe the required
critical or essential information common to all operations identified during the
planning process. (CPG 101)

15. Communications:
• Describe the communications and coordination protocols used between
response organizations. (CPG 101)
• Indicate how the EOC will coordinate and communicate with field units,
operational areas, regions, and other entities. (SEMS)

16. Administration, Finance, and Logistics:
Describe administrative protocols including documentation, after-action
reporting, cost recovery, and resource management. (CPG 101)

17. Plan development and Maintenance: Describe the process to regularly
review and update the EOP. (CPG 101)

18. Authorities and References: Provide the legal basis for emergency operations
and activities. Describe federal, state, and local laws that specifically apply to
the plan. List references used to develop the plan. (CPG 101)

19. SEMS Coordination Levels: Indicate how the jurisdiction coordinates between
the different SEMS levels (field, local, operational areas, region, and state), how
information is exchanged, and how and when multi/inter-agency coordination
and unified command are used. The Operational Area agreement should also
be referenced; and the plan should indicate who performs the Operational
Area responsibilities.

20. Emergency Operations Center Organization: Describe the roles and
responsibilities of agencies and departments in the EOC, including who is
responsible for ensuring the readiness of the EOC.

21. Involvement of special districts, private, and nonprofit agencies: Identify
emergency responsibilities of special districts, private, and volunteer agencies,
and their roles in the EOC, Incident Command Post, or other emergency facility.

22. Essential Facilities-Primary and Alternate EOC: Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.
23. Essential Facilities-Activation/Deactivation of EOC: Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated.
24. Field/EOC Direction and Control Interface: Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.
25. Field Coordination with Department Operations Centers (DOC) and EOCs: Include the use and coordination of DOCs and how they fit into the emergency management organization.
26. Essential Facilities-Alternate Government Facilities: Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center.
27. Essential Facilities-Americans with Disabilities Act: Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.
28. Continuity of Government: Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume (GOV § 8560).
29. Vital Record Retention: Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.
30. Notification and Mobilization: Describe how resources are mobilized and managed (GOV § 8560). Include methods to contact emergency response personnel during normal and after hours. This may be in the form of an alert list.
31. Mutual Aid: Include a general description of mutual aid system and processes. (GOV § 8560)
32. Emergency Proclamations: Indicate the purpose and process of emergency proclamations (include samples).
33. Public Information: Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (GOV § 8560)
34. Recovery Overview: Include a general recovery concept of operations.
35. Recovery Organization: Provide a description of the recovery organization along with a diagram.
36. Recovery Damage Assessment: Describe the damage assessment organization and responsibilities.
37. Recovery Documentation: Describe the documentation process.
38. Recovery After-Action Reports (AAR): Define procedures to submit AAR to Cal OES via Cal EOC.
39. Recovery Disaster Assistance: Describe the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual

Assistance, and Hazard Mitigation Grant programs.
40. Standard Operating Procedures (SOP) Development: Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.
41. Training and Exercises: Describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.
42. Glossary of Terms: Include a glossary of terms that includes all the terms used throughout the plan.
43. References: Identify the references used in developing the plan.
44. Resources: Identify sources for materials and supplies internally and externally.
45. Contact List: Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.
46. Supporting Documentation: Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.
47. Functional Support Annexes: Include functional annexes that add specific information and directions to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include: • CA-ESF 1 – Transportation   • CA-ESF 2 – Communications   • CA-ESF 3 – Construction and Engineering   • CA-ESF 4 – Fire and Rescue   • CA-ESF 5 – Management   • CA-ESF 6 – Care and Shelter   • CA-ESF 7 – Resources   • CA-ESF 8 – Public Health and Medical   • CA-ESF 10 – Hazardous Materials   • CA-ESF 11 – Food and Agriculture   • CA-ESF 12 – Utilities   • CA-ESF 13 – Law Enforcement   • CA-ESF 14 - Recovery   • CA-ESF 15 – Public Information   • CA-ESF 17 – Volunteers and Donation Management   • CA-ESF 18 – Cyber Security
48. Management Section: Include the following activities and responsibilities: • Overall EOC management, Public information assignment, Identification of a media center, Rumor control, Public inquires, Provision for public safety communications and policy, Identification of a Safety Officer, Facility security, Agency liaison, and State/Federal field activity coordination.

49. Operations Section: Include the following activities and responsibilities:
• General warning, Special population warning, Authority to activate Emergency Alert System, Inmate evacuation, Traffic direction and control, Debris removal, Evacuation, Evacuation and care for pets and livestock, Access control, Hazardous materials management, Coroner operations, Emergency medical care, Transportation management, Crisis counseling for emergency responders, Urban search and rescue, Disease prevention and control, Utility restoration, Flood operations, Initial damage assessments, Safety assessments, Shelter and feeding operations, and Emergency food and water distribution.

50. Planning/Intelligence Section: Include the following activities and responsibilities:
• Situation status, Situation analysis, Information display, Documentation, Advance planning, Technical services, Action planning, and Demobilization.

51. Logistics Section: Include the following activities and responsibilities:
• Field incident support, Communications support, Transportation support, Personnel, Supply and procurement, Resource tracking, Sanitation services, and Computer support.

52. Finance/Administration Section: Include the following activities and responsibilities:
• Fiscal management, Timekeeping, Purchasing, Compensation and claims, Cost recovery, and Travel request, forms, and claims.

53. Support Functions: Describe critical operational functions and who is responsible for carrying them out. They may include:
• Continuity of Government/Operations
• Warning, Population Protection
• Financial Management
• Mutual aid/Multijurisdictional Coordination
• Private Sector Coordination
• Volunteer and Donations Management
• Worker Safety and Health
• Prevention and Protection.

54. Threat Specific Appendices: The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction. Describe any emergency response strategies that apply to a specific type of hazard. These may include:
• Avalanche
• Severe Storm
• Earthquake, Tsunami
• Volcanic Activity
• Tornado, Floods
• Dam Failure
• Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan
• Radiological Incident

• Biological Incident
• Terrorism Incident
• Other hazards, threat, or incidents.

55. Dams: If there are dams in the area, the plan should have or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of people with disabilities, persons that lack their own transportation, or persons requiring special assistance.

PART II EMERGENCY SUPPORT FUNCTION ANNEXES
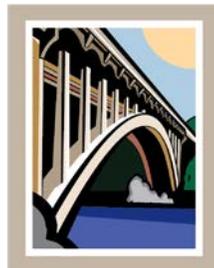
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47. FUNCTIONAL SUPPORT ANNEXES

Functional support annexes that add specific information and directions to the Emergency Operations Plan are in accordance with the Sacramento County Emergency Operations Plan.

The State Emergency Plan establishes the California Emergency Support Functions as a key component of California's system for all-hazards emergency management. The California Governor's Office of Emergency Services initiated the development of the California Emergency Support Functions in cooperation with California's emergency management community including federal, state, tribal, and local governments, public/private partners and other stakeholders to ensure effective collaboration during all phases of emergency management.

The development of the California Emergency Support Functions involves organization of the participating stakeholders and gradual development of emergency function components. This development also includes a process to maintain each of the California Emergency Support Functions as a permanent component of California's emergency management system.

The City of Folsom will follow the approved Sacramento County Emergency Support Functions for planning purposes and to comply with state and federal grant funding guidance. The California Emergency Support Functions will be used to interpret the State Emergency Plan and bridge the federal and state guidance in Sacramento County's emergency planning efforts.

The Emergency Support Functions are specific to:

• CA-ESF 1 – Transportation
• CA-ESF 2 – Communications
• CA-ESF 3 – Construction and Engineering
• CA-ESF 4 – Fire and Rescue
• CA-ESF 5 – Management
• CA-ESF 6 – Care and Shelter
• CA-ESF 7 – Resources
• CA-ESF 8 – Public Health and Medical
• CA-ESF 9 – Search and Rescue
• CA-ESF 10 – Hazardous Materials
• CA-ESF 11 – Food and Agriculture
• CA-ESF 12 – Utilities
• CA-ESF 13 – Law Enforcement
• CA-ESF 14 – Recovery
• CA-ESF 15 – Public Information
• CA-ESF 16 – Evacuation
• CA-ESF 17 – Volunteers and Donation Management
• CA-ESF 18 – Cyber Security
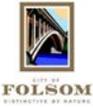
CA ESF	Responsible City of Folsom Department	Definition
CA-ESF 1 – Transportation	Public Works	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents. ☐ Aviation/airspace management and control ☐ Transportation safety ☐ Restoration/recovery of transportation infrastructure ☐ Movement restrictions ☐ Damage and impact assessment
CA-ESF 2 – Communications	Finance/IT	Provides resources, support, and restoration of government emergency telecommunications, including voice and data. ☐ Coordination with telecommunications and information technology industries ☐ Restoration and repair of telecommunications infrastructure ☐ Protection, restoration, and sustainment of national cyber and information technology resources ☐ Oversight of communications within the Federal incident management and response structures
CA-ESF 3 – Construction and Engineering	Public Works and Community Development	Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions. ☐ Infrastructure protection and emergency repair ☐ Infrastructure restoration ☐ Engineering services and construction management
CA-ESF 4 – Fire and Rescue	Fire	Emergency contracting support for lifesaving and life sustaining services. Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and

		wild land fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions. ☐ Coordination of federal, state, and local firefighting activities ☐ Support to wildland, rural and urban firefighting operations
CA-ESF 5 – Management	City Manager	Coordinates and resolves issues among the CA-ESFs in the phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC ☐ Coordination of incident management and response efforts ☐ Issuance of mission assignments ☐ Resource and human capital ☐ Incident action planning ☐ Financial management
CA-ESF 6 – Care and Shelter	Parks and Recreation	Coordinates the actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery ☐ Mass care ☐ Emergency assistance ☐ Disaster housing ☐ Human services
CA-ESF 7 – Resources	Public Works	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations ☐ Comprehensive, national incident logistics planning, management, and sustainment capability ☐ Resource support (facility space, office equipment and supplies, contracting services, etc.)
CA-ESF 8 – Public Health and Medical	Fire	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters. ☐ Public Health ☐ Medical

		☐ Mental health services ☐ Mass fatality management
CA-ESF 9 – Search and Rescue	Fire and Police	This Emergency Support Function was merged into CA-ESF 4 Fire and Rescue for Urban Search and Rescue requests and CA-ESF 13 Law Enforcement for Wilderness Search and Rescue
CA-ESF 10 – Hazardous Materials	Public Works and Fire	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases. ☐ Oil and hazardous materials (chemical, biological, radiological, etc.) response ☐ Environmental short- and long-term cleanup
CA-ESF 11 – Food and Agriculture	Parks and Recreation	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents. ☐ Nutrition assistance ☐ Animal and plant disease and pest response ☐ Food safety and security ☐ Natural and cultural resources and historic properties protection and restoration ☐ Safety and well-being of household pets
CA-ESF 12 – Utilities	Environmental and Water Resources	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases, including oil spills. ☐ Energy infrastructure assessment, repair, and restoration ☐ Energy industry utilities coordination ☐ Energy forecast
CA-ESF 13 – Law Enforcement	Police	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans. ☐ Facility and resource security

		☐ Security planning and technical resource assistance ☐ Public safety and security support ☐ Support to access, traffic, and crowd control
CA-ESF 14 - Recovery	Finance	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters. ☐ Social and economic community impact assessment ☐ Long-term community recovery assistance to States, local governments, and the private sector ☐ Analysis and review of mitigation program implementation
CA-ESF 15 – Public Information	Communications	Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population. Supports responsible jurisdictions in the safe evacuation of persons, domestic animals, and livestock from hazardous areas. ☐ Nixle Alerts ☐ Reverse-911 Alerts ☐ Social media
CA-ESF 16 – Evacuation	Police	This Emergency Support Function was merged into CA-ESF 13 Law Enforcement in August 2013.
CA-ESF 17 – Volunteers and Donation Management	Parks and Rec	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a response.
CA-ESF 18 – Cyber Security	Finance/IT	Coordinates resources to prepare, mitigate, respond to, and recover from a significant cybersecurity event.

PART III

FUNCTIONAL ANNEXES (SEMS ELEMENTS)
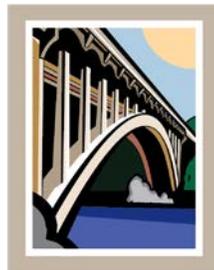
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Functional Annexes (SEMS Elements)

Overview
This section contains functional descriptions, responsibilities, and checklists for each position represented in the Folsom Emergency Operations Center (EOC) arranged under the organization of the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS) system. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within each section.

Standardized Emergency Management System (SEMS)
SEMS requires that local governments, operational areas, regional, and state-level EOC's provide for the functions of Management, Operations, Planning/Intelligence, Logistics, and Finance. These five primary functions in SEMS provide the foundation for establishing an effective EOC team.

EOC Organization

When activated, the five primary EOC functions are established as separate sections of the EOC organization. The functions described here are those activities that may need to be activated during EOC activation. Some variations in duties and responsibilities may be found at different SEMS levels.

Staffing
The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply:

1. Staff the position with the most qualified person in the discipline most closely aligned to the emergency.

2. Maintain a span of control not to exceed one supervisor for up to seven sub-functions.

3. One person may have delegated authority for more than one area of responsibility. Usually this occurs during the early portion of the Activation Phase or in the Demobilization Phase.

4. Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority. If a position is not activated the EOC Director will perform its responsibilities.

EOC ORGANIZATIONAL CHART

Director of Emergency Services --- City Council

Management Section

EOC Director

Agencies Liaison Officer	City Council Liaison
EOC Coordinator	EOC Support
Legal Support Officer	Public Information Officer
Safety Officer	

Operations Section
- Fire Rescue Branch
  - Emergency Medical Unit
  - HazMat Unit
- Law Enforcment Branch
  - Evacuation Unit
- Construction/ Engineering Branch
  - Damage/ Safety Assessment Unit
  - Public Works Unit
- Utilities Branch
- Care and Shelter Branch
  - Animal Care & Welfare Unit

Planning/ Intelligence Section
- Situation Status Unit
- Advance Planning Unit
- Traffic Management Unit
- GIS/Mapping Unit
- Documentation Unit

Logistics Section
- Information Systems Unit
- Facilities Unit
- Transportation Unit
- Personnel Unit
- Food Unit
- Donations Managment Unit
- Supply Unit

Finance Section
- Time Keeping Unit
- Purchasing and Cost Accounting Unit
- Compensation and Claims Unit
- Recovery Unit

EOC GENERIC CHECKLIST

While checklists for each position are different, several actions are common in the Activation, Operational, and Demobilization Phases of the EOC. Below is a generic Activation, Operational, and Demobilization checklist for all EOC positions to abide by if they do not have specific information for that position.

ACTIVATION PHASE

- Check in upon arrival at the EOC; locate the appropriate position notebook, vest, and nameplate.
- Obtain initial incident briefing from your immediate supervisor (EOC Director, Section Coordinator, or Branch Director).
- If appropriate, set up your assigned workstation; test communications equipment; and review your position checklist and responsibilities.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Track all hours to ensure proper pay.
- Determine individual resource needs such as a computer, telephone, plan copies, and other reference documents.
- Determine the initial objectives and priorities for your position and assess the status of Section/Branch/Unit/Field resources.
- Make all predestinated notifications.

OPERATIONAL PHASE

- Attend situation briefing as directed.
- Provide information for the EOC Action Plan as requested.
- Refer all requests for information from outside the City's EOC to the Public Information Officer.
- Document activities and share information with other Sections, as necessary.
- Advise EOC Director or Section Coordinator on issues affecting response and recovery activities.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs. Identify follow up items that need attention.

DEMOBILIZATION PHASE

- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor and to other EOC personnel as appropriate.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Participate in all briefings and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Clean up your work area before you leave.

Position Assignment Matrix

Specific assignments will be made based on the type and severity of the emergency.

Officials, managers, and directors listed below are responsible for overseeing and/or assigning personnel to the corresponding positions assigned to them.

Refer to the assigned page number listed within the appropriate category.

Position Assignment Matrix	Management									Operations												Planning						Logistics								Finance				
	Director of Emergency Services	EOC Director	Agencies Liaison Officer	City Council Liaison	EOC Coordinator	EOC Support	Legal Support Officer	Public Information Officer	Safety Officer	Operations Section Coordinator	Fire and Rescue Branch	Emergency Medical Unit	HazMat Unit	Law Enforcement Branch	Evacuation Unit	Construction & Engineering Branch	Damage/Safety Assessment Unit	Public Works Unit	Utilities Branch	Care and Shelter Branch	Animal Care & Welfare Unit	Planning/Intelligence Section Coordinator	Situation Status Unit	Advance Planning Unit	Traffic Management Unit	GIS/Mapping Unit	Documentation Unit	Logistics Section Coordinator	Information Systems Unit	Facilities Unit	Transportation Unit	Personnel Unit	Food Unit	Donations Management Unit	Supply Unit	Finance Section Coordinator	Time Keeping Unit	Purchasing and Cost Accounting Unit	Compensation and Claims Unit	Recovery Unit
City Manager	3-9																																							
Assistant City Manager		3-17																																						
City Attorney				3-31																																				
Assistant City Attorney																																								
City Clerk			3-21																								3-137													
Director of Communications						3-35																																		
Director of Community Development																	3-87					3-117	3-121	3-125																
Director of Environmental and Water Resources																			3-97																					
Director of Human Resources								3-39																								3-159								
Director of Library				3-29																																				
Director of Finance																										3-133			3-147							3-177	3-181	3-185	3-189	3-193
Director of Parks & Recreation																				3-103										3-151				3-167	3-171					
Director of Public Works													3-63			3-81		3-91							3-129			3-143			3-155									
Fire Chief		3-13								3-45																							3-163							
Fire Division Chief					3-25						3-51	3-59																												
Police Chief		3-13								3-45											3-111																			
Police Commander					3-25									3-67	3-77																									

48. MANAGEMENT SECTION

```
              DIRECTOR OF
              EMERGENCY
               SERVICES
              ┌─────────────┐
              │ City Manager │
              └─────────────┘

              EOC DIRECTOR
              ┌──────────────┐
              │ Fire or Police│
              │    Chief      │
              └──────────────┘

   AGENCIES                  CITY COUNCIL
   LIAISON                     LIAISON
   OFFICER
   ┌──────────────┐          ┌────────────┐
   │ Assistant City│          │ City Clerk │
   │   Manager     │          └────────────┘
   └──────────────┘

       EOC                     LEGAL
   COORDINATOR                SUPPORT
   ┌──────────────────┐       OFFICER
   │ Fire Division Chief│     ┌──────────────┐
   │   or Police        │     │ City Attorney │
   │   Commander        │     └──────────────┘
   └──────────────────┘

     PUBLIC
   INFORMATION                 SAFETY
    OFFICER                    OFFICER
   ┌────────────┐             ┌──────────────────┐
   │ Director of │            │ Senior Human      │
   │Communications│           │ Resources Analyst │
   └────────────┘             └──────────────────┘

   EOC SUPPORT
   ┌────────────┐
   │ Director of │
   │  Library    │
   └────────────┘
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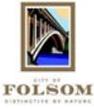
DESCRIPTION:

The Management Section provides overall direction of the Emergency Operations Center (EOC) and various staff services. In the EOC, the Management staff can be easily identified by the White vests that staff members will be wearing. This section includes checklists for each position within the following pages.

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DIRECTOR OF EMERGENCY SERVICES
City Manager/Assistant City Manager

By designated ordinance is the Director of Emergency Services. The Director of Emergency Services communicates with the Emergency Operations Center (EOC) Director regarding emergency response, recovery, and management issues. Coordinates with the EOC Director to set priorities and establish policies governing jurisdictional emergency response operations and activities. Adopts or declares emergency proclamations, resolutions, and ordinances. Communicates with the City Council, State & Federal representatives, and stakeholders. Assigns City employees to areas of responsibility that are appropriate in meeting the City's emergency needs.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   City Manager
                             Alternate   Assistant City Manager

COORDINATE THROUGH: EOC Director

RESPONSIBILITIES:

1. Ensures that the EOC Director receives the necessary information and support to make effective and timely decisions pertaining to the prevention, response, recovery, and management of emergencies.

2. Maintains situational awareness of the current emergency response efforts and their effectiveness.

3. Has a working knowledge of existing government policies, emergency responsibilities, and recovery issues.

4. Participates in coordinated, periodic press conferences and news media interviews after briefings are given by the Public Information Officer (PIO).

5. Convenes to receive briefings and takes action on emergency legislation or policy decisions.

6. Maintains communications with the citizens by visiting emergency or disaster sites.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.

ACTIVATION PHASE

- Report to the EOC and obtain initial situation briefing from the EOC Director.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Establish an initial briefing to determine situational awareness.

OPERATIONAL PHASE

- Advise the EOC Director of how and where to contact you.
- Obtain situation briefing from the EOC Director.
- Monitor and review potential and/or actual disaster situations.
- Convene as soon as possible, as requested by the EOC Director, to receive briefings, review and take actions on emergency legislation or policy decisions.
- Review applicable sections of the Emergency Operations Plan.
- Review position responsibilities and clarify issues regarding your authority and assignment.
- Determine potential issues for the City Council based on the nature, scope, and severity of the emergency.
- Assist in establishing strategies, priorities, and policies for emergency response activities.
- Advise, assist, support, and make appropriate recommendations on mitigation, preparedness, response, and recovery to the EOC Director.
- Ensure planning is initiated and coordinated for the recovery and restoration of vital services and facilities in the City.
- Provide policy direction and support for recovery operations.
- Receive and request ongoing situation briefings, as appropriate, from the City Council Liaison.
- Provide advice and policy guidance to the EOC Director.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Participate in coordinated, periodic press conferences and news media interviews after briefings are given by the Public Information Officer (PIO).
- Maintain communications with the citizens by visiting various emergency or disaster sites, including shelters.
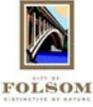
- Serve as a liaison to visiting State and Federal elected representatives.
- Maintain contact with the EOC Director/City Council Liaison until all Units have returned to normal operations.

DEMOBILIZATION PHASE

- Coordinate demobilization with the EOC Director.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Director of Emergency Services Checklist.

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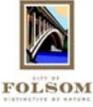
EOC DIRECTOR
Fire Chief/Police Chief (depending upon incident)

The EOC Director exercises overall management responsibility for response efforts within the affected area, including multi-agency or inter-agency coordination. Establishes the appropriate EOC staffing level and provides support to the Management Section and all other EOC staff personnel. Ensures that contact is made and maintained with the Incident Command Post(s) and the County's Operational Area EOC (if activated). Oversees the development and implementation of strategic decisions and approves the ordering and release of resources. The EOC Director has complete authority and responsibility for conducting the overall operation.

In the language of the Incident Command System (ICS), the EOC Director would be called the Incident Commander (IC).

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Fire Chief or Police Chief
                        Alternate   Fire Chief or Police Chief

REPORTS TO: Director of Emergency Services

RESPONSIBILITIES:

1. Activates the City's EOC and Emergency Operations Plan, as necessary.

2. Establish the appropriate staffing level for the EOC and continuously monitor the effectiveness of the emergency response.

3. Ensure that inter-agency coordination is accomplished effectively within the EOC.

4. Declare, or request the Declaration of a Local Emergency, in accordance with the City's Emergency Plan.

5. Ensure that an effective Incident Action Plan, Mitigation, and Recovery Plan are developed and implemented to effectively deal with the emergency.
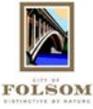
POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in all the Management Section.
- Ensure that all training requirements are current, and records are maintained.
- Maintain EOC staff readiness.

ACTIVATION PHASE

- Check-in at the EOC as the EOC Director; locate the appropriate position binder, put on your vest, and display your nameplate.
- Log into WebEOC and "Sign In" so your time is recorded; then create an incident.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Ensure the EOC facility is operational including access, facility integrity, communications, utilities, etc.
- Notify Sacramento County OES that the Folsom EOC will be activated.
- Determine which sections are needed, assign Section Coordinators, as appropriate, and ensure they are staffing their sections as needed.
- Determine which Management Section positions are required and ensure that they are filled as soon as possible:
  - Agencies Liaison
  - City Council Liaison
  - EOC Coordinator
  - EOC Support
  - Legal Support Officer
  - Public Information Officer
  - Safety Officer
- Conduct an initial briefing on the extent of the incident with the Management Section and Section Coordinators.
- Determine the appropriate level of EOC activation based on the situation as known.
- Authorize and direct mobilization of appropriate personnel for activation and the setup of the EOC.
- Provide a situation briefing to the Management Section when present.
- Ensure all pre-designated notifications are made as appropriate to the event and activation level.
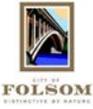
- Establish an EOC check-in procedure through the Time Keeping Unit for arriving staff members.
- Schedule an initial EOC meeting after activation to set "hasty" objectives and make key decisions.
- Establish appropriate staffing level for the EOC and continuously monitor effectiveness, ensuring appropriate modifications occur as required.
- Confer with the Section Coordinators to determine what agency representation is needed at the EOC from other jurisdictions, the County, special districts, and other emergency response agencies.
- Exercise overall management responsibility for the coordination between other emergency response agencies.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Ensure that all key personnel are alerted and/or activated from the City and other agencies.

OPERATIONAL PHASE

- Serve as the key decision maker in the EOC providing direction, establish priorities, develop incident objectives, and identify constraints and limitations.
- Estimate incident duration, establish operational work periods, and advise Section Coordinators to plan for relief of personnel.
- Coordinate with the Director of Emergency Services to formally issue Proclamations as necessary, and coordinate with other emergency response agencies as appropriate, including notification of proclamations to the Operational Area EOC.
- Keep the Mayor, City Council, and Operational Area informed of all major decisions.
- Coordinate periodic briefings to ensure strategic objectives are current and appropriate.
- In conjunction with the Public Information Officer, conduct news conferences and review media releases for approval.
- Ensure that public protection information is routinely made available to the residents of the City.
- Convene the initial EOC Action Planning meeting.
- Coordinate mutual aid assessments with the Operational Area EOC.
- Prepare to provide mutual aid to neighboring jurisdictions.
- Based on current status reports, establish strategic objectives for the EOC.
- Ensure the Planning/Intelligence Coordinator conducts EOC Acton Planning meetings throughout the emergency. Review, approve and authorize their implementation.

- Ensure preparations are made for possible 24-hour EOC operations, including facilities, meals, and staffing.
- Ensure the Planning/Intelligence Coordinator conducts periodic briefings for all EOC staff.
- Ensure all sections are maintaining sufficient documentation of response activities to submit appropriate reimbursement claims.
- Review jurisdictional situation reports prior to submission to the Operational Area EOC.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
- Establish demobilization criteria for demobilization of EOC.

DEMOBILIZATION PHASE

- Notify the Operational Area EOC and other appropriate organizations of the planned demobilization.
- Ensure any open actions not yet completed will be handled after demobilization.
- Ensure EOC Staff complete and submit all required forms, reports, and prepares a summary of the emergency response operations prior to demobilization.
- Be prepared to provide input into the After Action Report.
- Authorize the demobilization of all Sections once they are no longer required.
- Deactivate the EOC and proclaim termination of emergency response efforts.
- Provide appropriate direction regarding the transition into recovery operations.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the EOC Director Checklist.
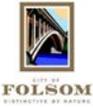
AGENCIES LIAISON OFFICER
Assistant City Manager/Designee

The Agencies Liaison Officer is a primary point of contact for the County and State OES. Serves as a contact point for assisting agencies. Oversees all liaison activities, including coordinating outside agency representatives for the EOC. Many types of liaisons may be in the EOC at one time depending of the incident. Some of these types may be fire services, law enforcement, public works, water districts, the American Red Cross, hospitals, schools, small business liaisons, 2-1-1, etc. Also processes requests from the Operational Area EOC for representatives from the City EOC and/or City Departments.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Assistant City Manager
                             Alternate   Designee

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Agency Liaison should be able to speak on behalf of the agency, within established policy limits, acting as a liaison between their agencies and the City of Folsom.

2. Oversee all liaison activities, including outside agency representatives assigned to the EOC.

3. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

4. Agency Representatives are responsible for obtaining situation status and resources information from their agencies for the City's EOC. (The City's Liaison officer will provide the same information to the Agency Representative.)

5. In conjunction with the EOC Director and the Public Information Officer (PIO), provide orientation briefings for VIPs and other visitors to the EOC.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Liaison responsibilities and this EOP.
- Ensure assisting staff is trained in their responsibilities.
- Ensure that call lists are up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Agencies Liaison Officer; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Obtain assistance through the Personnel Unit in Logistics, as required.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Maintain a list of assisting agencies and representatives and serve as the point of contact.
- Ensure all onsite agency representatives understand their assigned functions.
- Determine if additional representation is required from agencies related to the EOC activation.
- Facilitate requests for support or information that your contact agencies need or can provide.
- Provide appropriate situational information to the Situation Status Unit of the Planning/Intelligence Section.
- Assist the EOC Director and EOC Manager in conducting regular briefing for the Inter-agency Coordination Group and distribution of the current EOC Action Plan and Situation Report.
- Request that agency representative maintain communication with their agencies and obtain situation status report regularly.
- With approval of the EOC Director, provide agency representative from Folsom's EOC to other EOC's as required and requested.
- Monitor incident operations to identify current or potential Inter-agency problems.

- Provide information regarding limitation and capability of assisting agency resources.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Following authorization from the EOC Director, release agency representatives when they are no longer required in the EOC.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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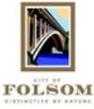
CITY COUNCIL LIAISON
City Clerk/Assistant City Clerk

The City Council Liaison will provide information to the members of the City Council as to the emergency conditions impacting the City and status of the City's planned response. Advise Council members of public information materials available and assist the Council with progress reports on the City's response to the emergency. Attend to the needs and record keeping for the Director of Emergency Services.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   City Clerk
                             Alternate   Assistant City Clerk

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Oversee all liaison activities involving the City Council.

2. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the Incident Action Plan are provided to the members of the City Council as background information.

3. In conjunction with the EOC Director and Public Information Officer, provide regular briefings to the City Council on the progress of the incident.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Council & Director of Emergency Services responsibilities and this EOP.
- Maintain updated contact lists to Director of Emergency Services and City staff members.
- Ensure all vital documents are available in the EOC, duplicated and stored.
- Make sure City Council is aware of their roles and responsibilities during a disaster and know where to report to.

ACTIVATION PHASE

- Check-in at the EOC as the City Council Liaison; locate the appropriate position binder, vest, and nameplate.
- Obtain briefing form the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Ensure all pre-designated notifications have been made.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Deliver documents and updates to the City Council.
- Fulfill information requests through the EOC Director, as appropriate.
- Attend meetings, as necessary.
- Maintain contact with the City Council members (review their checklist).
- Refer all contacts from the media to the Public Information Officer (PIO).
- Assess the need for and coordinate, if requested, liaisons from outside agencies to the City Council.
- Provide regular briefings and copies of relevant documents to members of the City Council as background information, after approval from the EOC Director.
- Escort, provide update briefings to, and request information for members of the City Council.

DEMOBILIZATION PHASE

- Assist EOC Director as needed.
- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Clean up your work area before you leave.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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EOC COORDINATOR
Fire Division Chief/Police Commander (depending upon incident)

The EOC Coordinator is responsible for the efficient operation of the EOC, pre-event coordination with outside agencies, and serves as a resource to the EOC Director. Establishes and coordinates EOC internal management systems. Ensures the EOC facilities are properly supplied so the City's response personnel can operate efficiently. Maintains the City's Emergency Plan and ensures all supporting information referred to in the plan is available to response personnel. Designs and conducts emergency preparedness exercises to ensure personnel are properly trained and is the City's liaison with other jurisdictions in coordinating regional drills. Coordinates visits to the EOC. Assists with or coordinates the development of an After-Action Report following any emergency or major drill.

RESPONSIBLE STAFF
AND ALTERNATIVES:

Primary	Fire Division Chief or Police Commander
Alternate	Fire Division Chief or Police Commander

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Ensure that EOC facilities are properly supplied so the City's response personnel can operate efficiently.

2. Support the needs of the EOC Director and Director of Emergency Services so they can lead the City's response and recovery.

3. Maintain the City's emergency plan and ensure all supporting information referred to in the plan is available to response personnel.

4. Oversee the training of designated EOC staff.

5. Design and conduct emergency response drills and be the City's liaison with other agencies in coordinating regional drills.

6. Coordinate the development and review of an After-Action Report following any major disaster or training drill.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Ensure EOC Staff is trained in their responsibilities.
- Make sure call-up lists are up to date.
- Assist the EOC Director in determining appropriate staffing needs.
- Provide assistance and information regarding Section staffing to all EOC positions.

ACTIVATION PHASE

- Check-in at the EOC as the EOC Coordinator; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Assess incident impacts on City operations and advise the EOC Director as to the extent of EOC activation.
- Provide assistance and information regarding section staffing to Section Coordinator as required.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Assist EOC Director and Section Coordinators in developing overall strategic objectives, as well as section objectives for the EOC Action Plan.
- Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to EOC Staff as required.
- Provide general advice and guidance to the EOC Director as required including any issues that need addressing or any responsibilities that need assignment.
- Ensure all notifications are made to the Operational Area EOC.
- Ensure all communications with appropriate emergency response agencies are established and maintained.
- Assist the EOC Director and Agencies Liaison Officer in establishing and maintaining Inter-agency Coordination Groups, as necessary.
- Assist the Agencies Liaison Officer with coordination of all EOC visits.
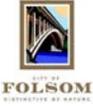
- Ensure EOC Staff are properly maintaining all documentation.
- Supervise WebEOC use.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Assist in shift change issues.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Assist EOC Director with notification to Operational Area EOC and other appropriate organizations of the planned demobilization.
- Ensure EOC staff complete and submit all required forms and documents.
- Assist with transition into recovery operations.
- Coordinate and assist in the completion of an After-Action Report.
- Return EOC to pre-event readiness.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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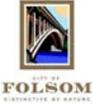
EOC SUPPORT
Director of Library/Designee

The EOC Support position works directly with the EOC Director to assist as needed in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

**RESPONSIBLE STAFF AND ALTERNATIVES:**
      Primary   Director of Library
      Alternate   Designee

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Assist with the set-up and take down of the EOC.

2. Assist EOC Director as needed.

3. Ensures all Section Coordinators have enough additional support personnel.

4. Complete tasks and communicate with EOC staff about gaps or areas of improvement.
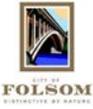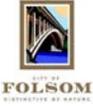
POSITION CHECKLIST

ACTIVATION PHASE

- Check-in at the EOC as EOC Support; locate the appropriate position binder, vest, and nameplate.
- Obtain briefing form the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Attend situation briefing as directed.
- Ensure adequate supplies are available for section staff.
- Ensure incoming phone calls are answered and messages are documented.
- Assist staff members with WebEOC monitoring and updating.
- Provide information for the EOC Action Plan as requested.
- Assist members with communications between sections.
- Document activities and share information with other Sections, as necessary.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Assist EOC Director as needed.
- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Clean up your work area before you leave.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

LEGAL SUPPORT OFFICER
City Attorney/Assistant City Attorney

The Legal Support Officer and provides advice to the Director of Emergency Services and EOC Director on all legal matters relating to the emergency. Also assists in drafting Local Emergency Proclamations, implementation of emergency powers, and other legal proceeding, as necessary. Performs other necessary legal functions and serves as a liaison with other legal and judicial agencies and sections of government.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   City Attorney
                                    Alternate   Assistant City Attorney

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Draft or review emergency rules, regulations, or proclamations, as needed.

2. Advise the Director of Emergency Services and EOC Director on the legality and/or legal implications of contemplated emergency actions.

3. Establish areas of legal responsibility and/or potential liabilities.

4. Provide legal justification for mitigation measures.

5. Defend the City against lawsuits.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Identify sources of potential liability.
- Make sure all required legal documents are available in the EOC.
- Make sure the City Emergency Ordinances are up to date regarding roles, titles, etc.

ACTIVATION PHASE

- Check-in at the EOC as the Legal Support Officer; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Advise EOC Director on proclaiming a Local Emergency or issuing special orders.
- Monitor response efforts and advise EOC Director regarding exposure to liability.
- Prepare proclamations, emergency ordinances, and other legal documents.
- Develop rules and regulations required for acquisition and control of critical resources.
- Provide advice and develop necessary ordinances and regulations to provide a legal basis for evacuations, demolition of hazardous structures, or abatement of hazardous conditions.
- Commence such civil and criminal proceeding as are necessary and appropriate to implement and enforce emergency actions.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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PUBLIC INFORMATION OFFICER
Director of Communications/Designee

The Public Information Officer (PIO) is responsible for gathering, consolidating, and verifying information regarding the EOC or jurisdictional emergency response activities before releasing it to the public through various media. The PIO serves as the contact point for news media, develops the format for press conferences, and coordinates media releases. Manages rumor control operations. Oversees social media communication. Coordinates with the Operational Area Joint Information Center (JIC) for accurate messaging and platform use. Ensures the public receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief, and assistance programs, as well as other vital information. Manages a PIO Team who assists the PIO in rumor control and other tasks depending on the incident.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Director of Communications
                                        Alternate   Designee

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Serves as the coordination point for all media releases from the City. Represents the City of Folsom as its lead PIO and head of its media team.

2. Coordinates media releases with PIOs representing other affected agencies, including the Operational Area EOC. Participates in joint information center, if activated.

3. Organize the format for press conferences in conjunction with the EOC Director.

4. Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information as directed by the EOC Director and Operational Area JIC.

5. Support social media and all other releases as directed

6. Provide all support to the Operational Area JIC and City EOC.
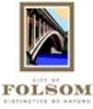
POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review PIO responsibilities and this EOP.
- Maintain an updated media contact list.
- Maintain PIO supplies in the EOC and ensure all required documents/supplies are in the EOC.
- Train PIO staff on emergency operations procedures & public information protocols.

ACTIVATION PHASE

- Check-in at the EOC as the Public Information Officer; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Review public information priorities as established by the Management Section.
- Make initial contacts with PIOs in other agencies impacted by the emergency conditions and establish lines of communication (Joint Information Center).
- Develop a public information plan, review the plan periodically and update it as changes occur.
- Prepare initial information summary as soon as possible after arrival.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Ensure all information is clear, concise, confirmed, and approved by the EOC Director before release to the public or media.
- Ensure information is disseminated for those with limited proficiency, non-English speaking and access and functional needs individuals.
- Establish a contact source for the media and public use.
- Maintain a log of messages received, published media releases, and interviews conducted.
- Provide copies of all media release to the EOC Director and Section Coordinator.
- Coordinate with the Situation Unit and identify a method for obtaining and verifying information as it develops.
- Coordinate media briefing to include location, format, preparation, and distribution of handout materials.

- Provide adequate staff to answer question from members of the media to include tours of the affected areas, as necessary.
- Monitor published and broadcasted public information for accuracy.
- Monitor broadcast media, using information to develop follow-up news releases and rumor control, providing correct information if available.
- Inform the EOC Director of all unusual request and unfavorable media comments. Recommend procedures to improve media relations.
- Respond to special requests for information and attend meetings to update status of the emergency.
- Disseminate and update information on locations to obtain food, shelter, supplies, etc.
- Provide information to the public on transportation routes, road closures, and lifeline status.
- Provide information and issue public warnings regarding unsafe area and structures, road closures, and evacuation routes, as necessary.
- Establish contact with neighboring jurisdictions and Operational Area counterparts.
- Ensure that all information is coordinated and verified with Operational Area JIC.
- Establish and assign staff to Field Incident Command Posts, as necessary.
- Arrange for necessary workspace, materials, and staffing for news media, as necessary.
- Ensure file copies are maintained of all information released.
- Arrange meetings between the media and incident personnel or City Council as requested by the EOC Director.
- Ensure that the City's official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- Provide an official list of assistance centers and shelter availability to Operational Area EOC and the public.
- Maintain information on local, state, and federal assistance programs.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
- Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquires made and responses given. Collect print and digital (audio/video) records of event, if available.
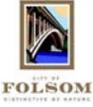
DEMOBILIZATION PHASE

- Create a final media release and provide the media with a contact telephone number for receiving follow up information.
- Continue to release status information during the recovery phase.
- Prepare public information materials related to recovery assistance services.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.
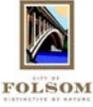
SAFETY OFFICER
Senior Human Resources Analyst/Designee

The Safety Officer is responsible for ensuring and maintaining safe operations within the EOC and among staff personnel. Procures and repairs equipment, obtains necessary supplies, and anticipates hazards or unsafe conditions.

RESPONSIBLE STAFF AND ALTERNATIVES: Primary   Senior Human Resources Analyst
Alternate   Designee

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Ensure the safety of all EOC Staff members by monitoring and maintaining all safe operations.

2. Procure and repair equipment/obtain supplies.

3. Anticipate and mitigate hazards and unsafe work conditions.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Identify sources of potential liability.
- Make sure all required documents are available in the EOC.

ACTIVATION PHASE

- Check-in at the EOC as the Safety Officer; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Tour the EOC facility and evaluate conditions; advise the EOC Director of any condition and actions that might result in liability, unsafe layout, or equipment set-up, etc.
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- Prepare and present safety briefing for the EOC Director and EOC Staff at appropriate meetings.
- If the event that caused the EOC activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.
- Advise EOC staff to notify you of any unsafe working conditions.
- Monitor EOC staff for signs of stress, unsafe fatigue, etc.
- Monitor activities to ensure they are being conducted in as safe a manner as possible. Stop or modify any unsafe operations.
- Coordinate with the Logistics Section to obtain any required safety equipment for the EOC and field personnel.
- Participate in planning meetings and include safety message in EOC Action Plan.
- Investigate accidents in coordination with Compensation and Claims Unit.
- Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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49. OPERATIONS SECTION

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                        Management
                         Section
        ┌──────────────┬─────┴──────┬──────────────┐
   Operations      Planning Section   Logistics      Finance
    Section                            Section        Section
        │
   ┌─ Fire Rescue
   │   Branch
   │       │
   │   ┌─ Emergency
   │   │   Medical Unit
   │   │
   │   └─ HazMat Unit
   │
   ┌─ Law
   │   Enforcement
   │   Branch
   │       │
   │   └─ Evacuation
   │       Unit
   │
   ┌─ Construction/
   │   Engineering
   │   Branch
   │       │
   │   └─ Damage/
   │       Safety
   │       Assessment
   │       Unit
   │
   ┌─ Environmental
   │   & Water
   │   Resources Unit
   │
   ┌─ Public Works
   │   Unit
   │
   ┌─ Care and
   │   Shelter Branch
   │       │
   │   └─ Animal Care &
   │       Welfare Unit
   │
   └─ EOC Support
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DESCRIPTION:

The Operations Section manages the tactical operation of the emergency response. The person filling the position of Section Coordinator is based on the type of incident (Ex. FIRE: hazmat, rescue; LAW ENFORCEMENT: Civil Order, Demonstration; PUBLIC SERVICES: utility disruption, building destruction). In the EOC the Operations Section staff can be identified by the RED vests that staff members will be wearing. This section includes checklists for each position within the following pages.

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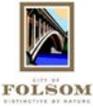
OPERATIONS SECTION COORDINATOR
Fire Chief/Police Chief (depending upon incident)

The Operations Sections Coordinator is responsible for the management and oversight of all tactical operations. Ensures the operations function is carried out within the EOC. This includes the coordination of response and the implementation of objectives. Manages the activities of the following branches: Fire and Rescue, Law Enforcement, Construction & Engineering, Utilities, and Care and Shelter.

The EOC Director will fill the position of Operations Section Coordinator depending on the nature of the incident.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Fire Chief or Police Chief
                          Alternate   Fire Chief or Police Chief

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Ensures that the Operations Function is carried out within the EOC.

2. Exercises overall responsibility of the Operations Section activities.

3. Ensures the EOC Director receives the necessary information and counsel to make effective and timely decisions pertaining to the prevention, response, recovery, and management of emergencies.

4. Ensures that objectives and assignments identified in the Action Plan are carried out effectively.

5. Establishes the appropriate level of staffing within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.

6. Maintains situational awareness of the current emergency response efforts and their effectiveness.

7. Has a working knowledge of existing government policies, emergency responsibilities and recovery issues.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Operations Sections Coordinator responsibilities and this EOP.
- Estimate emergency staffing levels.
- Ensure checklist items and assignments are updated in all the Operations Section Checklists.
- Ensure all section call lists are current.

ACTIVATION PHASE

- Check-in at the EOC as the Operations Section Coordinator; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Ensure the Operations Section is set up and staffed properly with equipment and supplies are in place.
- Activate organizational elements and functions within the section. Ensure the section is properly staffed for 24-hr operations as needed:
    - o Fire and Rescue Branch
    - o Law Enforcement Branch
    - o Construction/ Engineering Branch
    - o Emergency Medical Unit
    - o Care and Shelter Branch
    - o Water and Environmental Resources Unit
    - o Public Works Unit
- Support field operations and maintain communication.
- Notify Personnel Unit of the Operations Section personnel being activated.
- Determine if there are mutual aid requests needed and initiate coordination with appropriate mutual aid systems as required.
- Obtain a current communications status briefing from the Communications Unit in Logistics to ensure the EOC has adequate equipment set-up and internet connections are available as required.
- Establish communications with Department Operations Center (DOCs) and with Incident Commander(s), as necessary, and coordinate accordingly with EOC Objectives.
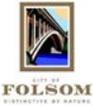
- Determine the activation status of other EOC's in the Operational Area and establish communication links with their Operations Section, as necessary.
- Identify key issues currently affecting the Operations Section and meet with section personnel to determine appropriate section objectives for the first operational period.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Ensure the operations functions, objectives, and assignments are effectively executed, including coordination between response agencies.
- Keep the EOC Director informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Ensure that situation and resource information is provided to the Planning Section on a regular basis or as the situation requires.
- Monitor and review incident intelligence.
- Advise, assist, support and make appropriate recommendations on mitigation, preparedness, response, and recovery to the EOC Director.
- Assist in establishing strategies, priorities, and policies for emergency response activities.
- Ensure that all media contacts are referred to the Public Information Officer.
- Ensure that all fiscal and administrative requirements are complete and coordinated through the Finance/Administrative Section.
- Coordinate as necessary with the Operational Area EOC.
- Ensure planning is initiated and coordinated for the recovery and restoration of vital services and facilities in the City.
- Provide policy direction and support for recovery operations.
- Ensure that all section personnel are maintaining their individual Activity logs (ICS 214).
- Oversee the development of the operations objectives for the EOC Action Plan.
- Provide the Planning Section with the Operations Section's objectives prior to each EOC Action Planning Meeting.
- Assign and brief operations personnel in accordance with the EOC Action Plan.
- Keep the EOC Director advised and briefed on operations.
- Determine needs and request more resources when necessary through the Logistics Section as appropriate.
- Oversee establishment and maintenance of communications with affected areas.
- Assign specific work tasks to field units when necessary.
- Receive, evaluate, and authorize dissemination of emergency operational information.
- Update PIO with all emergency information as it becomes available.

- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs. Identify follow up items that need attention.

DEMOBILIZATION PHASE

- Authorize the demobilization of organizational elements within the Operations Section when they are no longer needed.
- Ensure all field units are accounted for during demobilization.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

EARTHQUAKE SUPPLEMENT

- Ensure that Operations Section Units take action to protect personnel and emergency equipment from possible aftershock.
- Verify reports; poll field units and key facilities to determine situation in their area and their ability to function.
- If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- Review the "Earthquake" checklist supplements for the various Operations Section Units.

HAZARDOUS MATERIALS SUPPLEMENT

- Ensure that field units take action to protect personnel and emergency equipment from possible contamination or exposure.
- Verify reports and obtain estimates of the area that may be affected by the release of the hazardous material.
- Review the "Hazardous Materials" checklist supplements for the various Operations Section Units.

FIRE SUPPLEMENT

- Ensure that action is taken to protect personnel and emergency equipment from possible damage by floodwaters.
- Verify reports and obtain estimates of the area that may be affected and projected containment, control, and extinguishment.
- Review the "Fire" checklist supplements for the various Operations Section Units.
- Ensure adequate Fire personnel staffing of the Emergency Operations Center.
- Review the State and County Fire Mutual Aid Plans.

FLOOD SUPPLEMENT

Warning Phase: Flooding Expected

- Ensure that action is taken to protect personnel and emergency equipment from possible damage by floodwaters.
- Review the inundation maps for the area. Review appropriate maps from the Public Works regarding the affected areas.
- Verify reports and obtain estimates of the area that may be affected.
- Review the "Flood" checklist supplements for the various Operations Section Units.
- Place emergency services on standby.
- If a flood appears imminent, have Law Enforcement warn and evacuate potential inundation area.

Impact Phase: Flooding Occurs

- Have Law Enforcement activate evacuation procedures.
- Review the "Flood" checklist supplements for the various Operations Section Units.

TERRORISM SUPPLEMENT

Early Crisis

- Monitor crisis developments and keep key officials informed.
- Review and, if necessary, update the following:
    - Protection Plans and related supporting plans and procedures.

    - Mutual aid agreements with other jurisdictions, state agencies, and private organizations.
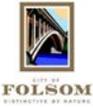
- If evacuation appears imminent, review and update plans for:
  - Evacuation.

  - Providing routing and destination instructions, and other information to the public and organizations.

  - Controlling and coordinating traffic.

  - Marking routes, vehicles, and equipment; establishing pass or identification system for key personnel and vehicles.

  - Re-deploying fire equipment and coordinating mutual aid fire operations.

  - Redistributing pharmaceuticals and medical supplies and assigning medical personnel to evacuation areas.

Worsening Crisis

- Review or develop shelter facility plans and procedures for upgrading, expedient shelter construction, ventilation, and stocking.
- Expand fire prevention programs and abate fire hazards, modifying or confirming fire contingency plans as needed.
- Take actions to protect institutionalized persons.
- Improve medical capability; release dischargeable patients; prepare to expand bed capacity.

NUCLEAR ATTACK OPERATIONS

- Suspend all operations outside shelter, except those required for safety of shelter occupants.
- Have everyone take shelter.
- Provide:
  - Law Enforcement support to shelter managers.

  - Shelter-based medical support.

- Have Fire and Rescue activate emergency fire watch.
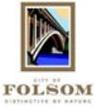
FIRE & RESCUE BRANCH

Fire Division Chief/Designee

Provides the Operations Section Coordinator of the Emergency Operations Center (EOC) with expertise on all areas related to Fire and Rescue Operations, maintains awareness of all Fire and Rescue activities conducted in the jurisdiction, and provides coordination of resource requests from Fire Services if they cannot be filled through existing Fire mutual aid.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Fire Division Chief
                          Alternate   Designee

REPORTS TO: Operations Section Coordinator

RESPONSIBILITIES:

1. Maintain situational awareness of fire, hazardous materials, and search and rescue operations conducted throughout the City.

2. Monitor and coordinate with City Fire Incident Command Post(s) to ensure situation status is received and tracked by the Situation Status Unit (Planning Section).

3. Coordinate through the Logistics Section, the mobilization and transportation of resources not available via fire mutual aid.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Fire and Rescue responsibilities and the Emergency Operations Plan.
- Ensure that all training requirements are current, and records are maintained.
- Maintain equipment readiness and call up lists.

ACTIVATION PHASE

- Check-in at the EOC as the Fire & Rescue Branch Director; locate the appropriate position binder, put on your vest, and display your nameplate.
- If appropriate, assist with the EOC setup.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Establish contact with field operations and maintain communication.
- If the mutual aid system is activated, coordinate the use of fire resources with North Comm and the Operational Area.
- Determine the status of transportation routes for unit access. Coordinate with the Law Enforcement and the Construction & Engineering Branches.
- Identify equipment, personnel commitments, and their locations.
- Identify anticipated equipment and personnel shortages.
- Check communications to ensure dispatching and reporting systems are operating efficiently.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Fire & Rescue Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Maintain status reports of the fire and rescue mission(s) being conducted.
- Identify field personnel and equipment commitments, locations, and shortages.
- Establish priorities for procurement and allocation of available resources.
- Advise the Incident Commander(s) of current plan for operations.
- Ensure communication between the EOC and Incident Command is ongoing.

- Inventory the availability of public/private rescue personnel, teams, and equipment.
- Determine staffing requirements.
- Place available public/private search and rescue resources on standby.
- Work with Law Enforcement to warn and evacuate the public, as necessary.
- Relocate fire and other emergency equipment to a safe area, as necessary.
- Assist in evacuating non-ambulatory persons, as necessary.
- Mitigate hazardous material incidents and provide information for community releases
- Determine personnel requirements.
- Determine if current/forecasted weather conditions will support or complicate fires, rescues, hazardous material releases, major medical incidents, etc.
- Advise field units on shelter locations, medical facilities, and casualty collection points.
- Maintain awareness of and provide support for the Operational Area EOC efforts to:
    - Inform hospitals and emergency personnel of casualties and potential for exposure to hazardous materials incidents.
    - Determine the condition of designated field treatment sites, mass care facilities, and casualty collection points.
    - Coordinate and provide support to field emergency medical care and first aid activities.
- Coordinate with the Medical Branch on care of injured.
- Assist in warning and evacuation procedures.
- Coordinate hazardous material spills and release response with the HazMat Branch.
- Establish a plan for deployment of search and rescue resources.
- Coordinate with Logistics Section and the Construction & Engineering Branch for debris clearance from routes required for supporting fire and rescue activities, as needed.
- Maintain communications with other fire agencies in the North Zone and the Operational Area.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator before the next EOC Action Planning Meeting.
- Provide support for recovery operations.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities/needs, identify follow up items that need attention.
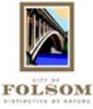
DEMOBILIZATION PHASE

- Demobilize when authorized by the Operations Section Coordinator.
- Ensure all field units are accounted for during demobilization.
- Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements, as appropriate.
- Make sure first responders under your authority participate in a debriefing before going home.
- Make sure first responders under your authority receive counseling, as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

EARTHQUAKE SUPPLEMENT

- Move all emergency equipment to open areas to prevent damage in the event of aftershocks.
- Check to make sure there is minimal risk of aftershocks before moving equipment back inside.

FLOOD SUPPLEMENT

- Check the inundation maps to verify the area affected and available evacuation routes as needed.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Dispatch teams to search flooded areas for trapped persons.
- Expand search and rescue activities as flood stage diminishes.

HAZARDOUS MATERIALS SUPPLEMENT

- Secure the services of the designated governmental or private hazardous materials cleanup agency.
- Make sure that responding units do not drive through the hazardous material.
- Make sure that operations are conducted from an upwind position if incident involves fire or toxic cloud.
- Identify spilled or leaked substance. This would include locating shipping papers and/or placards and contacting, as required:

o	Shipper	phone # _____
o	Manufacturer	phone # _____
o	CalTrans	phone # _____
o	County Health Department	phone # _____
o	Local chemical cleanup company	phone # _____
o	State OES Warning Center	800-852-7550
o	US Coast Guard	phone # _____
o	National Response Center	800-424-8802

- Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.
- Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change.
- Help medical personnel isolate and remove contaminated or injured persons from the scene.
- Take action to contain and/or prevent the spread of the material.
- Identify radiological situations.
- Provide radiological monitoring as needed.
- Provide radiological decontamination procedures, as needed.
- Avoid attempts to neutralize large volumes of chemical spills (except for contaminated personnel).
- Avoid diluting or washing away spills.
- Identify the clean-up crew.
- Order clean up.

FIRE SUPPLEMENT

- Determine perimeters of fire and projected containment, control, and extinguishment.
- Advise Operational Area Fire Coordinator of the situation and request the Operational Area be on stand-by, if prudent.
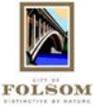
TERRORISM SUPPLEMENT

Increased Readiness Phase

- Prepare for the possibility of in-place sheltering, nuclear attack, and evacuation.
- Review and update plans; alert and brief personnel.
- Recruit and train volunteers to expand capabilities, particularly IN radiological monitors.
- Test radiological monitoring equipment and prepare to distribute to pre-designated locations.
- Test warning systems.
- Expand the public information program on fire safety.

Actions in Hazard Areas

- Prepare personnel assignments for duty in the hazard area and for support to pre-designated areas.
- Form liaison teams to be sent to pre-designated areas, as needed.
- Consider measures to reduce vulnerability in high fire risk areas.

Actions in Pre-designated Areas

- Train personnel for fire safety inspections of lodging/feeding facilities and fallout shelters.
- Train personnel in the techniques of monitoring fallout shelter upgrading operations.
- Train personnel in the techniques of Evacuation Operations.
- Mobilize all personnel and place on continuous duty.
- Coordinate fire detection procedures with the Law Enforcement.

Actions in Hazard Areas

- Send liaison teams to pre-designated areas to coordinate arrival of augmentation forces.
- Assign personnel to duties in the hazard area and as augmentation forces in pre-designated areas.
- Implement 12-hour shift and commuting schedule for the hazard area fire protection forces.

Actions in Reception Areas

- Assign tasks to incoming forces dispatched from hazard areas.
- Assign personnel to fire safety inspections and surveillance of lodging/feeding facilities, and fallout shelter upgrading operations.
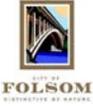
- Educate people in fire safety.
- If a major fire occurs back in the hazard areas, move firefighting resources from the reception areas.

Warning Phase

- Help warn the public.
- Station mobile units at assigned locations and take shelter.
- Assist fallout shelter managers in fire prevention, radiological monitoring, and other activities.

Impact Phase

- Provide fallout situation status and projected information to Planning Section Coordinator.
- Lead fire suppression and containment activities.
- Organize and lead rescue operations.
- Assist in post-shelter remedial movement operations.

In Areas Experiencing Fallout:

- Help manage shelters.
- Help with post-shelter decontamination.
- Support fire and rescue operation.

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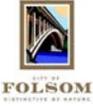
EMERGENCY MEDICAL UNIT
Fire EMS Division Chief/Designee

The Emergency Medical Unit is responsible for the overall coordination of medical care, mental health and environmental health operations and providing all health and medical services required in the Emergency Operations Center (EOC). The Emergency Medical Unit coordinates disaster medical status and resources with the Operational Area.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Fire EMS Division Chief
                                        Alternate   Designee

REPORTS TO: Fire & Rescue Branch Director

RESPONSIBILITIES:

1. Coordinate the provision of health services, public, environmental, and mental health-related activities among local, public, and private agencies or groups.

2. Coordinate with the Operational Area EOC Public Health Unit on the potential health effects of disaster related events and preventative health services.

3. Coordinate crisis intervention services to emergency workers, EOC staff, and the public.

4. If required, inform the public of disaster related health information through the Public Information Officer (PIO). This includes signs and symptoms of outbreaks, protective measures, and treatment locations.

5. Coordinate with EOC elements and the Operational Area EOC to ensure the health needs of the public and emergency response workers are being met.
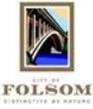
POSITION CHECKLIST

BEFORE AN EMERGENCY:
- Review position responsibilities and this EOP.
- Ensure staff is trained in their responsibilities.
- Ensure that call lists are up to date.
- Check EMS supplies in the EOC.

ACTIVATION PHASE

- Check-in at the EOC as the Emergency Medical Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Fire & Rescue Branch Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Work closely with Fire & Rescue Branch Director to determine the scope of incident medical assistance required.
- Determine the status and availability of medical mutual aid resources in the North Zone and the Operational Area, specifically paramedics and ambulances.
- Establish communication with the Operational Area EOC, area hospitals, and other medical facilities to determine their capability to treat victims.
- Determine status and availability of specialized treatment centers, such as burn center.
- Assist the Field units and ICP in providing triage for extricated victims.
- Coordinate with Logistics to obtain necessary supplies and equipment to support medical operations in the field.
- Maintain communications with other fire agencies in the North Zone and Operational Area.
- Keep the Fire and Rescue Branch Director informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Ensure information is provided to the Public Information Officer (PIO) through the Operations Section Coordinator on matters relative to public health.
- Coordinate with the Law Enforcement Branch on any problems associated with the disposal of the deceased.

- Assess mental health needs at local shelters and request additional resources through the Operational Area EOC.
- Coordinate the provisions of crisis intervention, and post-traumatic stress counseling for staff and victims.
- Examine the need for a boil water order or water rationing, including distribution points. Coordinate deliveries with the Logistics Section.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Authorize the demobilization of organizational elements within the Branch when authorized by the Operations Section Coordinator.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

EARTHQUAKE SUPPLEMENT

- Move all emergency equipment and personnel to open areas to prevent damage in the event of aftershocks.
- Check to make sure there is minimal risk of aftershocks before moving equipment back inside.
- Provide medical advisement and support, as needed.

FLOOD SUPPLEMENT

- Check the inundation maps to verify the area affected and available evacuation routes, as needed.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Provide medical advisement and support, as needed.
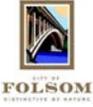
HAZARDOUS MATERIALS SUPPLEMENT

- Make sure that responding units do not drive through the hazardous material.
- Make sure that operations are conducted from an upwind position if incident involves fire or toxic cloud.
- Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.
- Provide medical advisement and support, as needed.
- Help medical personnel isolate and remove contaminated or injured persons from the scene.
- Assist in the coordination to contain and/or prevent the spread of the hazardous material.
- Provide radiological decontamination procedures, as needed.

FIRE SUPPLEMENT

- Provide medical advisement and support, as needed.

TERRORISM SUPPLEMENT

Increased Readiness Phase

- Prepare for the possibility of in-place sheltering, nuclear attack, and evacuation.
- Review and update plans; alert and brief personnel.
- Recruit and train volunteers to expand capabilities, particularly radiological monitors.
- Test radiological monitoring equipment and prepare to distribute to pre-designated locations.
- Expand public information program on fire safety.
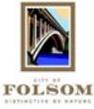
HAZMAT UNIT
Public Works Hazardous Materials Supervisor/Designee

The HazMat Unit provides the Operations Section Coordinator with expertise on all areas related to Hazardous Materials operations.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary Public Works HazMat Supervisor
Alternate Designee

REPORTS TO: Fire & Rescue Branch Director

RESPONSIBILITIES:

- Determine the scope of hazardous materials incidents.
- Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
- Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the HazMat Unit.

POSITION CHECKLIST

ACTIVATION PHASE

- Check in upon arrival at the EOC; locate the appropriate position notebook, vest, and nameplate.
- Obtain initial incident briefing from your immediate supervisor (EOC Director, Section Coordinator, or Branch Director).
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Track all hours to ensure proper pay.
- Determine individual resource needs such as a computer, telephone, plan copies, and other reference documents.
- Determine the initial objectives and priorities for your position and assess the status of Section/Branch/Unit/Field resources.
- Make all predestinated notifications.

OPERATIONAL PHASE

- Establish and maintain a position log and other necessary files.
- Work closely with all Operations Section Branch Directors to determine the scope of HazMat incident response required.
- Coordinate with the Fire & Rescue Branch Director to determine missions for HazMat teams based on established priorities.
- Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid System and established priorities.
- Establish radio or phone communication with all deployed HazMat teams to determine the scope of support required.
- Work closely with the Operations Section to determine the status and availability of HazMat Response teams in the Operational Area.
- Coordinate with the Construction/Engineering Branch to provide on-site assistance with HazMat operations at the request of team leaders.
- Coordinate with the Emergency Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- Coordinate with the Law Enforcement Branch to provide on-site assistance in managing fatalities at HazMat scenes.
- Monitor and track the progress and status of each HazMat team.
- Ensure that HazMat team personnel report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP or DOC.

- Inform the Fire & Rescue Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

DEMOBILIZATION PHASE

- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor and to other EOC personnel as appropriate.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Clean up your work area before you leave.

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LAW ENFORCEMENT BRANCH
Police Commander/Designee

The Law Enforcement Branch Director is responsible for the coordination of movement, law enforcement, traffic control, and public protection during the incident. The Law Enforcement Branch Director is responsible for providing warning information, including alerting and notifying the public of impending or existing emergencies.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Police Commander
                            Alternate   Designee

REPORTS TO: Operations Section Coordinator

RESPONSIBILITIES:

1. Coordinate evacuation operations during a disaster.

2. Alert and notify the public of the impending or existing emergency.

3. Coordinate law enforcement and traffic control operations during the disaster.

4. Coordinate site security at an incident(s).

5. Monitor and coordinate with the Law Enforcement Department Operating Center (DOC) activities to ensure situation status is received and tracked by the Situation Status Unit (Planning Section).

6. Maintain situation awareness of all law enforcement operations conducted throughout the City of Folsom.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Estimate emergency staffing levels.
- Develop plans, access control policies, procedures, and forms needed in the EOC/field.

ACTIVATION PHASE

- Check-in at the EOC as the Law Enforcement Branch Director; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- If the mutual aid system is activated, coordinate use of law enforcement resources with the Operational Area.
- Support field operations and maintain communication with the FPD Departmental Operations Center (DOC) or ICP.
- Prepare and submit a preliminary status report and major incident reports, as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Maintain status reports of law enforcement operations being conducted.
- Identify field personnel and equipment commitments, locations, and shortages.
- Advise the Incident Commander(s) of current plan for operations.
- Ensure communication between the EOC and Incident Command is ongoing.
- Coordinate the mobilization, deployment, and organization of law enforcement and traffic control mutual aid operations.
- Ensure Critical Access Workers can enter evacuated areas per re-entry guidelines.
- Provide security for evacuated areas.
- Obtain damage information, particularly at pre-designated key facilities and estimate the affected area(s).

- Coordinate with Construction & Engineering and Fire & Rescue Branches on survey areas.
- Consult with the Care & Shelter Branch to coordinate with animal control and shelter locations for large and domestic animals.
- Provide support for the control of vehicle and pedestrian traffic in impacted areas.
- Participate in the development of a traffic control and evacuation plan in conjunction with the Operational Area EOC, California Highway Patrol, Caltrans, and other Operational Area members' Law Enforcement agencies.
- Request barricades and related items from Logistics Section, as needed.
- Provide information to the PIO, through the Operations Section Coordinator, on matters relative to public safety.
- If protective actions are implemented, ensure all law enforcement personnel in the affected areas are advised and take all necessary actions.
- Ensure that transportation resources are being prepared for deployment, if necessary, to the affected area(s) through the Logistics Section.
- If a curfew is to be imposed, prepare instructions and curfew orders. Submit the orders to the Operations Section Coordinator to secure Director of Emergency Services approval. Coordinate release of curfew orders with the PIO.
- Provide security forces for the EOC and staging areas.
- If mass care facilities have been opened, coordinate with the Care and Shelter Branch to ensure security is provided for these facilities.
- Develop re-entry traffic control and law enforcement plans. Implement, once re-entry into the affected areas has been authorized.
- Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.
- Maintain status on Law Enforcement mission(s) being conducted.
- Maintain communications with other law enforcement agencies in the Operational Area.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
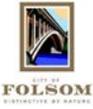
DEMOBILIZATION PHASE

- Demobilize when authorized by the Operations Section Coordinator.
- Ensure that any open actions are handled by the appropriate section or transferred to other EOC staff, as appropriate.
- Ensure all field units are accounted for during demobilization. Assist Section Coordinator as needed.
- Ensure an orderly de-escalation and timely release of mutual aid, off-duty, and/or reserve personnel.
- Make sure first responders participate in a debriefing before going home.
- Make sure first responders receive counseling, if needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

EARTHQUAKE SUPPLEMENT

- As time permits, dispatch units to survey damage, particularly pre-designated key facilities.
- Drive vehicles out from under cover to prevent damage from aftershocks.

> **IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.**
>
> **IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS NEEDED:**

- Provide alternate communications if telephones or radios are unusable.
- Call in regular personnel and reserves; assign responsibilities according to plan.
- Provide public safety related information to the Public Information Officer.
- Continue surveys for further damage and advise the Operations Section Coordinator of hazards observed.
- Make sure that searched buildings are adequately marked and secured, if necessary.
- Provide traffic control.
- Supervise and monitor patrol traffic and assign units, as required.
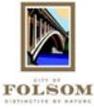
HAZARDOUS MATERIALS SUPPLEMENT

- Coordinate with the Haz Mat Intelligence staff and the Fire Department upon notification of a hazardous material incident.
- Dispatch units to survey damage and to estimate the extent of the affected area.
- Make sure that responding units do not drive through the hazardous material.
- Work with the Fire District(s) to notify appropriate local, State, and Federal hazard response agencies.
- Ensure that all personnel remain upwind or upstream of the incident site. Re-position personnel and equipment if conditions change.
- Check with Planning Section regarding wind direction and weather forecast.
- Direct designated hazardous incident responders to the incident site.
- Identify spilled or leaked substance. This would include locating shipping papers and/or placards and contacting the following , as required:
  - Shipper   phone #_____
  - Manufacturer   phone #_____
  - CalTrans   phone #_____
  - County Health Department   phone #_____
  - Local chemical cleanup company   phone# _____
  - CHEMTREC   phone #_____
  - State OES Warning Center   800-852-7550
  - US Coast Guard   phone #_____
  - National Response Center   800-424-8802
- Help coordinate medical assistance.
- Establish a command post with other emergency responders, as necessary.

FLOOD SUPPLEMENT

Warning Phase

- Check the inundation maps to verify the area affected and available evacuation routes, as needed.
- Alter patrol areas to accommodate flood conditions.

Impact Phase

- Coordinate with Public Works for debris clearance.
- Provide alternate communications, as necessary.
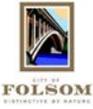
FIRE SUPPLEMENT

- Support Fire Operations, as needed.
- Verify activation of on-scene Incident Command Post.
- Determine projected containment, control, and extinguishment from Fire and Rescue.
- Determine projected completion time of rescue operations, if not part of fire event.
- Ensure that adequate resources are on the scene.
- Provide information to the Public Information Officer, as appropriate.
- Ensure that relief crews are provided, as needed.

TERRORISM SUPPLEMENT

Increased Readiness Phase

- Establish call up procedures for primary and back up movement control staff.
- Provide orientation sessions on the updated plan of action.
- Establish communication with potential support organizations.
- Conduct surveys to confirm availability of resources, including surveillance aircraft.
- Confirm location of Reception and Care Centers and of highway signs to direct evacuees to low risk areas.
- In Reception Areas, set up a system to communicate with units arriving from hazard areas.

If Advised to Improve Capability:

- Request Public Works to procure materials and to begin making road signs.
- Establish any necessary contracts or arrangements for use of equipment.

If Directed to Attain Maximum Preparedness:

- Request CalTrans to monitor degree of spontaneous evacuation.
- Work with Planning Section to set up and maintain status boards for major links in the transportation network.
- Ensure that evacuation signs are installed, as needed.

Evacuation Operations

If alerted that Evacuation is Imminent:

- As personnel are available, deploy traffic control personnel to duty stations, including:
  - Signalized intersections where traffic flow would be inhibited.
  - Access control points including locations where freeway access is inhibited.
  - Emergency Highway Traffic Regulation Posts.
  - Parking areas at Reception and Care Centers where efficient traffic flow needs to be maintained.
- Activate surveillance system, including count stations and aerial surveillance.
- Dispatch tow trucks to staging areas.

When Evacuation Order is announced:

- Activate all access and traffic controls.
- Obtain frequent reports on traffic conditions and remaining capacities of low risk areas.
- Broadcast continual messages ordering people to evacuate and advising them of road conditions, status of freeway ramps, and remaining capacities to low risk areas. (Coordinate with the Public Information Officer.)
- Change signs along evacuation routes as low risk areas are filled to allocated capacity and as hazard areas are evacuated.
- Evacuees arriving in low risk areas will be directed off the evacuation routes to Reception and Care Centers.
- Once evacuees have been registered and assigned to lodging, the use of private cars will be curtailed.
- Movement operations will then focus on transportation of critical resources and on transporting essential workers to and from hazard and low risk areas.
- Wherever possible, essential workers will be organized into groups and transported by local transit agencies.
- Buses used to transport essential workers will remain in the hazard area throughout the work shift so that essential workers can be transported to assigned shelters near their place of work or to a nearby low risk area.
- Mobilize all personnel and establish shifts, as needed.

Actions in Hazard Areas:

- Send liaison teams to designated reception areas.
- Relocate personnel and equipment assigned to reception area support.
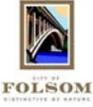
Actions in Reception Areas:

- Assign uniformed personnel to Reception and Care Centers.
- Increase patrol coverage of lodging, feeding, and other essential facilities.
- Expand detention capabilities.

NUCLEAR ATTACK OPERATIONS

Attack Warning:

- Assist in the dissemination of the nuclear attack warning.
- Provide crowd and traffic direction and control during the evacuation.
- When evacuation to shelter is complete, station mobile units at assigned locations and take shelter.
- Assist fallout shelter managers by maintaining law and order.
- Provide transportation assistance for remedial evacuation of people to better shelter or to less contaminated areas.

In Areas Experiencing Weapon-Caused Damage and Fires:

- Help put out fires.
- Assist in post-shelter remedial evacuation operations.

In Unaffected Areas:

- Provide support to law enforcement and traffic control operations in damaged areas.

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EVACUATION UNIT
Police Lieutenant/Designee

The Evacuation Unit is responsible for the coordination of movement and/or public protection (including sheltering in place) of people during the incident in accordance with the City of Folsom Evacuation Plan. Also responsible for providing warning information, including alerting and notifying the public of impending or existing emergencies.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Police Lieutenant
                               Alternate   Designee

REPORTS TO: Law Enforcement Branch Director

RESPONSIBILITIES:

1. Determine the scope of the evacuation or public protection mission.

2. Assist in mobilizing evacuation teams at the request of the Department Operations Centers or Field Incident Commanders.

3. Provide support as required to other emergency response agencies consistent with established priorities and objectives.

4. Ensure that deployed teams are provided with adequate support.

POSITION CHECKLIST

ACTIVATION PHASE

- Check in upon arrival at the EOC; locate the appropriate position notebook, vest, and nameplate.
- Obtain initial incident briefing from your immediate supervisor (EOC Director, Section Coordinator, or Branch Director).
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Track all hours to ensure proper pay.
- Determine individual resource needs such as a computer, telephone, plan copies, and other reference documents.
- Determine the initial objectives and priorities for your position and assess the status of Section/Branch/Unit/Field resources.
- Make all predestinated notifications.

OPERATIONAL PHASE

- Establish and maintain a position log and other necessary files.
- Work closely with all Operations Section Branch Directors to determine the scope of evacuation assistance required.
- Coordinate with the Law Enforcement Branch Director to determine missions for evacuation teams based on established priorities.
- Mobilize and deploy available evacuation teams to locations or to other emergency response agencies, consistent with established policies and priorities.
- Establish radio or phone communication with all deployed evacuation team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of evacuation resources specifically larger jurisdictions who have organized evacuation teams.
- Coordinate with Construction/Engineering to provide on-site assistance with evacuation operations at the request of team leaders.
- Coordinate with the Emergency Medical Unit to provide on-site assistance to evacuated victims requiring medical treatment.
- Coordinate with the Care & Shelter Branch Director to secure a center or shelter for evacuated persons.
- Coordinate with the Coroner to provide on-site assistance in managing fatalities at evacuation locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
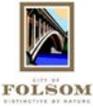
- Monitor and track the progress and status of each evacuation team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for evacuation teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Law Enforcement Branch Director of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

DEMOBILIZATION PHASE

- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor and to other EOC personnel as appropriate.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Clean up your work area before you leave.

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CONSTRUCTION & ENGINEERING BRANCH
Director of Public Works/Designee

The Construction and Engineering Branch is responsible for coordinating and advising EOC staff on procurement, distribution, and use of resources required to restore roads, bridges, storm drain systems, traffic signals, public buildings, solid waste, and transit facilities. Responsible for maintaining detailed records of damage/safety assessment and coordinating with the Sacramento County Operational Area for debris removal assistance. Assigns City staff to survey city structures and infrastructure for damage. Manages the activities of the Damage/ Safety Assessment Unit and Public Works Unit.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Director of Public Works
                            Alternate   Designee

REPORTS TO: Operations Section Coordinator

RESPONSIBILITIES:

1. Survey and restore all systems that have been disrupted including roads, bridges, storm drain systems, public buildings, and transit facilities.

2. Assist with compiling a preliminary damage assessment, specific to estimated dollar loss (must be reported to Sacramento County OES as soon as possible).

3. Survey public and private facilities as necessary, assess the damage to such facilities, and coordinate the repair of damage to public facilities.

4. Assist other sections, branches, and units within the EOC as needed with Construction & Engineering issues.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Identify vulnerable facilities, utility, and road systems.
- Establish priorities for renovating or relocating vulnerable facilities and road systems.
- Establish priorities for inspecting facilities, utility, and road systems during an emergency.
- Identify sources of structural engineers and heavy equipment.
- Review the City's policy for the level of inspection to be required before a facility is suitable for use.
- Ensure all MOUs, SOPs, and staff training requirements are up to date and on record.

ACTIVATION PHASE

- Check-in at the EOC as the Construction and Engineering Branch Director; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Ensure communication has been established with the Operational Area EOC: Construction & Engineering staff.
- Dispatch field operations and maintain communication, as needed.
- If mutual aid system is activated, coordinate with Operational Area.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Construction & Engineering Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Maintain status reports of operations being conducted.
- Identify field personnel and equipment commitments, locations, and shortages.
- Determine if local resources are adequate to deal with the emergency. If necessary, request additional assistance through the Logistics Section.
- Ensure damage and safety assessments are being carried out for both public and private facilities.
- Assist with compiling a preliminary damage assessment.
- Maintain reports on public works operations being conducted.
- Survey and restore all systems that have been disrupted, including roads, bridges, storm drain systems, traffic signals, public buildings, and transit facilities.
- Coordinate the acquisition of necessary mutual aid and resources for community infrastructure through the Operational Area.
- Coordinate with the Operational Area EOC and appropriate jurisdictional agencies to secure resources for:
  - o Emergency debris removal
  - o Building inspection
  - o Determine the safety of emergency operations facilities: shelters, reception, and care centers
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services, as required with the Public Works unit.
- Assist other sections, branches, and units within the EOC as needed with Construction & Engineering issues.
- Advise the Public Information Officer of transportation routes and road, building and bridge closures, disrupted utility systems, etc.
- Coordinate road closures/openings with the Law Enforcement Branch.
- Coordinate the availability of heavy equipment, construction materials, and vehicles through Logistics, as required.
- Establish communication with utility companies serving the affected area.
- Determine the status of local resources available to restore utilities, including natural gas and petroleum pipelines, electricity, water, telecommunications, sewage, and television.
- Restore, maintain, and operate essential facilities.
- Construct emergency facilities, as necessary.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Ensure all field units are accounted for during demobilization.
- Assist Section Coordinator, as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

EARTHQUAKE SUPPLEMENT

- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and ability to operate.
- Provide alternate communication links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

HAZARDOUS MATERIALS SUPPLEMENT

- Provide equipment and crews to support hazardous material teams, as requested.
- Make sure personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, ensure personnel remain upwind or use self-contained breathing apparatus (air tanks).

TERRORISM SUPPLEMENT

Increased Readiness Phase
Prepare to Build Shelters

- Start expanding the cadre of key personnel.
- Review and update plans for organizing shelter building and upgrading operations.
- Distribute the plans and brief officials.
- Determine the number of shelter spaces needed by those remaining in hazard areas.
- Work with officials in reception areas to determine their shelter and sewage capacity needs.
- Review resource needs, including equipment, workers, and building materials.
- Update resource inventories.
- Review availability of resources.
- Contact major suppliers of essential materials (building materials, etc.) and arrange for redistribution should shelter construction be ordered.
- Work with the Finance Section Coordinator to develop standby agreements with contractors.
- Identify contractors.
- Work with the Public Information Officer to encourage residents to volunteer the use of their basements for shelter space.
- Review existing shelter surveys and all volunteered home basements to determine which spaces can be used.
- Develop detailed upgrading or construction drawings for all needed structures.

Start Building Shelters

- Further expand the organizations needed to manage shelter development.
- Obtain contractor services.
- Work with the Public Information Officer to tell residents how to upgrade home basements.
- Restrict the sale and use of essential materials, equipment, and fuel.
- Mobilize all available public resources and private contractors.
- Oversee contractors hired to train shelter construction supervisors and staff.
- Train and manage unskilled laborers at the shelter sites.
- Ask the Public Works Director for construction personnel, equipment, and materials, as necessary.
- Halt all construction except shelter construction.
- Place dirt (protective berms) around buildings that will be used as shelters.
- Shore up doors and windows.
- Check on the resource needs at each shelter site.

- Prepare to put dirt on the roof or the floors above shelter spaces by bracing or shoring up areas as needed to support the extra weight.
- Stock finished shelters with supplies.

All-Out Shelter Building

- Enlist the public as labor, supervised by contractors.
- To reduce the need for heavy equipment, use unskilled labor for digging and placing dirt.
- Assemble materials needed for shielding and shoring, and building ventilation units:
  - Lumber
  - Plywood
  - Sandbags
- Use bulldozers, front end loaders, and backhoes, to dig and place dirt around shelters.
- Soil excavation for home basement upgrading would be performed manually by residents.
- Build ventilation systems.
- Stock shelters.
- Notify the Public Works Director if surplus equipment is available.

Warning Phase: Take Shelter
- Help move people into shelters.
- Move mobile equipment to designated locations.
- If you are in a hazard area, take shelter immediately.
- Help with shelter management.

After the Attack
- Assess surviving resources.
- In reception areas, continue improving fallout shelters until fallout radiation is detected, then stop work and take shelter.
- Help assess damage.
- Clear debris.

DAMAGE/ SAFETY ASSESSMENT UNIT
Building Official/Designee

The Damage/ Safety Assessment Unit is responsible for the evaluation of all city owned and private structures that may have been damaged in an incident. Responsible for maintaining detailed records of damage/safety assessment information and supporting the documentation process.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary: Building Official
                               Alternate: Designee

REPORTS TO: Construction & Engineering Branch Director

RESPONSIBILITIES:

1. Coordinate ground surveys and survey teams.

2. Collect and evaluate incoming damage assessment reports.

3. Maintain a current log of damage, including casualties and property damage.

4. Prepare written damage assessment reports.

5. Coordinate the with the Construction and Engineering Branch for State and Federal reimbursement.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review damage assessment responsibilities and the Emergency Operations Plan.
- Buy or arrange for a digital camera to document damage.
- Ensure Section understanding of the reporting forms and requirements.
- Ensure damage assessment kits are checked and maintained for immediate use by the survey teams (maps, pens, paper, clipboards, tape measures, flashlights, damage tags).
- Make sure you and your building inspectors understand how you will work with the other Departments regarding the inspection of structures.
- Ensure understanding of how and if you will work with the Operational Area EOC and/or the American Red Cross to survey damage.
- Prepare basic training guidelines for training other employees and mutual aid personnel in the correct forms and the process of recording and documenting damage assessment.

ACTIVATION PHASE

- Check-in at the EOC as the Damage/ Safety Assessment Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Dispatch field operations and maintain communication, if necessary.
- Establish and maintain communication with the Operational Area EOC Damage Assessment Unit.
- Track all hours to ensure proper pay.
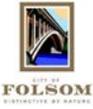
OPERATIONAL PHASE

- Coordinate with Operational Area regarding local jurisdictional needs.
- Oversee the initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities.
- Give special attention to special hazard areas such as government facilities, schools, utilities, and large occupied buildings.
- Prepare the initial damage estimate of the City.
- Collect, record, and total the type and estimated value of damage.
- Provide as necessary assessment teams to inspect and mark hazardous structures and record damage.
- Inspect and post critically damaged structures for occupancy or condemnation.
- Coordinate with the Utilities Branch on damage assessment of water system, sewer system, and private utilities companies on power system damage.
- Keep the Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Ensure all field units are accounted for during demobilization.
- Assist Section Coordinator as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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PUBLIC WORKS UNIT
Public Works Division Manager/Designee

The Public Works Unit is responsible for coordinating and advising Emergency Operations Center (EOC) Staff on the procurement, distribution, and use of resources required to restore roads, bridges, storm drains, traffic signals, buildings, and transit facilities. Supports damage assessment and activities. Responsible for coordinating all construction natured response operations, including road closures, equipment, and signage.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**
        Primary: Public Works Division Manager
        Alternate: Designee

REPORTS TO: Construction & Engineering Branch Director

RESPONSIBILITIES:

1. Survey all systems and restore those that have been disrupted, including roads, bridges, storm drain systems, traffic signals, buildings, and transit facilities.

2. Assess damage and coordinate the repair of damage to essential facilities and road systems.

3. Assist other Sections and Units within the EOC as needed with Public Works issues.
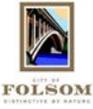
POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Public Works responsibilities and the Emergency Operations Plan.
- Identify vulnerable facilities and utility and road systems.
- Establish priorities for renovating or relocating vulnerable facilities and road systems.
- Establish priorities for inspecting facilities and utility and road systems during an emergency.
- Identify sources of structural engineers and heavy equipment.
- Review the City's policies and mutual aid agreements.
- Maintain all call up lists & staff training requirements.

ACTIVATION PHASE

- Check-in at the EOC as the Public Works Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Dispatch field operations and maintain communication, if necessary.
- Establish and maintain communication with the Operational Area EOC Public Works Unit.
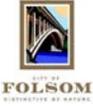- Track all hours to ensure proper pay.

OPERATIONAL PHASE
- Determine the status of localized and general damage within the City and where road closures are necessary, or signage is needed to assist with field response and protection of the public.
- Coordinate with Operational Area regarding local jurisdictional needs.
- Maintain communication with the EOC so timely information can be available to the Section Coordinator and the Situation Status Unit regarding personnel and resource status.
- Determine the need for additional staff needed and if mutual aid is necessary.
- Maintain the need for sandbags and sand to protect public or private property. Establish distribution points.
- Provide information to the Public Information Officer about Sandbag locations, road closures, utility issues, and public safety information.

- Coordinate supply needs with the Logistics section. Consider food, water, and personnel needs.
- Assist other staff members with public work's needs.
- Plan for the needs of the next operational period.
- Consider the need to activate any existing material supply contracts needed to meet the City's needs.
- Oversee the initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities.
- Give special attention to special hazard areas such as government facilities, schools, utilities, and large occupied buildings.
- Coordinate with Construction and Engineering Branch to provide debris removal.
- Coordinate with the Utilities Branch on damage assessment of water system, sewer system, and private utilities companies on power system damage.
- Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Ensure all field units are accounted for during demobilization.
- Assist Section Coordinator as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

The following checklist is identical to the Construction and Engineering Branch. Staff is expected to review the following tasks and assist according to their position's abilities. NOT ALL tasks will be applicable to your position. Work with section staff to ensure that actions are being completed.

EARTHQUAKE SUPPLEMENT

- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and ability to operate.
- Provide alternate communications links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

HAZARDOUS MATERIALS SUPPLEMENT

- Provide equipment and crews to support hazardous material teams as requested.
- Make sure personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, ensure personnel remain upwind or use self-contained breathing apparatus (air tanks).

TERRORISM SUPPLEMENT

Increased Readiness Phase

Prepare to Build Shelters

- Start expanding the cadre of key personnel.
- Mobilize the Public Works emergency organization.
- Review and update plans for organizing shelter building and upgrading operations.
- Distribute the plans and brief officials.
- Determine the number of shelter spaces needed by those remaining in hazard areas.
- Work with officials in reception areas to determine their shelter and sewage capacity needs.
- Review resource needs, including equipment, workers, and building materials.
- Update resource inventories.
- Review availability of resources.
- Contact major suppliers of essential materials (building materials, etc.) and arrange for redistribution should shelter construction be ordered.
- Work with the Finance Section Coordinator to develop standby agreements with contractors.

- Identify contractors.
- Work with the Public Information Officer to encourage residents to volunteer the use of their basements for shelter space.
- Review existing shelter surveys and all volunteered home basements to determine which spaces can be used.
- Develop detailed upgrading or construction drawings for all needed structures.

Start Building Shelters

- Further expand the organizations needed to manage shelter development.
- Obtain contractor services.
- Work with the Public Information Officer to tell residents how to upgrade home basements.
- Restrict the sale and use of essential materials, equipment, and fuel.
- Mobilize all available public resources and private contractors.
- Oversee contractors hired to train shelter construction supervisors and staff.
- Train and manage unskilled laborers at the shelter sites.
- Contact Public Works Director for construction personnel, equipment, and materials.
- Halt all construction except shelter construction.
- Place dirt (protective berms) around buildings that will be used as shelters.
- Shore up doors and windows.
- Check on the resource needs at each shelter site.
- Prepare to put dirt on the roof or the floors above shelter spaces by bracing or shoring up areas as needed to support the extra weight.
- Stock finished shelters with supplies.

All-Out Shelter Building

- Enlist the public as labor, supervised by contractors.
- To reduce the need for heavy equipment, use unskilled labor for digging and placing dirt.
- Assemble materials needed for shielding and shoring, and building ventilation units:
  - Lumber
  - Plywood
  - Sandbags

- Use bulldozers, front end loaders, and backhoes, to dig and place dirt around shelters.
- Soil excavation for home basement upgrading would be performed manually by residents.

- Build ventilation systems.
- Stock shelters.
- Notify the Public Works Director if surplus equipment is available.

Warning Phase: Take Shelter

- Help move people into shelters.
- Move mobile equipment to designated locations.
- If you are in a hazard area, take shelter immediately.
- Help with shelter management.

After the Attack

- Assess surviving resources.
- In reception areas, continue improving fallout shelters until fallout radiation is detected, then stop work and take shelter.
- Help assess damage.
- Clear debris.

UTILITIES BRANCH
Environmental and Water Resources Director/Designee

The Utilities Branch is responsible for restoring, maintaining, and operating essential utility services. Responsible for evaluating utilities, including water-related facilities, water treatment facilities, electricity, natural gas, phone, and waste. Coordinates mutual aid for restoration of utility services within the city.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary: Environmental and Water Resources
                                                    Director
                                    Alternate: Designee

REPORTS TO: Operations Section Coordinator

RESPONSIBILITIES:

1. Monitor and report utility outages to the EOC on an ongoing basis.

2. Coordinate the restoration efforts for water, electricity, natural gas, sewer, and phone utilities and services throughout Folsom.

3. Survey all systems and restore those that have been disrupted.

4. Assess damage and coordinate the repair of damage to public utilities.

5. Assist other Sections and Units within the EOC, as needed, with other issues.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and the Emergency Operations Plan.
- Identify vulnerable facilities and utilities.
- Establish priorities for addressing vulnerable facilities and systems.
- Establish priorities for inspecting facilities and utilities during an emergency.
- Ensure staff is trained on emergency protocol and procedures.
- Maintain call lists and supplies needed in the EOC.

ACTIVATION PHASE

- Check-in at the EOC as the Utilities Branch Director; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Contact counterparts in the Operational Area EOC and establish lines of communication.
- Determine staffing requirements.
- Establish liaison with all utility companies serving the affected area, as necessary.
- Establish lines of communication with field operations and maintain communication.
- Determine the status of local resources available to restore utilities after outages.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Utilities Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.
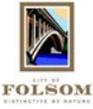
OPERATIONAL PHASE

- Determine and report the status of utilities including the location of damaged pipelines, facilities, and power lines and the anticipated time of restoration of service for:
    o Natural gas pipelines
    o Petroleum pipelines
    o Electricity
    o Water
    o Telecommunications (includes cell, landline, and radio)
    o Sewage/waste treatment plants

- Maintain status reports of utilities operations being conducted.
- Identify field personnel and equipment commitments, locations, and shortages.
- Ensure all utility facilities and personnel in the affected area are advised and take all necessary actions if protective actions are recommended.
- Inventory the status of essential City services.
- Ensure an adequate supply of water is available for firefighting operations.
- Provide emergency drinking water, if necessary.
- Coordinate with the County Health Department about any contaminated water use areas and the areas affected.
- Coordinate the acquisition of necessary mutual aid and mutual assistance resources for utilities with the Operational Area and the San Juan Water District and Golden State Water Company, as needed.
- Advise the Public Information Officer (PIO) through the Operations Section Coordinator of utility status.
- Coordinate the restoration efforts for water and sewer utilities and services throughout Folsom.
- Close and isolate damaged sewage disposal systems, as necessary, to protect the water supply.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Authorize the demobilization of organizational elements within the Branch when authorized by the Operations Section Coordinator.
- Ensure all field units are accounted for during demobilization.
- Assist Section Coordinator as needed.
- Leave forwarding information, including cell number and email
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

The following checklist is identical to the Construction & Engineering Branch. Staff is expected to review the following tasks and assist according to their position's abilities. NOT ALL tasks will be applicable to your position. Work with section staff to ensure that actions are being completed.

EARTHQUAKE SUPPLEMENT

- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and ability to operate.
- Provide alternate communications links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

HAZARDOUS MATERIALS SUPPLEMENT

- Provide equipment and crews to support hazardous material teams, as requested.
- Make sure personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, ensure personnel remain upwind or use self-contained breathing apparatus (air tanks).

TERRORISM SUPPLEMENT

Increased Readiness Phase
Prepare to Build Shelters

- Start expanding the cadre of key personnel.
- Review and update plans for organizing shelter building and upgrading operations.
- Distribute the plans and brief officials.
- Determine the number of shelter spaces needed by those remaining in hazard areas.
- Work with officials in reception areas to determine their shelter and sewage capacity needs.
- Review resource needs, including equipment, workers, and building materials.
- Update resource inventories.
- Review availability of resources.
- Contact major suppliers of essential materials (building materials, etc.) and arrange for redistribution should shelter construction be ordered.
- Work with the Finance Section Coordinator to develop standby agreements with contractors.
- Identify contractors.
- Work with the Public Information Officer to encourage residents to volunteer the use of their basements for shelter space.
- Review existing shelter surveys and all volunteered home basements to determine which spaces can be used.
- Develop detailed upgrading or construction drawings for all needed structures.

Start Building Shelters

- Further expand the organizations needed to manage shelter development.
- Obtain contractor services.
- Work with the Public Information Officer to tell residents how to upgrade home basements.
- Restrict the sale and use of essential materials, equipment, and fuel.
- Mobilize all available public resources and private contractors.
- Oversee contractors hired to train shelter construction supervisors and staff.
- Train and manage unskilled laborers at the shelter sites.
- Ask the Public Works Director for construction personnel, equipment, and materials, as necessary.
- Halt all construction except shelter construction.
- Place dirt (protective berms) around buildings that will be used as shelters.
- Shore up doors and windows.
- Check on the resource needs at each shelter site.

- Prepare to put dirt on the roof or the floors above shelter spaces by bracing or shoring up areas as needed to support the extra weight.
- Stock finished shelters with supplies.

All-Out Shelter Building

- Enlist the public as labor, supervised by contractors.
- To reduce the need for heavy equipment, use unskilled labor for digging and placing dirt.
- Assemble materials needed for shielding and shoring, and building ventilation units:
    - Lumber
    - Plywood
    - Sandbags

- Use bulldozers, front end loaders, and backhoes, to dig and place dirt around shelters.
- Soil excavation for home basement upgrading would be performed manually by residents.
- Build ventilation systems.
- Stock shelters.
- Notify the Public Works Director if surplus equipment is available.

Warning Phase: Take Shelter
- Help move people into shelters.
- Move mobile equipment to designated locations.
- If you are in a hazard area, take shelter immediately.
- Help with shelter management.

After the Attack
- Assess surviving resources.
- In reception areas, continue improving fallout shelters until fallout radiation is detected, then stop work and take shelter.
- Help assess damage.
- Clear debris.

CARE AND SHELTER BRANCH
Director of Parks and Recreation/Designee

The Care and Shelter Branch is responsible for assisting Emergency Operations Center (EOC) staff with the planning and executions of care and shelter operations. Provides coordination of care and shelter for disaster victims including helping with the efforts of the American Red Cross and other volunteer organizations, assisting the management of animal care and shelter, and implementing a donations management program at care and shelter sites.

RESPONSIBLE STAFF
AND ALTERNATIVES:

       Primary: Director of Parks and Recreation
       Alternate: Facilities Manager of Parks and Recreation

REPORTS TO: Operations Section Coordinator

RESPONSIBILITIES:

Care and shelter of people:
1. Coordinate with Operational Area EOC and/or American Red Cross Disaster Operations Center (ARC-DOC) and other volunteer agencies for the provision of food, potable water, clothing, shelter, and other basic necessities.

2. Coordinate with the American Red Cross Disaster Welfare Inquiry Officer to reunite families or respond to inquiries from relatives or friends.

3. Coordinate safety and emergency needs identified by agencies within the EOC with the American Red Cross Liaison Officer.

4. Implement a donation management program, as needed.

Care and shelter of animals:
1. Coordinate with the Animal Care and Welfare Unit to assist with disaster Animal Services operations within the City of Folsom.

2. Maintain liaison with the American Red Cross (ARC), volunteer agencies and other representatives within the jurisdiction.

3. Facilitate the transportation of animals to local animal care facilities or to other areas, as requested.
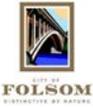
POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Care and Shelter responsibilities and the Emergency Operations Plan.
- Coordinate with the Red Cross to plan for first aid at shelters.
- Coordinate with Red Cross to pre-identify shelter locations in Folsom.
- Ensure all necessary supplies are in the EOC or readily available.
- Implement staff training and maintain training records.
- Maintain contact lists for Operational Area, American Red Cross (ARC), National and Local Volunteer Organizations Active in Disaster (VOAD), Special Districts, City Staff, etc.
- Secure and maintain adequate sheltering supplies, as possible.

ACTIVATION PHASE

- Check-in at the EOC as the Care and Shelter Branch Director; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Contact counterparts in the Operational Area EOC and establish lines of communication.
- Determine staffing requirements.
- Establish lines of communication with American Red Cross, Operational Area EOC, and maintain communication.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Care & Shelter Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Identify the care and shelter needs of the City of Folsom and coordinate with neighboring jurisdictions.
- Provide a current care and shelter status report to the Operations Section Coordinator, when requested.
- Coordinate with the ARC Chapter, volunteer service agencies, and Operational Area EOC for status updates, the provision of food, potable water, clothing, shelter, and other basic necessities, as needed.
- If evacuations are initiated or appear to be imminent, coordinate with the Law Enforcement Branch and the Operational Area EOC Care and Shelter Branch to determine, at a minimum:
    o The boundaries of the evacuation area(s).
    o That activated shelter facilities meet requirements described under the Americans with Disabilities Act.
    o The number of evacuees requiring food and shelter. (It is anticipated that a portion of the evacuees will arrange for their own food and shelter).
    o Designate space within lodging shelter facilities to house the number of evacuees with special needs.
- Based upon data received by following the previous steps, work with the Operational Area EOC to allocate shelter space and assign evacuees, by area, to facilities.
- Coordinate the assessment of mass care needs, housing requirements and inventory and allocation of temporary lodging as needed.
- Ensure the flow of information between City's Care and Shelter facilities and the EOC have been established.
- Periodically poll jurisdictional mass care facilities to determine the evacuee load and support requirements.
- Ensure that all shelter sites within the City comply with ADA requirements and that they meet all needs for access.
- Update the Care & Shelter Board in WebEOC, as necessary.
- Ensure activation of shelters includes:
    o School personnel are notified
    o Shelter management personnel respond
    o Public Health personnel and equipment are assigned
    o Animal services have been notified

- Attempt to provide the following services at each shelter:
  - o Crisis counseling (coordinate with the Red Cross and the Mental Health Unit in the Operational Area EOC).
  - o Security and traffic control (coordinate with the Law Enforcement Branch in the EOC).
  - o Resources to enable communications (coordinate with the Logistics Section in the EOC).
  - o Care for any pets brought to shelters.
- Inform the Public Information Officer (PIO), through the Operations Section Coordinator of current information updates and pertinent information, as needed.
- Ensure specialized services are provided as required for the care of special needs population groups (unaccompanied minors, aged, disabled, etc.).
- Coordinate the consolidation and eventual demobilization of shelters, ensuring an orderly transition from mass care to separate family living to post-disaster recovery.
- Coordinate with the Donations Management Unit to provide for the receipt, storage, handling, and transportation of all supplies donated by the community, especially food safety during an emergency situation.
- Facilitate the relocation of the public from non-ARC, County, and temporary shelters to shelters with ARC and County services whenever possible.
- Implement a donations management program as needed.
- Provide a situational briefing at the end of your operational period to your replacement and Ops Coordinator.

DEMOBILIZATION PHASE ACTIONS

- Authorize the demobilization of organizational elements within the Branch when authorized by the Operations Section Coordinator.
- Assist Section Coordinator as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

TERRORISM SUPPLEMENT

Increased Readiness Operations

- Review and update plans, and alert and brief personnel.
- If the evacuation will be into another county, work with the County and the State Office of Emergency Services to establish a Care and Shelter Organization.
- Activate and expand the Care and Shelter Organization.
- Help provide information to the Public Information Officer.
- Provide services to support the Red Cross, if needed.
- Report shelter status and other required information to the appropriate Emergency Operations Center.
- Work with Fire and Rescue to reduce fire vulnerability.
- Ensure sheltered population is positioned for maximum protection from direct effects:
    - Put maximum number of people in basements, lying down or sitting on the floor, away from doors.
    - If basements are not available, put people in the central part of the building, on lower floors, lying or sitting on the floor out of the line of possible flying glass.
- Monitor arrival of evacuees at Reception and Care Centers and provide information to Law Enforcement for traffic control operations.
- Maintain records of evacuee assignments and report information to the Emergency Operations Center.
- When informed that movement to shelter facilities is complete, notify the Emergency Operations Center.

Actions in Hazard Areas

- Activate plans for supporting essential workers, institutionalized persons, the aged, the critically ill, and other persons who cannot be (or refuse to be) evacuated.

CARE AND SHELTER BRANCH
Roster of Miscellaneous Telephone Referral Numbers
April 1, 2018

Sacramento County Area Agency on Aging   (916) 486-1876

American Red Cross (Sierra-Delta Chapter)
- 1565 Expo Blvd.
  Sacramento, CA 95815
  8am-6pm (weekdays)   (916) 993-7070
  After 6pm (weeknights/weekends/holidays)   (844) 236-0153

Animal Assistance
- City of Folsom Animal Services   (916) 461-6040

- Sacramento Humane Society & SPCA   (916) 383-7387
  6201 Florin-Perkins Road
  Sacramento, CA 95828 *(also operates as a shelter)*

- Sacramento County Animal Shelter   (916) 368-7387
  3839 Bradshaw Road, Sacramento, CA 95827
  (Telephone operators available 24/7)

- El Dorado County Animal Services   (530) 621-5795
  6435 Capitol Avenue, Diamond Springs, CA 95619

- Placer County Animal Services   (530) 886-5541
  11232 B Avenue, Auburn, CA 95603
  (Dispatch telephone (530) 886-5500)

California Department of Forestry & Fire Protection
- Sacramento Headquarters   (916) 653-5123
  1416 9th St., Sacramento, CA 95814

- Amador-El Dorado Unit (AEU)   (530) 644-2345
  2840 Mt. Danaher Road, Camino, CA 95709

- Nevada-Yuba-Placer (NYP)   (530) 823-4904
  13760 Lincoln Way, Auburn, CA 95603

California Highway Patrol (Sacramento Communications) –
24 hr. Dispatch   (916) 861-1300

Sacramento County Office of Education   (916) 228-2500
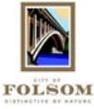
Poison Control System   (800) 222-1222

Radio Stations for EAS (Emergency Alert System)
    Primary Station: KFBK AM 1530 KHz
    Secondary Station: KXPR FM 88.9 MHz

Salvation Army
- Sacramento (Citadel)   (916) 469-4600
  (Disaster services)
  2550 Alhambra Boulevard, Sacramento, CA 95817
- Roseville   (916) 784-3382
  100 Lincoln Street, Roseville, CA 95678

PG&E – Emergency & Outages Hotline   (800) 743-5000

SMUD – Emergency & Outages Hotline   (800) 411-7343

Transit Information
Sacramento Regional Transit (general)   (916) 321-2877

Sacramento Regional Transit (police)   (916) 556-0275

- Folsom Stage Line   (916) 355-8395

Folsom Cordova Unified School District (FCUSD) Chief Operating Officer
-   (916) 837-0574

YMCA – Sacramento   (916) 452-9622
    2021 W Street, Sacramento, CA 95818

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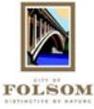
ANIMAL CARE & WELFARE UNIT
Animal Control Officer/Designee

The Animal Care & Welfare Unit works directly with the Care and Shelter Branch to assist, as needed, in the care and shelter of animals within an evacuation area.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary: Animal Control Officer
                              Alternate: Designee

REPORTS TO: Care and Shelter Branch Director

RESPONSIBILITIES:

1. Assess the status of animal care needs within the City of Folsom.

2. Determine status of available shelters and establish locations for additional sheltering.

3. Determine the need for animal care and veterinary services.

4. Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency.

5. Coordinate as necessary with Emergency Medical Unit Leader, Care and Shelter Unit, and other EOC positions on Animal Care & Welfare issues and requirements.

6. Supervise the Animal Care & Welfare Unit.

7. Coordinate with the Operational Area EOC and the County Department of Animal Control to assist with disaster Animal Services operations within the City of Folsom.

8. Maintain liaison with the American Red Cross (ARC), volunteer agencies and other representatives within the jurisdiction.

9. Facilitate the transportation of animals to local animal care facilities or to other areas, as requested.

POSITION CHECKLIST

ACTIVATION PHASE

- Check in upon arrival at the EOC; locate the appropriate position notebook, vest, and nameplate.
- Obtain initial incident briefing from your immediate supervisor (EOC Director, Section Coordinator, or Branch Director).
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Track all hours to ensure proper pay.
- Determine individual resource needs such as a computer, telephone, plan copies, and other reference documents.
- Determine the initial objectives and priorities for your position and assess the status of Section/Branch/Unit/Field resources.
- Make all predestinated notifications.

OPERATIONAL PHASE

- Establish and maintain a position log and other necessary files.
- Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- Determine location and time of any animal welfare facilities that are activated.
- Obtain phone numbers/pager numbers for all essential locations and/or personnel that may have contact with the EOC.
- Determine status of available communications systems.
- Obtain current level of staffing and anticipated needs for additional personnel (include volunteer personnel in estimate).
- Determine location and status of major incidents involving a threat to or from animals.
- Determine extent of damage to, and the operational capacity of department shelter facilities.
- Provide above information to the Branch Director and to the Situation Status Unit.
- Participate in EOC planning meetings, as required.
- As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care.
- Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations.
- Assign specific duties to support staff and supervise staff.
- As needed, request additional resources through established ordering procedures.
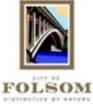
- If, the Operational Area EOC is activated, coordinate with the Animal Services Coordinator for Animal Control.
- Establish contact with the Humane Society coordinator to determine availability and condition of animal sheltering facilities.
- Provide Animal Services information to the Public information Officer (PIO).
- Work with the Donations Management staff to maintain a system to handle equipment and food donated for animal care.

DEMOBILIZATION PHASE

- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor and to other EOC personnel as appropriate.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Check out upon exit of the EOC with the Check-out staff and return your position binder, vest, and nameplate.
- Clean up your work area before you leave.

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50. PLANNING/INTELLIGENCE SECTION

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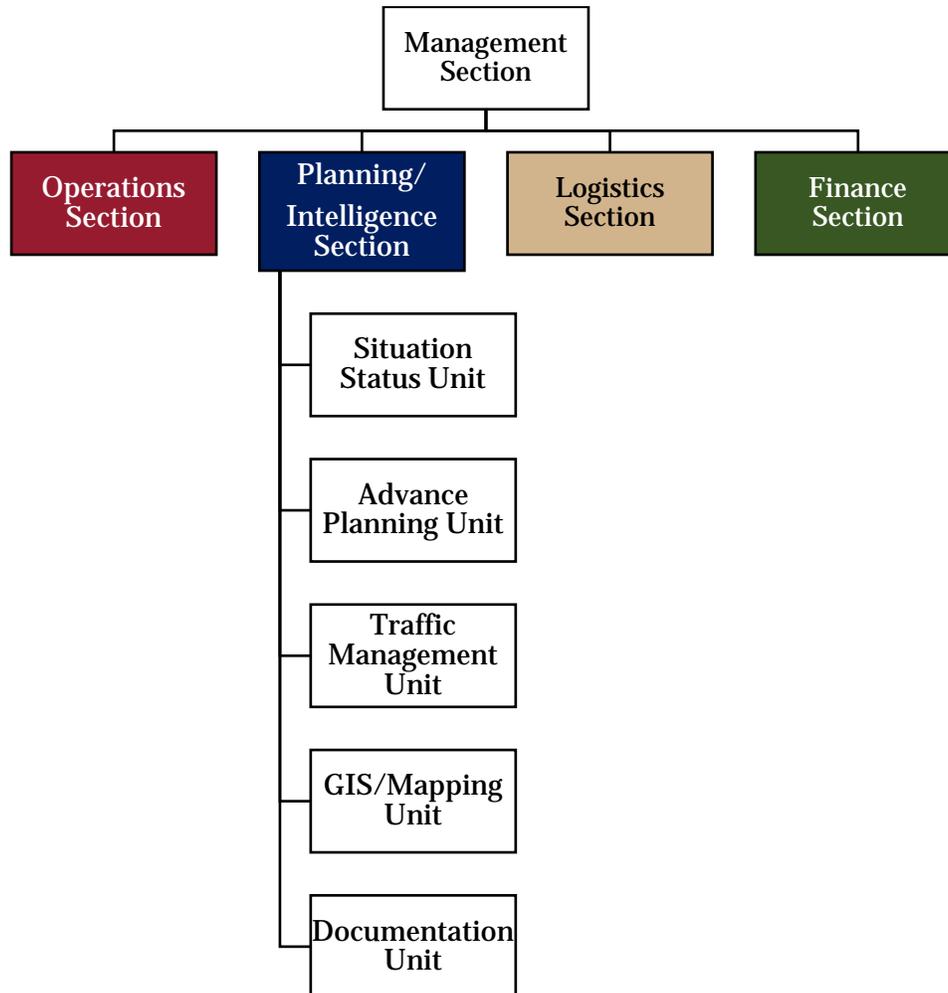
DESCRIPTION:

The Planning Section helps plan the response to the emergency. Planning personnel attempt to forecast the future needs and events of the response effort. In the EOC the Planning Section staff can be identified by the Blue vests that staff members will be wearing. This section includes checklists for each position within the following pages.

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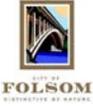
PLANNING/INTELLIGENCE SECTION COORDINATOR
Director of Community Development/City Planner

The Planning Section Coordinator is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. Responsible for tracking the emergency and providing information to the EOC Director. Also responsible for the development of the EOC Incident Action Plan (IAP) for emergency response; the demobilization plan; and the recovery plan. Manages the activities of the following units: Situation Status, Advance Planning, Traffic Management, GIS/Mapping, and Documentation.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Director of Community Development
                             Alternate   City Planner

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Ensure that the Planning/Intelligence function is carried out within the EOC.

2. Prepare and distribute the EOC Action Plan and periodic Situation Reports.

3. Ensure that objectives and assignments identified in the EOC Action Plan are carried out effectively.

4. Establish the appropriate level of organization within the Planning/Intelligence Section, continuously monitoring their effectiveness and modifying accordingly.

5. Conduct advance planning activities.

6. Provide technical support services to the various EOC Sections, Branches, and Units in documenting and maintaining files on all EOC activities.

7. Keep the EOC Director informed of all significant issues affecting the Planning/Intelligence Section.
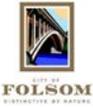
POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review Planning Section Coordinator responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in all the Planning Section Checklists.
- Make sure call-up lists and staff training records are up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Planning Section Coordinator; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Ensure Planning Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Operations Section Coordinator and review any major incident reports.
- Establish contact with neighboring jurisdiction and the Operational Area EOC Planning Section, as necessary.
- Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Ensure that the Planning/Intelligence function is carried out within the EOC.
- Ensure Planning Section position logs and other necessary files are maintained.
- Ensure the Situation Status Unit is maintaining current information for the situation report and submits an initial situation status report to the Operational Area EOC as soon after activation as possible.
- Oversee the establishment of contact with the Operational Area EOC and the receipt of Operation Area Situation Status report.
- Ensure major incident reports and status reports are completed by the Operations Section and are accessible by the Planning Section.

- Establish the appropriate level of organization with the Planning Section, continuously monitoring their effectiveness and modifying accordingly.
- Conduct advance planning activities.
- Ensure a situation report is produced and distributed to EOC Sections at least once prior to the end of the operational period.
- Lead ongoing situation briefings.
- Ensure all status boards and other displays are kept current and posted information is neat and legible.
- Oversee the preparation of the EOC Action Plan.
- Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefing with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the initial EOC Action Planning Meeting at least one hour after EOC activation and at least once every additional operational period.
- Ensure objectives for each section are completed, collected, and posted in preparation for the next EOC Action Planning Meeting.
- Ensure the results from the EOC Action Planning meeting are documented and distributed to all personnel prior to the start of the next operational period.
- Work closely with each Unit Leader in the Planning Section to ensure the section objectives are being addressed.
- Ensure that Geographic Information Systems (GIS) and other technical support services are provided to the various organizational elements within the EOC.
- Ensure the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC.
- Ensure Working with the Recovery Coordination to begin planning for recovery operations.
- Advise the EOC Director and Recovery Coordinator on Planning/Intelligence issues regarding recovery.
- Prepare an After-Action Report and assist in debriefing.
- Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section.
- Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

EARTHQUAKE SUPPLEMENT

- Ensure that survey units are dispatched to survey for damage, flooding, fires, or other hazards.
- Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- Protect emergency equipment from possible aftershock.
- Evaluate the possibility of dam or levee failures.
- Work with Construction & Engineering to plan for the inspection of buildings and other structures. Plan for:
    o Priorities for inspection.
    o Who will inspect what?
    o Timetable for inspections.
    o Re-entry policy.

TERRORISM SUPPLEMENT

Increased Readiness Operations

- Monitor crisis development and keep key officials informed.
- Review and, if necessary, update the following:
    o Protection Plans and related supporting plans and procedures.
    o Resource information (personnel, equipment, and supplies), key facilities, and communications.

- If evacuation appears imminent, review and update the following:
    o Pre-designated essential industries, facilities, and services that would have to remain in operation.
    o Evacuation sites that have been reserved for specific organizations.

- Monitor spontaneous evacuation from hazard areas.
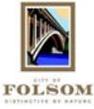
SITUATION STATUS UNIT
City Engineer/Designee

The Situation Status Unit is responsible for the collection, consolidation, organization, and analysis of incident situation information, and displaying that information on the status board in WebEOC. Ensures all information collected from sources is current and validated prior to posting on WebEOC. Evaluate and display information, preparing consolidated reports for the Director of Emergency Services and transmitting reports to the Operational Area EOC.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   City Engineer
                                Alternate   Designee

REPORTS TO: Planning/Intelligence Section Coordinator

RESPONSIBILITES:

1. Oversee the collection, organization, and analysis of incident status information.

2. Ensure that information collected from all sources is validated prior to posting on status boards or entering Web EOC.

3. Ensure that an EOC/Incident Action Plan (IAP) is developed for each operation period, based on objectives developed.

4. Ensure that the City of Folsom Situation Report is sent to the Operational Area EOC.
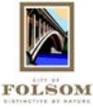
POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review Situation Status responsibilities and the Emergency Operations Plan.
- Arrange for a camera (with film and/or digital storage) and an audio recorder (with tape and/or digital storage) to document damage and to record status board changes.
- Check to make sure maps and status boards in EOC are up to date and available.
- Make sure you understand the reporting forms and requirements.

ACTIVATION PHASE

- Check-in at the EOC as the Situation Status Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Planning Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Oversee the collection and analysis of all incoming incident related information including any damage to property, loss of life or injury, and habitability of public buildings.
- Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Collect and consolidate information on damage to public and private sector property, loss of life and injury, and the status of continued occupancy of facilities and structures.
- Identify the location of the incident's progress and development.
- Identify the location(s) of greatest impact and incident potential progression.
- Prepare and submit to the Operational Area EOC, the jurisdictional Situation Report forms as follows:
    - Initial report within four hours.
    - Subsequent reports to be submitted as conditions warrant (i.e. any significant changes, but at least once each operational period).
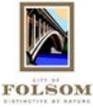
- Direct EOC staff on collecting incident status information from resource. Ensure each EOC Section provides a status report for inclusion in the Situation Status Report.
- Prepare a Situation Status Report on the status of the emergency, including identifying the area affected, resources available, resources committed, and resources needed.
- Ensure each section provides its objectives at least 30 minutes prior to each EOC Action Planning Meeting.
- Prepare an EOC Action Report for the incoming operational period staff on the objectives to be accomplished during their shift. Provide the final approved copy to the Documentation Unit for mass production and distribution to all EOC Staff.
- Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow-up items.

DEMOBILIZATION PHASE

- When directed by the Planning Section Coordinator, begin to deactivate the unit, and make sure all reported information is entered into the activity log and Web EOC.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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ADVANCE PLANNING UNIT
City Planner/Designee

The Advance Planning Unit is responsible for looking ahead (36 to 72 hours) in the operation and identifying issues that will have to be addressed including the development of Incident Action Plans, and coordinating with the Recovery Coordinator to develop a recovery plan.

**RESPONSIBLE STAFF
AND ALTERNATES:**   Primary   City Planner
                       Alternative   Designee

REPORT TO: Planning/Intelligence Section Coordinator

RESPONSIBILITIES:

1. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally 36 to 72 hours and beyond.

2. Review all available status reports, action plans and other significant documents for anything requiring consideration in the Advance Plan.

3. Determine potential future impacts of the disaster; particularly issues which might modify the overall strategic objectives of the EOC.

4. Provide periodic briefings for the Planning/Intelligence Section Coordinator addressing Advance Planning issues.

5. Work with the Recovery Coordinator.
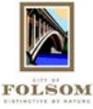
POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

ACTIVATION PHASE:

- Check-in at the EOC as the Advance Planning Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Planning, Operations, and Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE:

- Ensure that forecasts and plans are made available in a timely manner to the EOC for operational and recovery planning, policymaking, and development of public information materials.
- Work with the Recovery Officer in the development of the Recovery Plan.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72-hour time frame.
- Submit the Advance Plan to the Planning/Intelligence Section Coordinator for review and approval prior to conducting briefings.
- Assist with the development of an EOC Action Plan and update the action planning process as situations change. Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE:

- When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of [WebEOC](#) so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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TRAFFIC MANAGEMENT UNIT
Traffic Engineer/Designee

The Traffic Management Unit is responsible for operations of the traffic signal cameras and the adjustment of signals in major intersections where the City has control systems in place as needed given the incident. Additionally, the staff will assist the City with situational awareness and assessment of damage using the traffic management system.

RESPONSIBLE STAFF
AND ALTERNATES: Primary   Traffic Engineer
                           Alternative   Designee

REPORT TO: Planning/Intelligence Section Coordinator

RESPONSIBILITIES:

1. Operate the traffic signal controls and camera around the City to gather situational awareness and assist with traffic flow needs, as necessary.

2. Adjust traffic signals in major intersections.

3. Assist city staff with information gathering and damage assessment using the traffic management system.

4. Assist staff with technical needs in the Traffic Management Center.
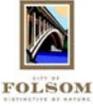
POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

ACTIVATION PHASE:

- Check-in at the EOC as the Traffic Management Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Planning, Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Assist Section in determining the scope of the damage from an incident using the traffic camera system.
- Survey the condition of all intersections under camera surveillance and make necessary corrections to allow traffic to flow properly, as needed.
- Report any damage to the Section coordinator or appropriate staff and discuss any assistance that you can provide.
- Keep current on the changes in traffic conditions as the incident evolves.
- Provide the Planning Section Coordinator with a situational update at least every hour. Log and document all current information concerning road closures and provide information to the Situation Status Unit for entry into WebEOC.
- Assist the Situation Status Unit with updating data as needed. Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing to replacement at the end of operational period to ensure continuity of activities and needs, identify follow up items that need attention.
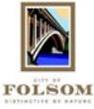
DEMOBILIZATION PHASE:

- When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of [WebEOC](#) so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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GIS/MAPPING UNIT
GIS Specialist/Designee

The GIS/Mapping Unit is responsible for the display of incident status information obtained from field observers, resource status reports, aerial and other photographs, and other data. Responsible for meeting the EOC's entire incident mapping needs and providing technical assistance to mitigate hazards and/or ensure personnel safety.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   GIS Specialist
                         Alternate   Designee

REPORTS TO: Planning/Intelligence Section Coordinator

RESPONSIBILITIES:

1. Provide technical observations and recommendations to the EOC Director in specialized areas, as required.

2. Ensure that qualified specialists are available in the areas required by the particular event.

3. Ensure mapping (Geographic Information System, if possible) capabilities and services are available and maintained.

4. Arrive at the EOC with all technical tools and resources necessary to ensure appropriate set-up of work area. (i.e. software, laptop, reference manuals etc.)

POSITION CHECKLIST

BEFORE AN EMERGENCY
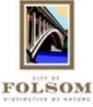
- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Continually work with all departments to ensure that GIS information stays up to date.

ACTIVATION PHASE

- Check-in at the EOC as the GIS/Mapping Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Planning Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Provide technical assistance and recommendations to the EOC staff in specialized areas, as required.
- Ensure mapping capabilities and services are available and maintained.
- Arrive to the EOC with all technical tools and resources necessary to ensure appropriate set-up of work area. (i.e. software, laptop, reference manuals, etc.)
- Display situational and operational information using display boards, maps, and other visual aids.
- Create and display the current EOC organizational chart.
- Establish a situation map.
- Ensure information is current, clear, and concise.
- Maintain a record of all visual displays
- Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
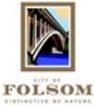
DEMOBILIZATION PHASE

- When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of [WebEOC](#) so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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DOCUMENTATION UNIT
Deputy City Clerk/Designee

The Documentation Unit is responsible for collecting, filing, and maintaining all completed incident related documents, including EOC position logs, situation status reports, and EOC Action Plans. Also prepares and distributes the After-Action Report.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Deputy City Clerk
                             Alternate   Designee

REPORTS TO: Planning Section Coordinator

RESPONSIBILITIES:

1. Collect, organize, and file all completed disaster related forms, to include: all EOC Position Logs, Situation Status Reports, Incident Action Plans, and any other related information prior to the end of each operational period.

2. Provide document reproduction services to all EOC Sections.

3. Coordinate with the Situation Status Unit and PIO to distribute EOC Situation Status Reports, Action Plans, and other documents, as needed.

4. Maintain a permanent electronic archive of all Situation Reports and Incident Action Plans associated with the incident.

5. Assist in the preparation and distribution of the After-Action Report.
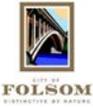
POSITION CHECKLIST

BEFORE AN EMERGENCY
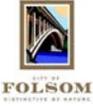
- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Documentation Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Planning Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Meet with the Planning Section Coordinator to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Coordination Officer to determine what EOC material and documents are necessary to provide accurate records and documentation for recovery purposes.
- Establish documentation filing system for:

Proclamations	Advance Plans
Operational Area Jurisdiction Activation Forms	Letters/Memos
City Situation Reports	Event Logs
News Releases	Message Forms
Notification System Logs	Activity Logs
Emergency Alert System (EAS) Messages	Briefings

- Initiate and maintain a roster of all activated EOC positions to ensure position logs are accounted for and submitted to the Documentation Unit at the end of each operational period.
- Reproduce and distribute the Situation Reports and EOC Action Plans.
- Collect, organize, and maintain all EOC materials as official records. This includes, situation reports, incident action plans, position logs, and email messages associated with the incident.
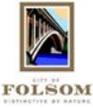
- Review records for accuracy and completeness and correct any errors by verifying information with appropriate personnel.
- Establish a documentation filing system for storing files related to the incident. Permanently store these documents for legal, analytical, and historical purposes.
- Establish and maintain document reproduction services for EOC Staff.
- Prepare and distribute the After-Action Report.
- Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Maintain accurate, up to date EOC activity files and assist in the preparation and distribution of the After-Action Report.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- When directed by the Planning Section Coordinator, begin to deactivate the unit. Make sure all reported information is entered into the activity logs and they are up to date.
- Make sure all written information developed during the incident is collected and filed. Electronic documentation may be kept within the incident setup in WebEOC.
- Collect all documentation including emails, notes, documents, logs, and electronic files from all EOC Staff prior to EOC demobilization.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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51. LOGISTICS SECTION

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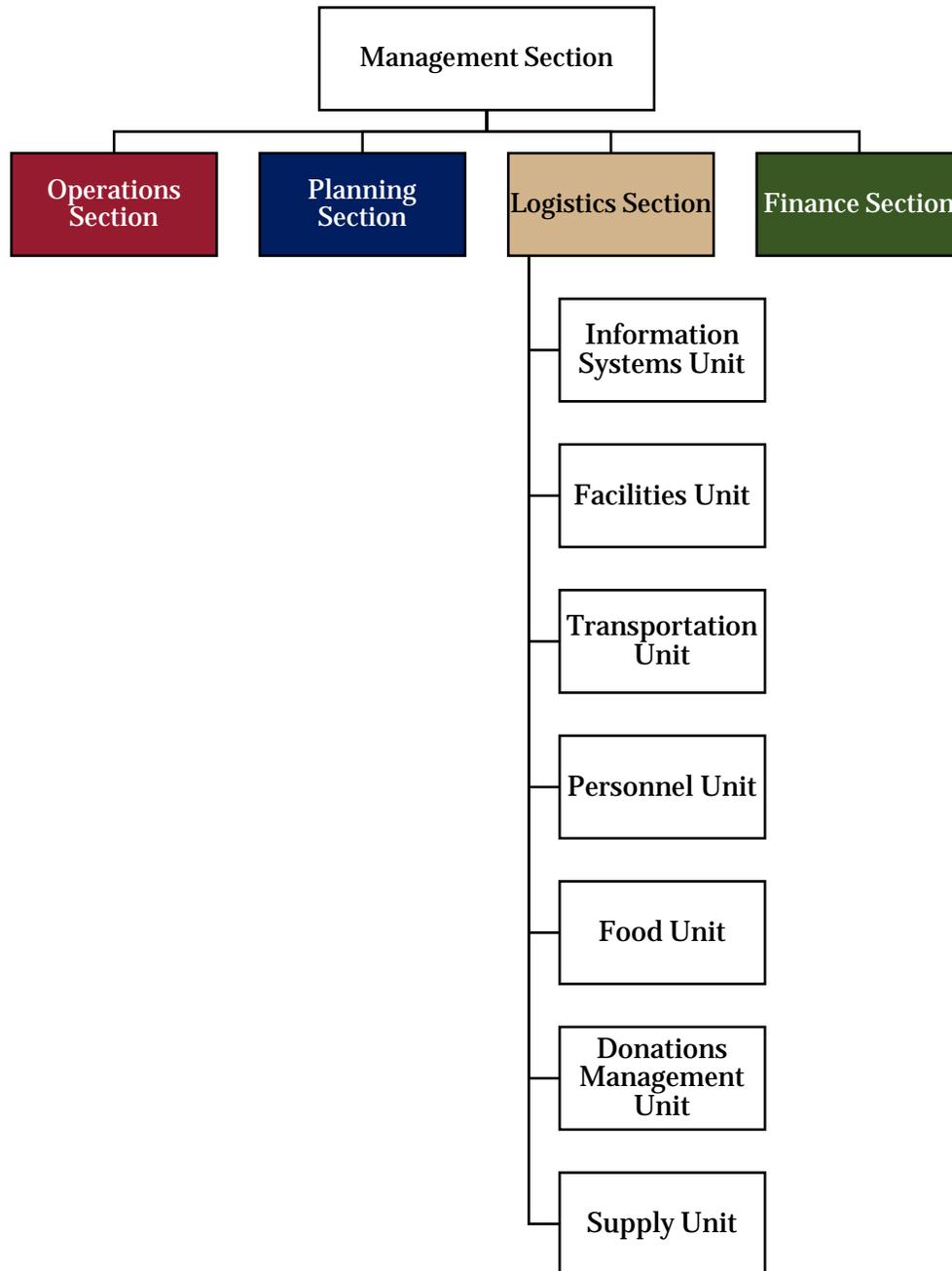
DESCRIPTION:

The Logistics Section supports emergency operations by providing needed personnel, equipment, and supplies. Logistics personnel are the "getters" of the emergency response effort. In the EOC the Logistics Section staff can be identified by the Black vests that staff members will be wearing. This section includes checklists for each position within the following pages.

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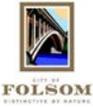
LOGISTICS SECTION COORDINATOR
Public Works Supervisor/Designee

The Logistics Section Coordinator is responsible for obtaining and managing resources, including personnel and supplies. Responsible for providing facilities, services, and material support for the incident. Responsible for establishment and management of the Logistics Section including the following units: Information Systems, Facilities, Transportation, Personnel, Food, Donations Management, and Supply.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Public Works Supervisor
                                Alternate   Designee

REPORT TO: EOC Director

RESPONSIBILITIES:

1. Ensure that the Logistics function is carried out within the EOC.

2. Secure any resources required to support the incident, such as communications services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services.

3. Ensure that objectives and assignments of the EOC Action Plan are carried out effectively.

4. Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.

5. Coordinate with the Operations Section Coordinator to establish priorities for resource allocation.

6. Keep the EOC Director informed of all significant issues affecting the Logistics Section.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in all the Logistics Section Checklists.
- Make sure call-up lists are up to date.
- Maintain an active Vendor/Supply List, as well as Disaster Service Worker training records.

ACTIVATION PHASE

- Check-in at the EOC as the Logistics Section Coordinator; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Meet with EOC Director and identify immediate resource needs.
- Meet with the Finance Section Coordinator to determine level of purchasing authority for the Logistics Section.
- Assist Branch Directors and Unit Leaders in developing objectives for the Logistics Section, as well as plans to accomplish their objectives within the first operational period, in accordance with the EOC Action Plan.
- Track all hours to ensure proper pay.
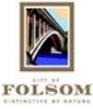
OPERATIONAL PHASE

- Ensure that the Logistics function is carried out within the EOC.
- Provide situation status and resource information to the Planning Section Coordinator.
- Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.
- Coordinate with the Operations Section Coordinator to establish priorities for resources allocation.
- Secure any resources required to support the incident, such as communications services, resources tracking, acquire equipment, supplies, personnel, facilities, and transportation services; as well as arranging food, lodging, and other support services, as needed.
- Meet regularly with section staff and work to reach consensus on section objective for forthcoming operational periods.
- Provide the Planning Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each EOC Action Planning Meeting.
- Ensure that objectives and assignments of the EOC Action Plan are carried out effectively.
- Ensure the Supply Unit coordinates closely with the Purchasing and Cost Accounting Unit in the Finance Section, and all required documents and procedures are completed and followed.
- Ensure the Transportation/Facilities Unit meets all transportation and facility requirements in support of the Operations Section.
- Ensure all resources requested and/or received are tracked and accounted for as well as resources ordered through Mutual Aid.
- Ensure all logistics requests are logged through WebEOC on Task Tracker/Logistical Request – Logistics.
- Make logistical arrangements to utilize other resources outside of impacted incident areas.
- Obtain, reproduce, and disseminate updated resource inventories and other information to all EOC Sections, as necessary.
- Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.
- Ensure that the Supply and Personnel unit meets the needs of the Operations and Finance Section.
- Ensure that the Information Systems Unit meets the needs of all other sections as needed.
- Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.

- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
- Work with the Operations Section Coordinator to identify the personnel needs that exceed the supply of City employees.
- If personnel needs cannot be met by City employees or volunteer disaster service workers, request aid from the Operational Area EOC.
- Assign personnel received from resources outside the City.

Staff Support

- Coordinate meals and refreshments for EOC staff.
- Supply runners to move supplies and messages within the EOC.
- Make arrangements for sleeping accommodations for EOC staff.
- Maintain a stock of supplies to keep the EOC staff equipped.

Human Resources

- Coordinate personnel resources for emergency community services.
- Provide relief crews, as needed.
- Obtain or print forms for registering volunteer disaster services workers (make sure these forms include the loyalty oath).
- Receive and review demands for personnel (use estimates from damage reports if necessary).
- Register, classify, and assign volunteer disaster service workers.
- Determine needs that can be met from available City resources.
- Reassign available City employees who possess the skills needed for disaster response and inform these reassigned workers of their responsibilities.

DEMOBILIZATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of [WebEOC](#) so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

INFORMATION SYSTEMS UNIT
Information Systems Manager/Designee

The Information Systems Unit is responsible for the primary and back-up communication and information systems that are used by response organizations/agencies during the emergency response and recovery periods. In addition, is responsible for developing plans for the effective use of incident communications equipment and facilities, distribution of communications equipment to EOC personnel, and the creation and regular maintenance of such equipment. Responsible for managing all data, computer, and telephone needs of the EOC staff. Serves as a support unit for all other sections.

**RESPONSIBLE STAFF
AND ALTERNATIVE:**
Primary Information Systems Manager
Alternate Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. Ensure telephone and computer resources and services are provided to EOC staff, as required.

2. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with Operational Area EOC.

3. Ensure that the EOC Communications Center is established to facilitate operations and that adequate communications operators are available for 24-hour coverage.

4. Develop and distribute a communications plan which identifies all systems in use and assigned for the incident.

5. Ensure network access for all EOC staff.

6. Assist all EOC staff with any technical or communication needs throughout the operational period.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Test all communications equipment regularly.
- Develop an operations plan to set up the information systems needs for an EOC at various locations.
- Make sure computer batteries will hold a charge.
- Make sure equipment will survive impacts of a disaster:
    o All equipment securely anchored.
    o Emergency power for base stations, repeaters, and portable chargers.
- Make sure you have the latest version of the call-up list for City and Operational Area IT staff.
- Make sure that emergency communication channels among IT staff have been clarified and noted.
- Ensure that emergency contact information with the telephone company is kept up to date.
- Determine specific computer requirements for all EOC positions.

ACTIVATION PHASE

- Check-in at the EOC as the Information Systems Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Assist with the Set-up of the EOC.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.
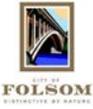
OPERATIONAL PHASE

- Monitor and ensure network access and EOC IT support needs.
- Manage and maintain EOC communications facilities and systems. Ensure Communications Center is properly functioning and maintained.
- Ensure that telephone and computer resources and services are provided to the EOC staff as required.
- Oversee the installation and activation of all I.T. equipment, including telephones within the EOC. Ensure that services are linked with the Operational Area EOC.
- Create and implement Incident Communications Plan (ICS 205) which identifies all systems in use and lists specifics frequencies assigned to the incident.
- Create and maintain Communications List (ICS 205A), as necessary.
- Keep the Logistics Branch Director informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Keep all sections informed of the status of the communications systems, particularly those that are being restored.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Assist with the mobilization of the amateur radio resources to augment primary communications systems, as required.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.
- Assist with the breakdown of the EOC, as needed.
- Ensure that all equipment is accounted for and returned to its housing location.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.

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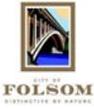
FACILITIES UNIT
Parks and Recreation Supervisor/Designee

The Facilities Unit is responsible for maintaining the EOC and monitoring the conditions of all public buildings.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Parks and Recreation Supervisor
                              Alternate   Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. Ensure that adequate facilities are provided for the response effort, including securing access to incident facilities.

2. Supervise facilities maintenance staff to ensure facilities are maintained, including sanitation, lighting, environmental systems, structural assessment, etc.

3. Monitor damage to City of Folsom public buildings and provide updates to the Situation Status Unit.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Facilities Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Determine the status of:
  - All City of Folsom owned incident facilities.
  - Petroleum products, parts, and fuel on hand for generators (coordinate with Transportation Unit).
  - Staffing needed to provide sufficient facilities maintenance.
- Ensure EOC facility and staff support needs are met, including hygiene, sanitation, and sleeping quarters.
- Ensure heating, ventilation, and air conditioning systems are functioning.
- Coordinate with fuel suppliers to establish distribution priorities (coordinate with Transportation Unit).
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Maintain facilities, including lighting, sanitation, environmental systems, structure, etc.
- Identify facilities (City owned or available for lease) available to be used in the emergency response as staging areas, warehouses, alternate worksites for city employees, etc.
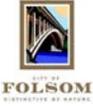
- Provide City building and facility updates to the Construction & Engineering Branch.
- Document the location of each facility including a general description of furnishing, supplies, and equipment, hours of operation, and manager contact information.
- Maintain required records and documentation of personnel and equipment used during the incident.
- Order any additional items required (i.e. fuel, portable toilets and shower facilities, lighting units, etc.) through the Supply Unit.
- Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- As facilities are vacated, coordinate the facilities return to its original condition. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Ensure all Facilities field units are accounted for during demobilization.
- When directed by the EOC Director, begin to deactivate the units in your section.
- Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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TRANSPORTATION UNIT
Public Works Division Manager/Designee

The Transportation Unit is responsible for the transportation of personnel, equipment, supplies, fuel, energy systems, and equipment for emergency operations.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Public Works Division Manager
                               Alternate   Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. In coordination with the Law Enforcement Branch, Construction/Engineering Branch, and the Situation Status Unit, assist with developing a Transportation Plan to support EOC operations.

2. Arrange for the acquisition or use of required transportation services and resources.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Transportation Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Determine the status of:
  - All City of Folsom owned vehicles.
  - Petroleum products, parts, and fuel on hand (coordinate with Facilities Unit).
  - Staffing needed to provide sufficient vehicle operators and maintenance.
- Continually evaluate the transportation needs (personnel, facilities, and equipment) to determine if additional resources are needed.
- Process transportation requests in coordination with the Operations Section.
- Coordinate with fuel suppliers to establish distribution priorities (coordinate with Facilities Unit).
- Provide the Logistics Section Coordinator with up to date information on the status of transportation vehicles, their locations, and capabilities.
- Maintain required records and documentation of transportation personnel and equipment used during the incident.
- In conjunction with Sacramento Regional Transit, Folsom Cordova Unified School District (FCUSD) and the Operational Area EOC Transportation Unit determine the number of buses and other transportation resources available to support an evacuation and establish a transportation resource staging area.
- Order any additional items required (i.e. fuel, etc.) through the Supply Unit.

- Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Ensure all transportation field units are accounted for during demobilization.
- When directed by the EOC Director, begin to deactivate the units in your section.
- Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
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PERSONNEL UNIT
Senior Human Resources Analyst/Designee

The Personnel Unit is responsible for supporting human resource operations and coordinating the provision of additional personnel and volunteers.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**

Primary   Senior Human Resources Analyst
Alternate   Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. Coordinate/maintain the personnel needs of the EOC Staff and field personnel.

2. Ensure that personnel needs are being met, appropriate procedures are being followed to ensure safety, and record keeping is adequate for compensation/reimbursement.

3. Maintain a current list of personnel assigned to the Emergency Operations Center.

4. Maintain an active list of Disaster Service Worker staff members and volunteers available for assignment.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Personnel Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- In conjunction with the Documentation Unit and the Time Keeping Unit, develop and maintain an EOC organization chart depicting each activated position. Upon check in by the Time Keeping Unit, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Agencies Liaison Officer and Safety Officer to ensure all EOC staff (including volunteers) receives a current situation and safety briefing upon check-in.
- Coordinate with the Liaison Officer and EOC Coordinator to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- Determine if local personnel resources are adequate to support the incident. Continually evaluate personnel needs to determine if additional resources are needed.
- Establish a list of supplemental city personnel and their skill sets.
- If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.

- Coordinate with the Finance/Administration Section to provide guidance on emergency timekeeping procedures with respect to salary, benefits, worker compensation and documentation consistent with Federal, State, County, and City guidelines. Assist in implementation of these procedures as needed.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications, or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.
- Process requests from the Logistics Section for Reverse 9-1-1 calls to mobilize CERT volunteers, if requested by the Operations Coordinator and approved by the EOC Director.
- To minimize redundancy, coordinate all requests for personnel resources from the field through the Operations Section prior to acting on the request.
- Document names, assignments, and duty hours of all incident personnel.
- Arrange for childcare services for EOC personnel, as required.
- If required, establish registration locations with sufficient staff to register spontaneous volunteers, and issue them disaster service worker identification cards.
- Keep the Care & Shelter Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise. Ensure that all volunteer personnel are well documented, especially at care and shelter facilities, with name, address, and telephone number, including the exact time and locations where they worked.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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FOOD UNIT
Fire Department Personnel/Designee

The Food Unit is responsible for supplying food needs for the EOC Staff, including all associated locations (City Hall, Public Works Yard, etc.).

**RESPONSIBLE STAFF
AND ALTERNATIVE:**   Primary Fire Department Designee
            Alternate Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. Coordinating the food and refreshment needs of the EOC Staff, as well as field personnel, if needed.

2. Maintaining an active vendor list and agreements for food and water to be supplied to the EOC and City Staff members at all times.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Food Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Determine food and water requirements for EOC Staff, including all associated City facilities.
- Maintain status of food and water supplies on hand.
- Plan menus, order food, and establish a feeding schedule.
- Determine cooking facilities, cooking assignments, serving, and general maintenance of eating area(s).
- Coordinate with the Care and Shelter Branch Director for food and water requirements of temporary evacuation centers and mass care facilities. Consider special dietary needs.
- Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
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DONATIONS MANAGEMENT UNIT
Parks and Recreation Personnel/Designee

The Donations Management Unit is responsible for the coordination and records management of donated supplies to appropriate locations throughout the city that allow for its proper use. Generally non-profit organizations are better equipped to collect/disseminate donations efficiently. The Donations Management staff is responsible for coordinating with non-profit organizations and the Care and Shelter Branch to manage the incoming and outgoing public donations.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Parks and Recreation Designee
                            Alternate   Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. Coordinate with the American Red Cross (ARC) and other non-profit organizations for the reception, records management, and allocation of publicly donated goods.

2. Coordinate donations drop off and storing locations.

3. Maintain an accurate record of supplies received and supplies disseminated for use.
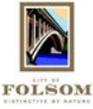
POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Maintain an up-to-date contact list with the ARC and other NPOs.

ACTIVATION PHASE

- Check-in at the EOC as the Donations Management Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Establish and maintain contact with the Operational Area Donations Management Unit.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Coordinator.
- Prepare objectives for the Information Systems Unit and provide them to the Logistics Section Coordinator prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Open communications with local non-profit organizations and the ARC to take and distribute all donated goods.
- Prepare a public information announcement of the kind of materials needed and which single point of donations can be used.
- Donations can only be made to the single point designated.
- Generally, no food can be accepted unless commercially prepared.
- Maintain a record of all donations received and disseminated.
- Work with the Finance Section to track cost accounting for reimbursement.
- Continue to coordinate with your Operations Area EOC counterpart for more information and mutual aid assistance.
- Facilitate a receiving location, if needed.
- Facilitate the transportation of donations to needed locations, if needed.

- Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
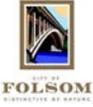
DEMOBILIZATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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SUPPLY UNIT

Parks and Recreation Personnel/Financial Services

The Supply Unit is responsible for the acquisition of resources needed by the Emergency Operation Center (EOC) Staff to respond to the incident.

RESPONSIBLE STAFF
**AND ALTERNATIVES:**   Primary   Parks and Recreation Designee
                             Alternate   Designee

REPORTS TO: Logistics Section Coordinator

RESPONSIBILITIES:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.

2. Coordinate procurement actions with the Finance/Administration Section.

3. Coordinate delivery of supplies and material, as required.

4. Inventory and safeguard supplies on hand.

5. Respond to requests for supplies from each emergency function.
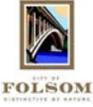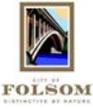
POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.
- Keep updated list of the kinds of resources that one would not be able to find in the yellow pages.
- Review and update allocation procedures for fuel and supplies.

ACTIVATION PHASE

- Check-in at the EOC as the Supply Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Determine if requested types and quantities of supplies and material are available in inventory.
- Determine procurement spending limits with the Purchasing and Cost Accounting Unit. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet with the requesting party to clarify types and amount of supplies and material, and verify the request has not been previously filled through another source.
- In conjunction with the Transportation/Facilities Unit & the Personnel/Food Unit, maintain a status board or other reference depicting procurement actions in progress and their status.
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- The Finance Section must approve orders exceeding the purchase order limit before the order can be completed.

- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.
- Ensure appropriate receipt paperwork is obtained from receiving personnel whenever possible.
- Work with the Transportation Unit, to coordinate the moving of resources and supplies from hazard threatened areas.
- Maintain an inventory of all supplies available and expended, including donations.
- Maintain a current resource directory and inventory for necessary supplies, equipment, and services, indicating current location and status of all resources.
- Advise on resources available in City inventory.
- Order, receive, store, and process all incident related resources and supplies, including purchasing or rental of resources.
- Alert procurement personnel, mutual aid partners, contractors, and emergency vendors of possible needs.
- Coordinate donated goods from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
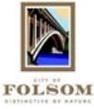- Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Ensure all rental equipment is accounted for during demobilization.
- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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52. FINANCE/ADMINISTRATION SECTION

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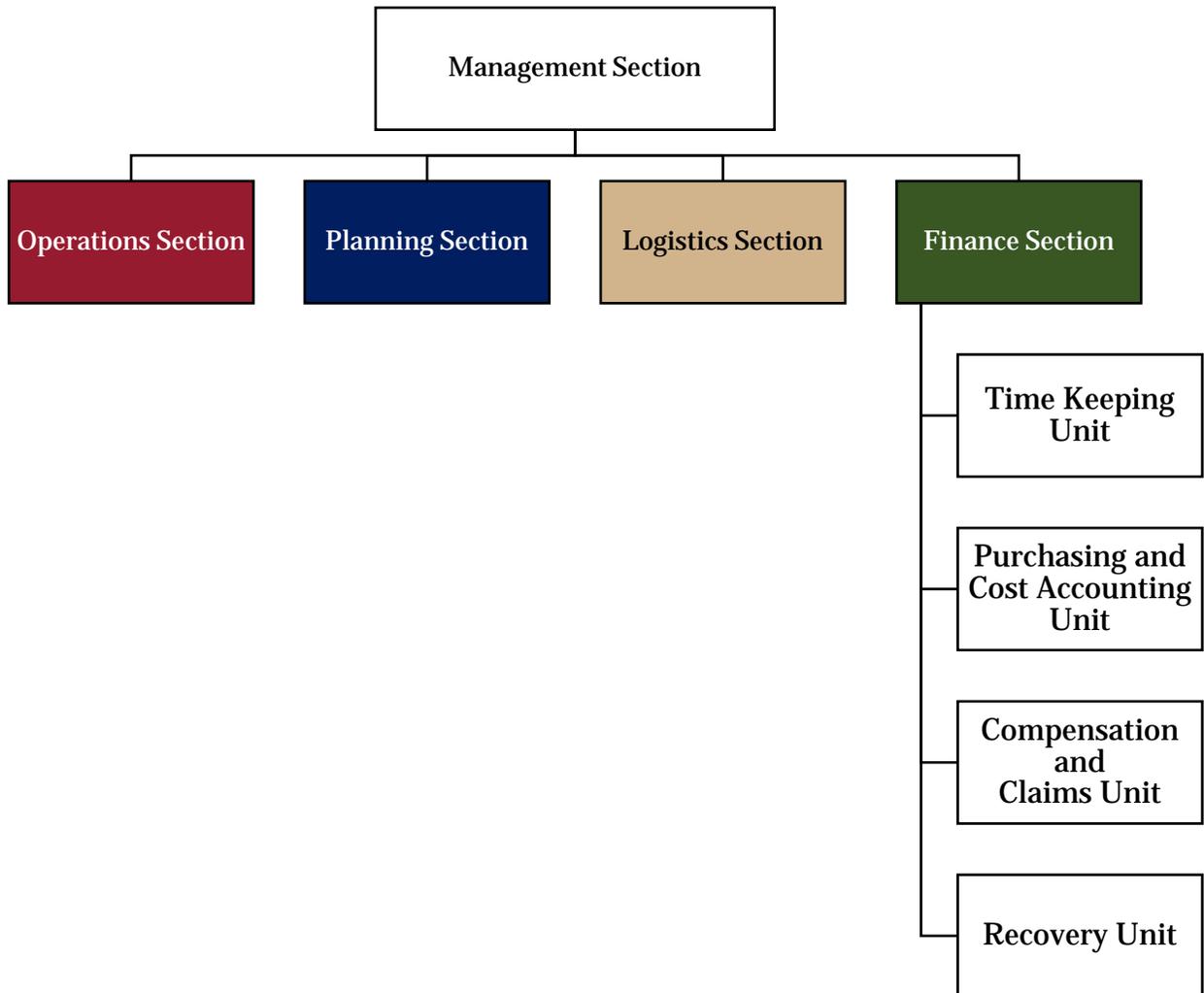
DESCRIPTION:

The Finance Section determines the cost of the emergency and has primary responsibility for overseeing all financial aspects. In the EOC, the Finance Section staff can be identified by the Green vests that staff members will be wearing. This section includes checklists for each position within the following pages.

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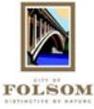
FINANCE SECTION COORDINATOR
Director of Finance/Designee

The Finance/Administration Section Coordinator is responsible for coordinating all financial/administrative aspects of an emergency and the transition to recovery operations. Administers all fiscal procedures including acquisition, payment, and accounting. Reports initial dollar loss estimates to Sacramento County OES to seek State or Federal funding opportunities. Coordinates all financial recovery operations. Maintains economic stabilization as required. Responsible for tracking time spent on the various emergency response program elements by city and volunteer staff, including Check-in and Check-out. Manages the activities of the following units: Time, Purchasing and Cost Accounting, Compensation and Claims, and Recovery.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**   Primary   Director of Finance
                                          Alternate   Designee

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Ensure the Finance/Administration function is carried out within the EOC.

2. Establish the appropriate level organization within the Finance/Administration Section, continually monitoring their effectiveness and modifying accordingly.

3. Designate an internal tracking number for the disaster and distribute to all staff.

4. Work with departments and agencies to ensure that all financial records are maintained throughout the response and recovery.

5. Determine purchase order and purchase card limits for the procurement function in the Logistics Section.

6. Coordinate with Logistics Section to track estimated costs of worker's compensation claims.

7. Coordinate with Accounts Payable to ensure that all claims are processed within a reasonable time, given the nature of the situation.

8. Coordinate Recovery efforts.

9. Keep the EOC Director informed of all significant issues affecting the Finance/Administration Section.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Finance Section Coordinator; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- Prepare objectives for the Finance Section and provide them to the EOC Director prior to the first EOC Action Planning Meeting.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Ensure all financial functions of the incident are performed including maintaining financial records of the incident, processing purchase orders and contracts, worker's compensation claims, and handling travel expense claims, as necessary.
- Provide financial and cost analysis information, including estimates and recommendations for savings.
- Keep the EOC Director and Section Coordinator aware of the current fiscal situation.

- Ensure the Compensation and Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable period given the nature of the situation.
- Ensure the Time Keeping Unit processes all time sheets promptly.
- Direct the Purchasing and Cost Accounting Unit in development and implementation of cost accounting and claiming throughout the response and recovery period.
- Assist the Recovery Unit in developing a recovery plan to include funding sources for significant expenditures expected during the recovery phase.
- Work with departments/agencies to ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and the County of Sacramento.
- Work with the Planning/Intelligence Section Coordinator and the Recovery Director to develop a Recovery Plan.
- Prepare applications and claims for state and federal reimbursement and assistance.
- Provide input in all plans for financial and cost analysis.
- Properly prepare and complete all financial obligation documents.
- Determine reimbursable costs and generate the necessary claims to recover these funds.
- Provide a financial report detailing response and recovery costs and actual reimbursement claims
- Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
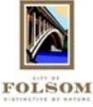
DEMOBILIZATION PHASE

- Provide a final report to the EOC Director on the total response costs, recovery activities, and reimbursement programs.
- Assist EOC Director, as needed.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.
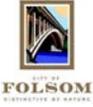
TIME KEEPING UNIT
Finance Personnel/Designee

The Time Keeping Unit is responsible for tracking, recording, and reporting all on-duty time for personnel and volunteers working during the incident. Ensures personnel time records, travel expense claims, and other related forms are properly prepared and submitted.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Finance Designee
                                     Alternate   Designee

REPORTS TO: Finance Section Coordinator

RESPONSIBILITIES:

1. Track, record, and report all on-duty time for personnel assigned directly to the emergency. Maintain a copy of the EOC sign-in sheet.

2. Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to the City.

3. Upon Activation of the EOC, ensure all personnel sign in and direct them to their assigned position.

4. Upon demobilization, or next operational period, all personnel sign out of the EOC when they leave their post.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Time Keeping Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Finance Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Set-up the Check-In/Out table and supplies.
- Assist other staff with set-up, if necessary.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE
- Control the access to the EOC to authorized personnel only.
- Maintain a City Police presence at the entrance of the EOC and other utilized areas.
- Keep the EOC Director informed on positions in the EOC that are not filled.
- Ensure the accuracy of submitted time records from all personnel and volunteers.
- Obtain complete personnel rosters. Rosters should include EOC Staff and field personnel.
- Provide instructions to ensure time sheets and travel expense claims are properly completed and signed by each employee prior to submitting these forms.
- Establish a file for each employee or volunteer to maintain a fiscal record.
- Establish and maintain a file for time reports of rented equipment.
- Keep time records for each EOC shift.

- Ensure all Section Coordinators maintain proper supporting records and documentation to support claims.
- Keep the Finance Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Ensure all staff sign out upon leaving the EOC and return their vests, nametags, and binders to the EOC storage area.
- Leave forwarding information, including cell number and email.
- Ensure that required documentation (forms, reports, equipment logs, activity logs, etc.) are completed and provided to the Documentation Unit prior to release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Provide a final report detailing personnel and volunteer time and expense.

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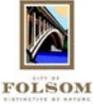
PURCHASING AND COST ACCOUNTING UNIT
Finance Personnel/Designee

The Purchasing and Cost Accounting Unit provides cost analysis data for the incident to help the planning and recovery efforts. Ensures all pieces of equipment and personnel that require payment are properly identified, obtains, and records all cost data, analyzes, prepares, and maintains accurate records of incident costs. The Purchasing and Cost Accounting Unit coordinates information for the jurisdiction with the County, State and Federal representatives on cost, time, procurement, and claims activity for timelines and consistency.

**RESPONSIBLE STAFF
AND ALTERNATIVES:**

Primary   Finance Designee
Alternate   Designee

REPORTS TO: Finance Section Coordinator

RESPONSIBILITIES:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CAL OES).

2. Coordinate fiscal recovery activities with disaster assistance agencies.

3. Prepare and maintain a cumulative cost report for the disaster.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Purchasing and Cost Accounting Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Finance Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Collect and maintain documentation of all disaster information for state and federal reimbursement.
- Establish (or implement) an accounting system and special cost codes associated with this emergency.
- Maintain a fiscal record of all expenditures related to the incident.
- Ensure all obligation documents initiated at the incident are properly prepared and accurately identified.
- Gather and analyze information on expenditures, revenues, reimbursements and mitigation program applications and grants.
- Maintain accurate information on the actual costs for the use of all assigned resources.
- Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.

- Ensure all items of equipment and personnel that require payments are properly identified and costs are tracked.
- Ensure all Section Coordinators maintain proper records and documentation to support claims.
- Make recommendations for savings to the Finance Section Coordinator, as necessary.
- Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at the EOC Action Planning Meeting, if required.
- Collect and compile cost information at the end of each shift.
- Compile cumulative cost records on a daily basis.
- Ensure estimate costs are replaced with actual costs when known.
- Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures related to the emergency.
- Organize and prepare records for audits, as necessary.
- Keep the Finance Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Act as the liaison for the EOC with the Operational Area and other disaster assistance agencies to coordinate the cost recovery process.
- Develop a final report on monetary issues and submit to the EOC Director and the Finance Section Coordinator.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Prepare incident cost summaries, as necessary.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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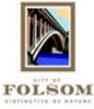
COMPENSATION AND CLAIMS UNIT
Finance Personnel/Designee

The Compensation and Claims Unit is responsible for processing all insurance and worker's compensation claims, investigating all claims, tracking the claims, and coordinating with the Purchasing and Cost Accounting Unit.

RESPONSIBLE STAFF
AND ALTERNATIVES: Primary   Finance Designee
                               Alternate   Designee

REPORTS TO: Finance Section Coordinator

RESPONSIBILITIES:

1. Coordinate with City of Folsom departments and agencies involved in the incident to ensure they document and investigate injuries and property/equipment damage claims involving the City and arising out of the City's response and recovery.

2. Coordinate with the Personnel Unit to track estimated costs of worker's compensation claims.

POSITION CHECKLIST

BEFORE AN EMERGENCY

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

ACTIVATION PHASE

- Check-in at the EOC as the Compensation and Claims Unit Leader; locate the appropriate position binder, put on your vest, and display your nameplate.
- Obtain briefing from the Finance Section Coordinator on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Process, track, and record all insurance claims resulting from the incident.
- Ensure all insurance claims for worker's compensation or physical damages are properly prepared, filed, tracked, and investigated with the Safety Officer.
- Investigate all damage claims, injuries, and fatalities as soon as possible.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Maintain a log of injuries and illnesses, and property or equipment damage reported during the incident.
- Document to the extent possible all information and evidence regarding injury claims by City personnel. Use photographs and witness statements. Coordinate with the Legal Support Officer.
- Provide written authority for persons requiring medical treatment.
- Provide correct billing forms for transmittal to doctor and/or hospital.
- Keep informed and report on status of hospitalized personnel.
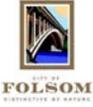
- Keep the Finance Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEMOBILIZATION PHASE

- Coordinate with appropriate agencies for injured personnel in local hospitals after demobilization.
- Provide a final report detailing total reimbursements from insurance claims and expenditures related to workers' compensation claims.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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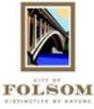
RECOVERY UNIT
Finance Personnel/Designee

The Recovery Unit is responsible for the development and implementation of the Recovery Plan. The Recovery Unit assists the EOC Director during the transition from the response phase of the emergency into the recovery operations. The Recovery Unit assists the EOC Director during the transition to recovery as the response period ends.

RESPONSIBLE STAFF AND ALTERNATIVES:

Primary	Finance Designee
Alternate	Designee

REPORTS TO: EOC Director

RESPONSIBILITIES:

1. Develop and implement a Recovery Plan with assistance from the Finance Section Coordinator.

2. Assist EOC staff in the transition from response operations to the recovery phase.

3. Coordinate resolution of issues affecting recovery with the EOC Director and Section Coordinators.

POSITION CHECKLIST

BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Maintain contact list with outside agencies.
- Prepare supplies in the EOC, if applicable.

ACTIVATION PHASE

- Check-in at the EOC as the Recovery Unit Leader; locate the appropriate position binders, put on your vest, and display your nameplate.
- Obtain briefing from the EOC Director on the extent of the incident.
- Log into WebEOC and "Sign In" so your time is recorded.
- Establish and maintain Activity log on WebEOC or ICS 214 form, which chronologically describes actions taken during the shift.
- Determine staffing requirements.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Coordinate meetings between the Operational Area, State, and Federal resources on disaster recovery issues including financial matters related to cost recovery.
- Coordinate with Sacramento County OES to establish a Local Assistance Center for the public.
- Determine if proclamations of State of Emergency have been made, coordinating with the Legal Support Officer, as necessary.
- Work with the Planning/Intelligence Section to develop a Recovery Plan based on input from the EOC Director and Section Coordinators, to include:
    - Permanent restoration and maintenance of life/safety services and return of life/safety staff to normal duties
    - Restoration of essential facilities and utilities
    - Cost recovery
    - Services to victims of the incident (housing, medical, public, and mental health, financial assistance, etc.)
    - Services to the community at large
    - Business and economic recovery
    - Recovery of day-to-day organizational services
- Coordinate with the PIO on the development and distribution of public information materials pertaining to recovery operations.
- Establish strategies, priorities, and policies for recovery activities.

- Determine status of resources available to recover from the incident.
- Ensure appropriate staffing and organizational resources are in place for recovery.
- Determine long-term recovery actions to restore the community to its pre-incident condition.
- Keep the EOC Director and Section Coordinators informed of recovery operations.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
- Provide a final report to the EOC Director on recovery activities and programs.

DEMOBILIZATION PHASE

- Continue coordination of post-incident recovery operations including transition of recovery efforts to other responsible agencies.
- Leave forwarding information, including cell number and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- "Sign Out" of WebEOC so your time is properly recorded and store clipboard and vest away or pass onto the person who is relieving you.
- Make suggestions for corrections or changes to the Checklist.

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PART IV SUPPORT ANNEXES (CPG 101 Elements)
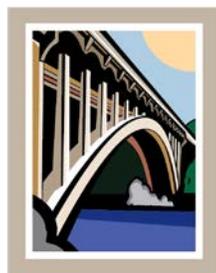
CITY OF
FOLSOM
DISTINCTIVE BY NATURE

53. SUPPORT FUNCTIONS

The following functions will be carried out in accordance with the Federal Emergency Management Agency Comprehensive Preparedness Guide (CPG) 101:

- Continuity of Government/Operations
- Warning, Population Protection
- Financial Management
- Mutual aid/Multijurisdictional Coordination
- Private Sector Coordination
- Volunteer and Donations Management
- Worker Safety and Health
- Prevention and Protection

The City of Folsom Executive Management Team, under the leadership of the City Manager, who serves as the Director of Emergency Services, is responsible for accomplishing the requirements related to the aforementioned functions.

The CPG 101 provides guidelines on developing an emergency operations plan (EOP). It promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners examine a hazard or threat and produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to make the planning process routine across all phases of emergency management and for all homeland security mission areas. The guide helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threats EOPs.

Accomplished properly, planning provides a methodical way to engage the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. It shapes how a community envisions and shares a desired outcome, selects effective ways to achieve it, and communicates expected results.

The City of Folsom's EOP reflects what that community will do to address its specific risks with the unique resources it has or can obtain.

CPG 101 Element	Responsible Department
Continuity of Government/Operations	City Manager
Warning, Population Protection	Communications and Police
Financial Management	Finance
Mutual aid/Multijurisdictional Coordination	Fire
Private Sector Coordination	City Manager
Volunteer and Donations Management	Parks and Recreation
Worker Safety and Health	Human Resources
Prevention and Protection	Fire

PART V INCIDENT SPECIFIC ANNEXES
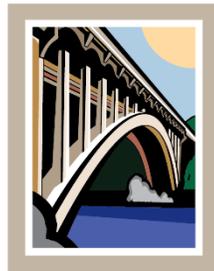
CITY OF
FOLSOM
DISTINCTIVE BY NATURE

54-55. THREAT SPECIFIC SITUATIONS

City of Folsom Hazard Assessment

This hazard assessment provides information on the various hazards that the City of Folsom faces. The City of Folsom is vulnerable to a wide range of hazards. On a daily basis, our population is at risk of being confronted by problems ranging from relatively isolated incidents such as a structure fire or small hazardous materials incident, to the regional impact of a catastrophic earthquake or wildfire. The most severe hazards the city faces are from Earthquake, Hazardous Materials, Flooding/Dam Failure, and Fires. These threats can occur singularly, as in the case of a severe storm, or as a group, such as an earthquake that is large enough to cause fires and hazardous materials spills.

The City of Folsom is adjacent to Folsom Lake and the Folsom Dam that is fed by the American River. Therefore, flooding is a threat to the city, and to surrounding areas.

Earthquake faults are located within the region along the Sierra Foothill Range and subsequent seismic shaking could affect areas of Folsom. Some housing areas are located adjacent to open rangeland: wildfire could be a threat. Downtown Folsom contains some older commercial areas, which are not constructed in accordance with contemporary fire codes and some land uses contain hazardous or flammable materials. Since the City of Folsom is located adjacent to the American River Canyon, there is limited outside access for emergency services through the canyon. Evacuation plans and the movement of emergency equipment and materials need to be coordinated with surrounding agencies and communities.

Folsom Lake Recreation Area is the most popular multi-use, year round unit in the California State Park System. Each year visitors flock to the 18,000-acre park to fish, hike, camp, picnic, ride horseback, water ski, boat, swim, and study nature. Two thirds of the park's surface is water. Folsom Lake, the larger of the area's two lakes, is formed behind Folsom Dam and has 120 miles of shoreline.

Some of the hazards and problems concerning safety are:

- An earthquake could impact either segments of or the total population
- As with any community, Folsom is susceptible to an emergency created by an outbreak of communicable disease (such as West Nile Virus, SARS, etc.). All or part of the population of Folsom could be affected by such an outbreak. The management of a public health emergency is a function of the Sacramento County Department of Health and Human Services and is addressed in their Public Health Preparedness and Response Plan
- The City has significant industry and faces the potential for hazardous materials incidents from the stationary hazardous materials users as well as transportation accidents, pipeline ruptures, and illegal dumping
- A portion of the City is subject to dam failure
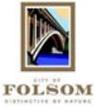
- Some portions of the City may be subject to flooding, due to urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc. The City has not historically been vulnerable to storm surge inundation associated with hurricanes and tropical storms
- Flooding of the American River and Folsom Lake
- The destruction of older downtown commercial areas by fire
- A transportation incident such as a major air crash, train derailment, or trucking incident could impact areas within the City
- A civil unrest incident could impact areas within the City or the entire City
- The Folsom area is not considered an at-risk area for a nuclear event. The City no longer maintains public fallout shelters
- The City of Folsom is within the 50-mile radius of a radioactive plume from the McClellan Air Force Base and the deactivated Rancho Seco Power Plant
- Diminished evacuation capacities during an emergency
- Any single incident or a combination of events could require evacuation and/or sheltering of the population

The City has its own police and fire departments. The City does not contract for any of its public safety services. City staff has been designated to coordinate all SEMS functions.

The following threat assessments identify and summarize the hazards that could impact the City of Folsom.

Threat Assessment 1	Urban Wildland Fire
Threat Assessment 2	Hazardous Materials
Threat Assessment 3	Flooding/Dam Failure
Threat Assessment 4	Major Earthquake
Threat Assessment 5	Major Transportation
Threat Assessment 6	Civil Disorder
Threat Assessment 7	Landslide
Threat Assessment 8	Tornadoes
Threat Assessment 9	Water Supply
Threat Assessment 10	Power Failure
Threat Assessment 11	Nuclear Attack
Threat Assessment 12	Radiological
Threat Assessment 13	Terrorism
Threat Assessment 14	Health Emergencies

CITY MAP

City of Folsom
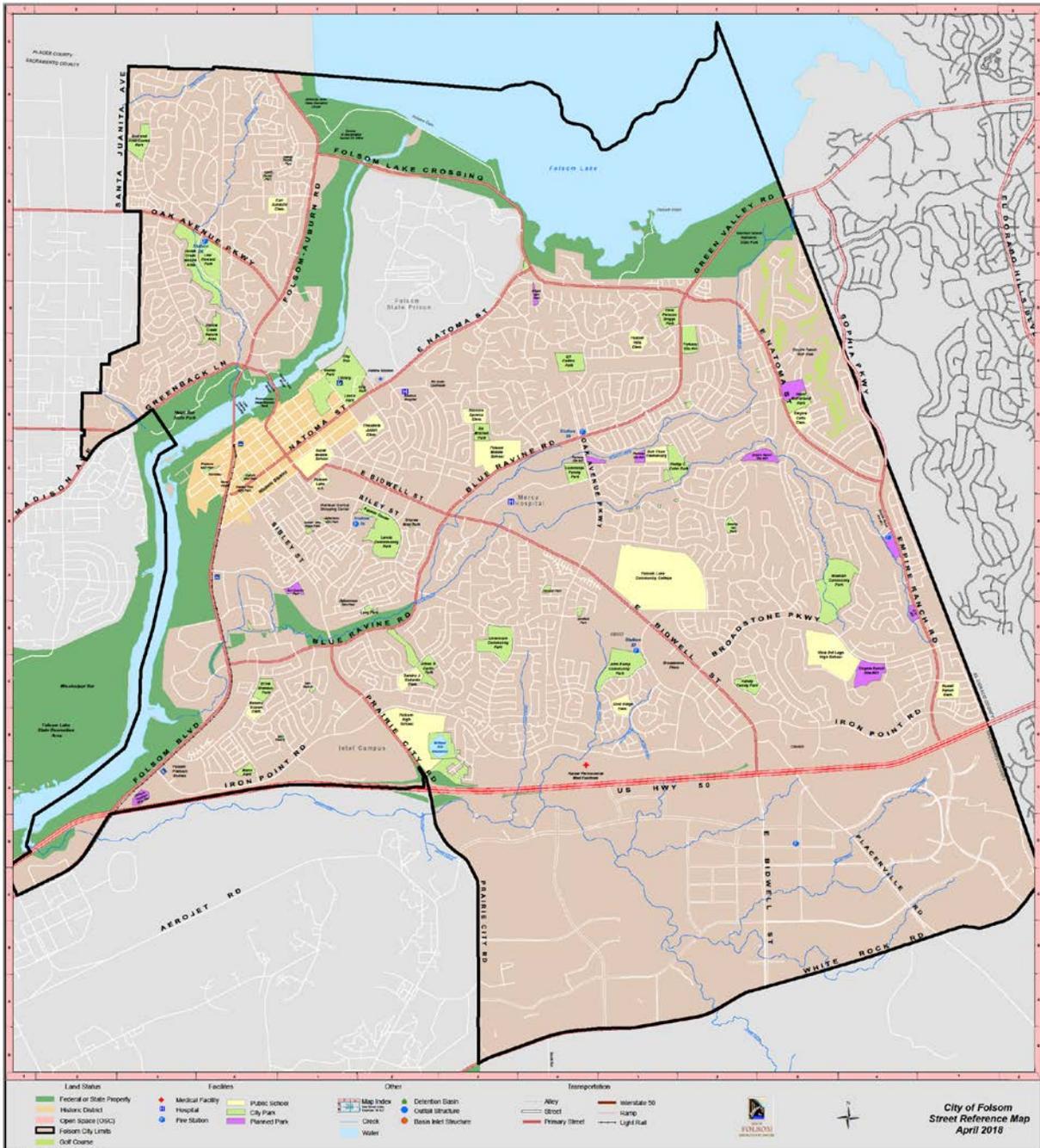
THREAT ASSESSMENT 1 URBAN/WILDLAND FIRE

GENERAL SITUATION

Major fires are generally categorized as either a conflagration or wildland/forestland. A conflagration may involve residential or commercial areas and spreads across both natural and constructed barriers. Wildland is associated with open range grasslands and into the foothills of a particular area.

Because of development in rural areas adjacent to and within the Folsom community, a third classification is emerging, the Wildland Urban Interface (WUI) wildfire. The WUI wildfire is one that burns along the urban/rural interface and can result in major losses of property and structures.

The October 20, 1991 "Tunnel Fire" in the East Bay hills above Berkeley and Oakland is an example of an urban interface wildfire. The areas that burned were densely populated and many of the homes had wooden roofs. The situation was compounded by narrow access roads and diminished water pressure. This firestorm was fueled by heavy winds and extremely dry conditions. It claimed 26 lives, injured 150 and caused the evacuation of more than 10,000 people from their homes. The fire completely consumed 2,630 homes, partially destroyed hundreds more and charred 1,800 acres. The estimated dollar cost was approximately $1.5 billion. More recently wildfires have affected the communities of Santa Rosa, Redding, and Paradise, CA.

A number of factors affect the behavior of wildland and interface fires, including terrain, weather, wind, fuels and seasons. It is well known that fire travels faster uphill than down and is more difficult to fight on steep slopes than on level ground. When weather is hot and the humidity is low, wildland fires can explode with intensity of rapid combustion. Even in the absence of strong winds, a fast-moving fire can generate its own updrafts, particularly in canyons, causing burning brands to be carried high in the air and drop a long distance ahead. This results in spot fires over a wide radius as the wind changes its direction.

When strong, dry winds are prevalent, the fire moves with such rapidity that nothing short of a well-coordinated ground and air attack, coupled with wide natural barriers and clearings, can control its spread. These high winds can not only spread fire through brush at a rate of two or three blocks per minute and through the air for a distance of two or three miles, but can also blow down power lines and cause the water pumping stations to fail and reduce water pressure needed for firefighting.

When a large wildland or urban interface fire is in progress, it usually grows at a rate far exceeding that in which assistance can be obtained. It is therefore important to understand the need for mutual aid support from agencies, other than local, to effectively combat and mitigate such an emergency situation.
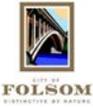
SPECIFIC SITUATION

The City of Folsom is not immune to numerous types of grass and brush fires and any one of them may accelerate into a large urban interface wildfire. Such a situation could lead to evacuation of large portions of the population and the potential for significant loss of personal property, structures, and rangeland.

The natural fuels available in the City vary greatly in the rate and intensity of burning. Fires in heavy brush and stands of trees burn with great intensity but more slowly than in dry grass and leaves. Dense fuels will propagate fire better than sparse fuels. The local fire season generally extends from June through late September or early October.

There are many factors that make suppression of these conflagration type fires extremely difficult. Some of the primary obstacles include:

- Adverse weather conditions
- Adverse structural conditions (wood shingle roofs and large window openings)
- Insufficient clearance between buildings and highly flammable brush, tree, and dry vegetation
- Limited water supplies or system failure
- Limited resources or delay in obtaining resources

The predictability of conditions conducive to wildland/urban interface fires and conflagrations are very well known, such as wind velocity of 13 mph or more, humidity of 40 percent or less (and specifically when it is 20 percent or less), and rainfall of 0.01 inches (or less) on the day of the fire and for three days preceding it. These types of conditions are prevalent during the regular fire season within the City of Folsom.

Of the numerous fires that occur throughout the fire season, most can be attributed to the activities of humans. Some fires will be ignited through purely accidental causes, such as sparks from mower blades striking an object. Others may begin as the result of careless activities during outdoor activities. These may include cooking materials, the use of open flame and fireworks. Still the possibility exists that fires will be caused through acts of malicious mischief and the work of arsonists. These fires are of the most concern since they are intentionally caused and generally are the result of retaliation, spite, or personal gratification. Fires generated by these means tend to pose the greatest potential for injuries and losses because of the forethought involved in where, when, and how they are started. Other possible causes are lightning, power surges, shorts, arcing wires, etc.

IMPACTED AREAS

The City has many areas that are susceptible to small fires that could grow into some form and size of urban interface fire. These areas can be divided into four main areas: the American River/Lake Natoma corridor, the various parkways and easements, natural areas involving wetlands and dredger tailings, and open fields and rangelands.

American River/Lake Natoma Corridor
The American River flows from the base of Folsom Dam into the Lake Natoma Recreation area. The property adjacent to the river is owned by the State of California, maintained by the State of California Parks and Recreation Department. The area is mostly natural habitat accessed through limited roadways, a bicycle/horse trail, and numerous footpaths. These means of ingress provide access to remote areas in which fires can begin and access for fire equipment is difficult.

The area upstream from the Rainbow Bridge is mostly rough and steep terrain with very limited access. This creates an opportunity for fires to grow at a rapid rate and gain momentum while continuing to burn towards the residential structures that are scattered about the edge of the beltway. The natural growth, type of construction and roofing materials provide ample opportunity for fire to spread into residential areas. Negro Bar, Folsom Powerhouse and Willow Creek Recreation areas are downstream of the bridge. At the west end of Negro Bar are bluffs that are 300 feet high in some locations.

Adjacent to the Negro Bar area is the bluff area on Greenback Lane and an area known as the Orangevale cut. Both of these locations have very steep terrain with dry, flashy, rapid burning fuels. They directly interface with residential and multi-family structures with wood shake roofs. These areas have occasional fires throughout the fire season and require continuous monitoring and aggressive fire suppression activities to prevent a catastrophic event from occurring.

Parkways & Easements
Throughout the City exist numerous un-maintained alleyways, easements, and rights-of-way. In many locations, these provide easy access to residential structures or other types of vegetation, which could increase the likelihood that a fire may rapidly spread beyond the capabilities of responding units. Areas of concern include the Hinkle Creek, Willow Creek, Humbug Creek and Blue Ravine Parkway beltways.

Natural Areas, Wetlands and Dredger Tailings
Continuous development of the City has created many landlocked areas, mandatory wetland areas and the preservation of pre-existing dredger tailings. Areas of this nature tend to be surrounded by residential developments and are difficult to access. Their proximity to development provides an opportunity for ideal fire conditions to spread fire via flying brands and consumption of small stands of trees.

Open Fields and Rangelands
The east areas of Folsom provide the greatest opportunity for a large-scale fire to start and spread uncontrollably into developed areas or into the foothills of El Dorado Hills. This undeveloped area is considered a Local Response Area (LRA) because it is within the city limits. The land south of U.S. 50 is within the State Response Area (SRA) and a fire in this area, pushed by a southerly or westerly wind, could severely impact the City of Folsom. This LRA is also classified as a Mutual Threat Zone by the California Department of Forestry and Fire Protection, thereby requiring their fire response due to the potential of a major fire. The hilly, rocky terrain with its numerous rock outcroppings around
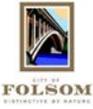
developed areas and along the Sacramento/El Dorado County line makes it very difficult to contain a fire before it rapidly grows and threatens structures.

This portion of the City is also where numerous transmission towers and repeater antennas are located on the ridge tops. They can be both a source of ignition for a wildland fire and an exposure from a fire starting in lowlands.

Miscellaneous Areas
Folsom State Prison and California State Prison-Sacramento are located centrally within the City and are surrounded by large areas of open grasslands and scattered trees. This property could provide an avenue for a fire to gain momentum and move into the City proper in many locations on the American River, East Natoma Street, and the Folsom Lake area.

The Folsom Lake State Park Recreation area has easy access by the populous and contains large areas of grasslands that border on the City and interface with structures. The summer picnics and barbecues provide ample opportunity and ignition sources for a fire to start and spread uncontrolled. In addition, the number of people trying to egress from these areas will create problems for fire suppression crews and stifle efforts to control fires while in a relatively incipient stage.

DESCRIPTION OF IMPACTS

Transportation
During extremely windy conditions, both small and large-scale fires will generate enough smoke to necessitate the closing of key transportation routes, including US Route 50. It may be necessary to close streets and/or re-route traffic to maintain traffic lanes and access for firefighting apparatus. Large parking areas may be cordoned off for the staging of various types of resources needed during large-scale emergencies.

Communications
A large wildland/urban fire would not normally impact communications unless it was to burn through transmission towers or power poles/lines supplying our communication repeater sites.

Water and Sewer
Wildland/urban fires do not generally impact water and sewer. However, demand on the water system may create shortages. Water supply may be affected, and cross connection or contamination is possible. During recovery operations, there may be some impact if heavy rains were to wash large quantities of soil and burned materials into static water sources. In some instances, and this has occurred in other jurisdictions, fire can damage water and sewer pump stations to the point where the pump stations are inaccessible and inoperable. This could pose a significant challenge if the water system cannot deliver water for fire protection. On the sewer side, pump station damage could lead to significant sanitary sewer overflows (spills).
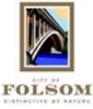
Electricity & Gas
Large fires do not usually affect gas service. On the other hand, large fires almost always impact electricity. In many instances, wires can be burned through or the supporting power poles catch fire and either burn the cross arms or the entire pole. Burning trees may topple and knock down power lines or poles. Downed electrical lines cause a disruption to the citizens, may shut down water pumps supplying hydrants and pose an extreme hazard to personnel working during disaster situations.

Casualties
A prediction of the numbers of casualties during large wildland/urban fires will be dependent on the proximity to populated areas, the type of terrain and the weather conditions at the time. In a worst-case scenario, many injuries could occur and lives lost during a rapidly moving firestorm as was experienced during the East Bay/Oakland Hills fire.

Property Damage
Property damage will include simple fences and cars, up to and including residential and commercial structures. The severity of the fire, the construction features, roofing materials and proximity to combustible vegetation will impact the extent of damage.

Environmental Effects
A major urban wildfire will have a significant effect on the various aspects of the environment. The duration of the incident will directly impact the air quality in and around the incident, as well as those particulates that are carried off in the wind currents to other areas. Large tracts of vegetation, brush and stands of trees may be lost and require years to recover. The post fire area will generally be stripped of all vegetation that prevents erosion of the soil. Erosion can cause other land areas to be damaged from the movement of large quantities of topsoil. In addition, erosion and runoff of carbon material will end up in the various standing and running water sources throughout the City. Wildlife in the area of a major fire will usually be killed or displaced from their normal habitats and source of food.

THREAT ASSESSMENT 2 HAZARDOUS MATERIALS INCIDENT

GENERAL SITUATION

A "hazardous materials disaster" could be described as a large-scale interruption of normal activities by an unplanned release, spill, fire, or explosion involving hazardous materials that cause, or are likely to cause, widespread injury or damage to people, property, or the environment. Hazardous materials can include, but are not limited to materials that are highly explosive or flammable, poisonous and toxic chemicals, radioactive products, corrosive materials, and biological agents. Others known, as "deleterious materials" are products that in themselves do not necessarily constitute a threat or danger to human life and property but when allowed to enter water sources, such as sewers, streams, ditches, creeks, and rivers, may be a threat to aquatic life.

The significance of the problems to the environment, property, or human health is dependent on the type, location, and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas of the state are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have increased potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways, and pipelines.

Releases of explosive and highly flammable materials have caused fatalities and injuries, necessitated large-scale evacuations, and destroyed millions of dollars' worth of property. Toxic chemicals in gaseous form have caused injuries and fatalities among emergency response teams and passersby. When toxic materials have entered either surface or ground water supplies, serious health effects have resulted. Releases of hazardous chemicals have been especially damaging when they have occurred in highly populated areas or along heavily traveled transportation routes.

Examples of some of the commonly encountered hazardous materials that are not usually thought of as chemicals include gasoline, natural gas, cleaning fluids, paints, plastics, pesticides, fertilizers, ammunition, coolants, oils and drain cleaners.

SPECIFIC SITUATION

The City of Folsom is considered an urban area and faces the multiple risks of potential hazardous material emergencies normally associated with an urban environment. When a hazardous material emergency occurs, multiple resources are available, with the Fire Department leading the response activities. The response to an incident may be with various departments/ agencies from the City of Folsom, City of Sacramento, and on mutual aid calls. The City is bordered by a major transportation artery (U.S. Route 50) and is close to Mather Airport, which employs flight paths over the City. The highway and the use of the air flight paths are sources of potential accidents. Folsom is highly susceptible to the effects of a major hazardous material emergency due to the proximity of the transportation routes to populated areas. Additionally, the City must be concerned
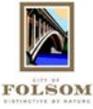
with Folsom Lake and the American River because contamination of the waterways will impact the entire County and City of Sacramento.

Examples of hazardous materials incidents include:

- Industrial Emissions
- Chemical leaks, spills, and releases
- Fire caused pollution
- Water pollution
- Radioactivity
- Chemical explosions
- Pipeline ruptures

There are a multitude of reasons why leaks, spills, fires, explosions, and so on can occur, and other reasons why a minor mishap may evolve into a major disaster. In general, most can be attributed to ignorance, incompetence, indifference, and inertia. Lack of knowledge on the part of formulators, manufacturers, packers, shippers, warehouse workers, and consumers whose use of hazardous materials has resulted in disasters. Ignorance may be responsible for not recognizing dangerous potentials of some hazardous materials, but incompetence is often pinpointed for the failure to provide adequate safeguards that might prevent or mitigate a disaster. Indifference on the part of hazardous materials handlers who have the requisite knowledge and competence to avoid accidents, but who choose to take a chance for various reasons, can result in disastrous consequences. Lastly, there are those people who are fully aware of most of the risks involved and genuinely desire to provide safeguards, but whose inertia of action in a different direction keeps them from doing anything about it. The greatest majority of hazardous materials incidents can be directly related to one of these causes.

In many hazardous materials incidents, the product, container, or transportation medium is an innocent participant of an incident that is unrelated to the material but soon involves it and becomes serious in nature. Though proper procedures are employed when handling and transporting hazardous materials, accidents will occur at any location and any time of the day.

AFFECTED AREAS

Important areas exist within the City that are capable of producing hazardous materials incidents. They include commercial industry, water treatment plants and fixed facilities that are limited to small industrial parks and specialized business. Located just outside the city limits is Aerojet Corporation, which handles solid rocket fuels that pose a serious threat. Also, on the Aerojet site is a large chemical production facility. This property has been the source of continued ground water contamination from products used on this site. Air transportation of hazardous materials usually involves the smallest quantities but still poses a potential hazard.
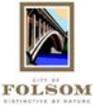
Many types of materials and containers can be found within the City. Petrochemicals, pesticides, herbicides, and other toxins are stored in quantity (more than 55 gallons or 500 pounds) for various uses. Hardware, garden, and other retail stores stock large amounts of materials in small quantity containers. In addition, there are numerous underground and aboveground storage tanks for flammable liquids in the City.

Commercial industry within the City includes a few major institutions. Locations such as Intel Corp., Agilent Technologies, Kikkoman, Gekkeikan and Folsom Prison provide the most likelihood that an incident of any magnitude would occur. These firms use various quantities of hazardous materials during testing and manufacturing of their end user products. Unfortunately they all are also in close proximity to waterways that lead directly into the American River.

Both the water treatment plant and sewer pumping station are likely locations for a large-scale incident. The storage and use of large containers and quantities of liquid chlorine present a serious hazard to the population. Since chlorine is heavier than air, it will seek the lower areas of the topography. In the area of the water treatment plant, this leads directly into residential areas posing a great risk to occupants and the necessity for notification and evacuation procedures. Along with this use of chlorine is the transportation of the product in and out of the City. At any location along the transportation route an accident could occur.

DESCRIPTION OF IMPACTS

Transportation
Accidents directly involving hazardous materials, vapor clouds, leaks or spills could cause major transportation problems. A large-scale incident could close down a several square mile area to any and all types of transportation. The impact on major arteries could increase the difficulty with evacuation procedures and limit the ability for additional resources to access the incident.

Communications
Communications will not generally be disrupted unless the impacted area includes the communications facility or requires shutting down all facilities within the impacted area.

Water and Sewer
The water supply can be severely impacted by the release or spill of any hazardous material. Even the smallest amount of some materials could completely contaminate all drinking supplies for an unknown amount of time. Runoff from fires at hazardous materials incidents and those during inclement weather must be an important concern. Sewer systems can be heavily impacted during hazardous materials incidents. Some products may find their way into waterways via sewer systems. In other instances, flammable products can travel through sewer systems for miles seeking an ignition source only to travel back to the point of origin and create a destructive pathway along the route.

Electricity & Gas
Generally are not impacted too heavily during hazardous materials incidents. Both may be temporarily shut down in localized areas to prevent contamination and/or ignition sources.

Casualties
The possibility of significant numbers of injuries and casualties is great. The numbers will be conditional on the extent and magnitude of the incident, the rate at which the incident develops, the type of material involved and environmental conditions at the location of the incident. There will generally be a large number of immediate injuries and casualties and those that will develop gradually from the effects of exposure to materials. Hospitals are usually overwhelmed and ill equipped for large numbers of patients with varying levels of contamination.

Property Damage
Property damage is very conditional on the material and location of the incident. Damage may range from complete devastation, in the case of a large explosion, to widespread contamination of property, possibly requiring the relocation of large quantities of soil.

Environmental Effects
The impact on the environment is difficult to measure and is dependent upon the material involved, the location and environmental conditions. The environmental damage may range from minimal to disastrous. Contaminants in water supplies would be serious to all wildlife, vegetation, and consumers. Some materials will be so damaging to the environment, it will be isolated for years and/or removed to a regulated waste site.

Clandestine Dumping
Clandestine dumping is the criminal act of disposing of toxic materials and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal dumping of hazardous materials will increase proportionately.

Emergency Response Actions
Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan. Appropriate facility listings and maps are contained in that plan.

THREAT ASSESSMENT 3 FLOODING/DAM FAILURE

GENERAL SITUATION

Dam failure can result from a number of natural or manmade causes such as earthquakes, erosion of the face or foundation, improper site, rapidly rising flood waters, and structural/design flaws.

There are three general types of dams: earth and rock fill, concrete arch or hydraulic fill, and concrete gravity. Each of these types of dams has different failure characteristics. The earth-rock fill dam will fail gradually due to erosion or a breach; a flood wave will build gradually to a peak and then decline until the reservoir is empty. A concrete arch or hydraulic fill dam will fail almost instantaneously, thus a very rapid build-up to a peak and then a gradual decline. A concrete gravity dam will fail somewhere in between instantaneous and gradual, with corresponding build-up of flood wave.

In addition to the above-mentioned characteristics, warning ability is generally determined by the frequency of inspections for structural integrity, the flood wave arrival time (the time it takes for the flood wave to reach its maximum distance of inundation), or the ability to notify persons downstream and their ability to evacuate. The existence and frequency of updating and exercising an evacuation plan that is site-specific assists in warning and evacuation functions.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric generating facilities and transmission lines could also impact life support systems in communities outside the immediate hazard areas.

A catastrophic dam failure, depending on size of dam and population downstream, could exceed the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives if warning time should permit. Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours. Emergency operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services.

Governmental assistance could be required and may continue for an extended period. These efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide for the continuing care and welfare of the affected population including, as required, temporary housing for displaced persons.

SPECIFIC SITUATION

The main structure at the Folsom Dam is a concrete gravity dam, and there are a series of earth dams or dykes that have created Folsom Lake, which forms most of the northern boundary of the City. Failure of any of these dams has potential to cause significant property damage and loss of life in the City. The degree of impact would be affected by the water level of the lake at the time of failure. A failure of other dams upstream would not affect the City unless it induced a corresponding failure of one or more of the Folsom Lake dams. .

In a sudden failure, there would be little warning and evacuation time. In a gradual failure there should be at least several hours' warning time. If a failure were to occur, the most likely cause would be a situation where there is more water coming into the lake than the spillways can drain, causing overtopping of dykes. This situation has become less likely with the completion of the auxiliary spillway. Overtopping can cause erosion of the dyke, resulting in gradual failure. It is impossible to predict which dyke would fail in such circumstances, except that it would not be Dyke 8, which is higher than the others. The main dam is the least likely to fail for any reason.

IMPACTED AREAS

In all dam failure scenarios, the City's Emergency Operations Center should remain intact, unless damaged by a simultaneous event such as an earthquake. Bureau of Reclamation maps showing inundation paths for failure each of the dams and/or dykes are maintained in the City EOC.

In the event of a gradual failure of the earth dykes, there could be some water in each of the paths shown on the maps. After a time, a dyke might fail and the entire inundation path for that dyke would fill. Failure of the Mormon Island Dam would impact the largest area of the City, effectively cutting off the southeastern third of the City from the rest and inundating an area stretching the length of the Willow Creek/Humbug Creek Parkway and ranging from 1/8 mile to almost a mile in width. The impact of Dyke 7 failure is confined to the Prison, and would profoundly affect Represa and the old portion of the Prison in particular. Failure of the wing dams near the main dam would have little effect on Folsom, with the waters being contained by the river channel and Lake Natoma. If the right wing dam failed in a location further west of the main dam, the waters would cross Folsom-Auburn Road north of the Folsom Dam Road, flow southwest along Hinkle Creek through the mobile home parks to Old Oak Avenue and into the river channel. Failure of other dykes would not flood Folsom.

In the event of a failure of the main dam, the inundation area would mainly be confined to the river channel, but water would also back up into the Hinkle Creek drainage area, Negro Bar, and the Corporation Yard. Folsom Boulevard and the land east of it almost to Sibley Street would be under water, as well as Lake Forest Tech Center, the intersection of Blue Ravine Road and Folsom Boulevard, parts of Natoma Station, and the US Route 50 interchange area.

A third possible scenario is the sudden failure of the Mormon Island Dam due to liquefaction of its base in an earthquake. In all of these scenarios the water depth and speed would vary according to topography and the rate of failure, and the City should consult with the Bureau of Reclamation in a dam failure emergency.

It should also be noted that there are many variables, and an actual occurrence may in fact differ from these maps. With the City's rapid development, topography is being changed and new infrastructure is being installed which may affect water flows. Deposition of debris by floodwater could also affect the water's path. Therefore, all of these scenarios should be viewed as probabilities, not absolutes.

DESCRIPTION OF IMPACTS

Transportation
In most dam failure scenarios, the U.S. 50/Folsom Boulevard interchange would be affected, but the highway from Intel east would not be. Failure of the main dam, a wing dam, or Dyke 7 might damage or destroy Folsom's bridges or would likely necessitate inspection for safety. Arterials in the path of floodwaters could be damaged or destroyed, and parts might remain under water for a time. In a worst-case scenario, the City could be cut into three sections, with helicopters being the only transportation access to the center section. The north side of the American River would be one section, and the south side would be divided roughly in half diagonally from northeast to southwest along the Willow Creek/Humbug Creek Parkway. Surface access could be established as the waters recede, via small boats, any undamaged roads, or roads to which temporary repairs can be made.

Communications
Normal telephone service is likely to be disrupted, by either flood damage itself or overload conditions or both. The City Hall phone system is designed to remain operable for "in-house" calls. Cellular phones might also be used. The tower for City radio systems would not be flooded although power loss might have a temporary effect. There would be a need to communicate emergency information to citizens, but since flooding in Sacramento would be widespread, broadcast systems might be infeasible. Using distribution routes of newspapers to circulate flyers and using mobile Public Address Systems might be necessary.

Water and Sewer
The water delivery system is likely to be damaged, and there may be contamination and delays in providing service. The sewer system is also likely to be damaged and cause public health concerns. Storm sewer capacity will be exceeded, and pollutants will be washed into the river.

Electricity and Gas
The two major electrical substations in the City would probably not be flooded although transmission lines from the dam probably would be damaged. Other electrical and gas facilities would also sustain damage, not only in Folsom but in Sacramento. The
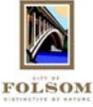
immediate need would be to contain gas leaks and protect citizens from downed electrical lines. If the main gas line into the City under Rainbow Bridge is damaged, restoration of service might take several days.

Casualties

The number of dead, injured, and trapped persons would be directly related to the amount of warning and evacuation time. A sudden failure of the Mormon Island Dam would be the worst. Entire inundation path through the City would be filled in an hour and a half. Anyone in the center of the inundation path would probably not survive, but in the shallower edges there would be trapped and injured persons in need of rescue. A gradual failure would provide more warning time and thus would reduce the number of rescues needed. Not only persons, but also pets and livestock would be trapped and injured. Low lying parts of the zoo might be flooded in a failure of the wing dams, main dam, or Dyke Number 7.

Property Damage

In any dam failure there would be extensive property damage, to both public and private property. As noted earlier, failure of the wing dams in an area adjacent to the main dam would do little damage in Folsom. Inundation map provided by the Bureau of Reclamation identify those areas which would be subject to extensive property damage should any dykes or dams at Folsom Lake fail.

Environmental Effects

An immediate environmental concern would be the potential release of hazardous materials. The volume of water would be able to dilute many materials, but there could be a release of airborne hazardous materials. As the waters recede, the environmental impacts will become more apparent. Besides hazardous materials, the standing water and the damage to structures and sanitary facilities will raise public health concerns. Wildlife habitat will have sustained major damage since most of the natural areas are along watercourses subject to inundation in a dam failure, and remaining wildlife may be disoriented.

Emergency Readiness Stages

Flood in the special risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on four stages of response actions:

- Stage I (Watch Stage): Light to Moderate rain.
- Stage II: Moderate to heavy rain. Public Works notified to post flooding warnings in affected areas.
- Stage III: Continuation of heavy rain. Streets should be closed to traffic.
- Stage IV: Threat to private property and persons. Areas should be evacuated.

EVACUATION ROUTES

It is expected that all major streets will be open. As such, evacuation should be easily facilitated. Other pertinent information relating to evacuation operations are in Part Two, Operations Section.

MAPS

Maps of the following areas are located in the EOC, on CD, and on the City network.

Maps could not be reduced in size for inclusion in this plan.

Map 1:	**Folsom Dam Breach Scenario**
Map 2:	**Dyke 7 Breach Scenario**
Map 3:	**Folsom Right-Wing Breach Scenario**
Map 4:	**Mormon Island Breach Scenario**
Map 5:	**Flood Hazard Map**
Map 6:	**100-Year Flood Boundary Map**

Note: Description of inundation boundaries are general in nature and do not allow for recent construction or grading.
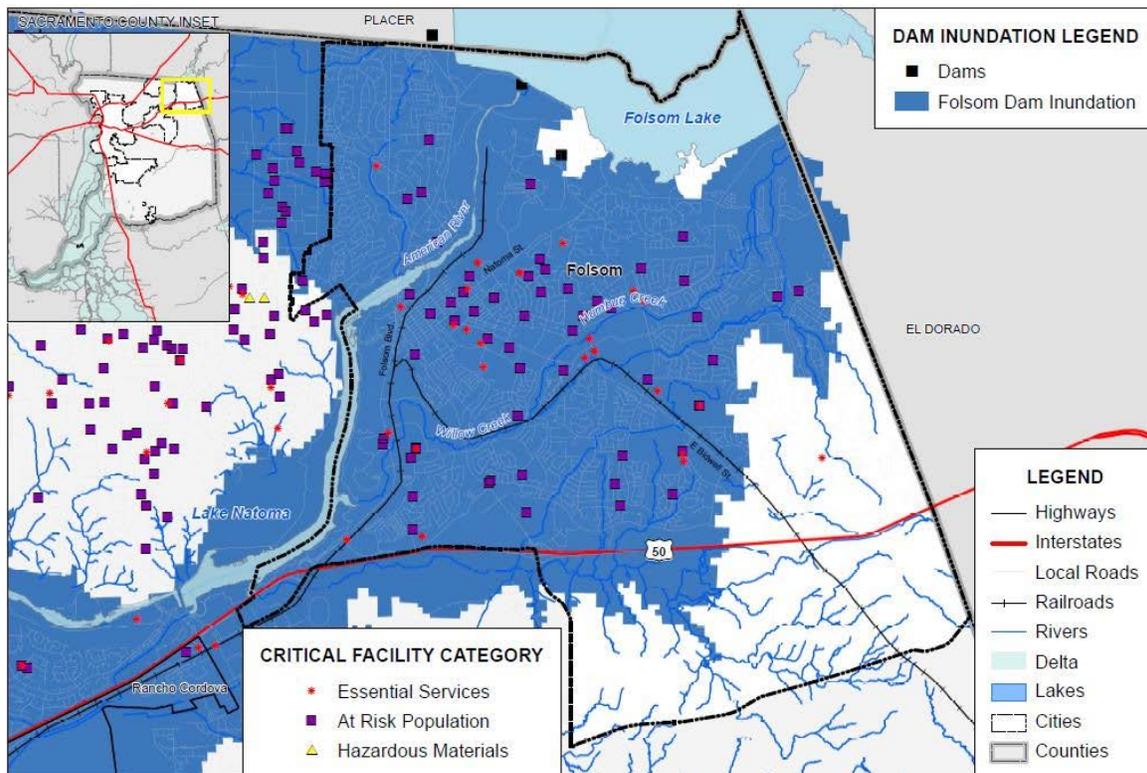
Data Source: Sacramento County GIS, Cal-Atlas, National Inventory of Dams; Map Date: 05/2016.

Description:	Folsom Dam	National ID No.:	FOLS001
Dam Owner:	U.S. Bureau of Reclamation	Stream:	American River
Year Completed:	1956	Downstream Dam:	Nimbus Dam
Type:	Concrete Gravity Dam flanked by earth fill wing dams	Height above foundation:	340 ft.
Crest Elevation:	480.5 ft MSL	Crest Length:	1,400 ft.
Freeboard:	5.1 ft	Crest Width	36 ft.
Base Width:	270 ft.	Total Volume of Embankment:	1,170,000 cu. Yd.
Coordinates:	38° 42.5' North Latitude 121° 9.4' West Longitude		
Emergency Contact:	Central Valley Operations 24 Hour Security:	916-979-3004 916-240-1647 916-240-8448 916-989-7167	

All dykes and islands are inspected yearly; the U.S. Bureau of Reclamation does a much larger inspection of each every three (3) years.

RESERVOIR STORAGE/FLOOD CONTROL

During the flood season, Folsom Dam and Reservoir is operated according to a criterion that has been promulgated by the Secretary of the Army. The dam itself is capable of storing 1,010,000 acre-ft of water, and main spillway outlet capacity is 115,000 CFS. The completion of the auxiliary spillway in 2017 added another 312,000 CFS of outlet capacity. However, the levees of the American River are not capable of handling such maximum flow for any extended time period.

THREAT ASSESSMENT 4 MAJOR EARTHQUAKE

GENERAL SITUATION

A major earthquake occurring in the jurisdiction could cause a great many casualties, extensive property damage, fires, flooding, and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, landslides, and dam failure. The time of day and season of the year would also have a profound effect on the number of dead and injured and the amount of damage sustained. Such an earthquake would be catastrophic in its effect on the population and could exceed the response capability of the state and local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments.

Extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter would be required for injured or displaced persons. Identification and burial of many dead persons would pose difficult problems; public health would be a major concern. Mass evacuation may be essential to save lives, particularly in areas below dams. 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.

Extensive federal assistance would be required and could continue for an extended period. These efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population, including temporary housing for displaced persons.

SPECIFIC SITUATION

The probability of a significant earthquake in or near Folsom appears to be low, but if one were to occur, the potential for significant damage is high. The nearest identified fault, the Bear Mountains Fault, runs north-south through the El Dorado Hills community east of Folsom. Until recently, the fault was considered inactive. Investigations for the proposed Auburn Dam raised the question of potential activity, but the official position is still that an earthquake is unlikely in the Folsom Area.

Historically, Folsom residents have felt earthquakes centered in other areas of the state, but there has been no damage of a magnitude to require activation of an emergency plan. The primary effect would likely be a request from an affected jurisdiction for mutual aid.

An earthquake centered nearby would affect the entire City, as well as the surrounding Sacramento metropolitan area. The worst affected areas would likely be in the historical area since many of the old buildings, particularly the commercial ones, are not constructed to withstand an earthquake. Besides damage directly caused by an

earthquake, the City could expect secondary effects with equal or greater danger to the community. Refer to other hazard analysis sections of this plan for more specific information.

DAMAGE TO VITAL PUBLIC SERVICES, SYSTEMS, AND FACILITIES

Transportation
Most small and large transportation arteries and U.S. 50 would likely remain passable (perhaps requiring temporary repairs) unless they are also damaged by a secondary effect, such as rupture of a large water main. While not built to the most recent seismic standards, the three U.S. 50 over-crossings (Folsom Boulevard, Prairie City Road, and East Bidwell Street are of the safer three-column design. Areas requiring caution in the immediate aftermath, until inspections can be made, would be bridges, Folsom Dam Road (no public access), and the streets in the vicinity of the Historic District.

In the event that both the Folsom Dam Road and bridges are impassable, the preferred means of crossing the river would be by boat or helicopter. Because of a lack of launch facilities, and uncertain availability of private vessels, crossing the river by boat is not likely to be a useful mode of transportation in the event of an earthquake.

Communications
An earthquake may damage any stationary communications sources. Local telephone service and newspaper production would most likely experience limited operations. City radios and regional emergency communications systems are designed to operate in the event of power failure. Mobile phones could be an important communications system, as they remained operable in the Loma Prieta earthquake. Local ham radios may be the most reliable communication source in the event regional communication towers are damaged.

Water and Sewer
The water, sewer, and storm drainage systems all may be affected by pipe breakage and collapse. This is most likely to occur on older lines, most of which are located in the vicinity of the Historic District.

The total City water system capacity is 37 million gallons (at full tank levels). The water plant itself has a 7-million-gallon storage capacity (included in total system capacity above). The total distribution system is customarily at approximately 60% capacity. In the event of an outage, depending on current demands and tank levels, (summer/winter) the system can supply water from 18 to 36 hours. There are power generators at the water plant, throughout the water distribution system, and throughout the sewer system and can function on auxiliary fuel for between 24-36 hours at continuous operation. The system also has two interties: one with San Juan Water District, and one with Golden State Water Company.

Electricity and Gas
Electricity in Folsom is provided by Sacramento Municipal Utility District. A major earthquake is likely to affect the transmission systems and the two substations in Folsom.

Residents can expect power to be unavailable for hours or days while SMUD is repairing damage.

Pacific Gas and Electric provides gas. Their main line crosses Rainbow Bridge, and can be visually inspected at that point. Broken gas lines may create a serious fire danger.

Casualties

Injuries and deaths as a result of an earthquake are most likely to occur in the Historic District, where many of the masonry brick buildings do not meet seismic safety standards. Rescue of persons trapped under collapsed buildings in this area may be a significant function of post-quake operations.

Property Damage

Public facilities should have minimal property damage in a large earthquake. Two exceptions are Granite School and the City Corporation Yard. Damage to private property is most likely to occur in the vicinity of the Historic District.

Environmental Effects

A major earthquake may have significant environmental impacts. Pollution clean up would be necessary for any cracked sewer lines or other conveyances.
Clean-up operations may also be necessary in the vicinity of industrial and commercial sites where there is use and storage of hazardous chemicals. Sensitive natural areas should be monitored to detect contamination from storm drains.

Fire Operations

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate. First response from fire personnel is expected to be assessment of the area to establish what is needed to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment.

Secondary responses by the Fire Service after assessment will be placed upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

Emergency Response Actions

Emergency response actions applicable to all common hazards are presented elsewhere in this Plan.

THREAT ASSESSMENT 5 MAJOR TRANSPORTATION INCIDENT

GENERAL SITUATION

Transportation accidents occur on a daily basis across the nation. Most of these accidents are minor in nature, however the occurrence of major incidents is common and can happen at any time. Transportation accidents can be divided into three general classes: those in the air (landing and takeoff of aircraft), those on the ground (highway and railroad), and those on water (rivers, lakes, and seas). These kinds of accidents may be the result of an impact or collision; or the ignition of hazardous materials; or the very threatening potential of a massive fire or an explosion. Most accidents are the result of carelessness or error on the part of the operator, while some accidents may be caused by weather conditions, smoke, dust, etc.

The City of Folsom is bordered by a major freeway, bisected by a river, and has major arteries that network transportation to adjoining counties. Transportation systems that make up the area's infrastructure include US 50, municipal and military airports, Folsom Blvd., Folsom-Auburn Road, Green Valley Road, Blue Ravine Road and Greenback Lane. Any of these transportation systems are capable of providing a situation of disastrous proportion.

SPECIFIC SITUATION

Aircraft accidents have occurred because of collisions with other aircraft in the air or on the ground; impact with tall structures, or with the ground; and from involvement with fire, in the air, or on the ground. The aircraft may be disabled because of other reasons, such as wind shear, ice on the wings, sabotage, ingestion of birds by the jet engines, loss of a door or engine, chemical spill, or bomb explosion in the cargo or passenger compartment, or by fire.

Road transportation accidents may involve autos, buses, and trucks, and require prompt notification of emergency services so rescue and firefighting can begin at the earliest possible moment. With the increasing use of cellular phones by the monitoring public, the summoning of assistance to an accident is faster than ever.

Mechanical failure, adverse weather, and driver incompetence account for a large percent of accidents on the highway. Multiple collisions involving trains, tank trucks, buses, and other vehicles (with each other and with stationary objects alongside the road) are not uncommon, and frequently end in fire and a loss of life. Dense fog that blankets a highway for several miles can be the cause of a chain-reaction pileup of motor vehicles of disaster proportions. Without warning, motorists suddenly find themselves enveloped in a medium known as "tulle fog," cutting off vision beyond the hoods of their vehicles. When a chain-reaction pileup involves a loaded bus, the loss of life is apt to be larger. Buses by their nature transport numerous potential victims and deserve special consideration.

The catastrophic potential of trucks transporting hazardous materials including explosives, oxidizing materials, flammable liquids and gases, poisonous substances, and

radioactive materials is growing. Millions of trucks are on the highways, and about one-fifth of their cargo by volume consists of one or more of almost 1,000 items listed by the Department of Transportation as hazardous materials.

IMPACTED AREAS

Roadways
The City is bordered by one major freeway. Transportation of products and people along this freeway yields the potential for a major incident involving truck or bus traffic, passenger vehicles or a combination of all three. The US Route 50 corridor is the most probable location for a major transportation incident. US Route 50 is one of the major east/west traffic routes through the Sierra from the central valley. It is frequently traveled by buses to South Lake Tahoe, numerous transport trucks and is susceptible to adverse weather conditions.

Waterways
The City is not very susceptible to waterway transportation incidents since they are not utilized for the transportation of passengers or material goods. The only exceptions would be for special events on Folsom Lake or the American River, the crash of a large cargo or passenger plane at either water source, or involvement of a transport truck or bus into one of these waterways.

Airports
The City of Folsom does not have an airport, but is within close proximity to Mather Airport and within the flight path of Sacramento International Airport. Executive Airport and McClellan AFB are located in the western portion of Sacramento County with flight paths that may occasionally cross the city. McClellan AFB is accessed by a variety of military aircraft transporting personnel, conventional and classified cargos.

There have been numerous aircraft incidents, involving both passenger and military aircraft, within Sacramento Metropolitan area in the past 20 years. In 1999, a large commercial cargo jet crashed while taking off from Mather Airfield, demonstrating the potential for a significant air disaster within the City.

Pipelines
There is a natural gas pipeline on the underside of the Rainbow Bridge that could be cause for concern during a transportation accident at that location. In addition, the gas pipeline is large enough to pose a threat to transportation on the bridge itself if damage to the line were to occur.

DESCRIPTION OF IMPACTS

Transportation
The extent to which transportation will be affected within the City is dependent upon the location, nature (either cargo or passengers) and the time of day. In the event that hazardous materials are involved transportation may be affected for a long period of time, in many cases, even requiring the replacement of road surfaces.

Communications
Communications will not generally be affected, or require any special considerations, in the event of a major transportation accident.

Water and Sewer
Water and sewer will not be affected unless the transportation incident directly involves a product that enters either of these systems or the incident has occurred at water treatment plant or sewer treatment facility.

Electricity & Gas
Electricity is more apt to be affected by a major transportation incident. Frequently overhead power lines and supporting poles are involved in these types of incidents. On occasion, high voltage transmission lines may be involved and cause widespread power outages. The shortage of power could have a significant impact on vital life support facilities within the City.

Casualties
The number of injuries and casualties can range from few to hundreds. The number is directly related to the type of incident that occurs. A tractor-trailer incident involving hazardous materials may not have any injuries and a passenger plane incident may result in hundreds of casualties from both the passengers and residents on the ground.

Property Damage
The greatest impact from a transportation incident is from an aircraft crashing into any populated area of the City. Numerous residential and commercial structures may be lost to direct impact damage or from subsequent fires. An incident involving the transportation of flammable or combustible products could result in a free flowing fire that could destroy numerous structures in its path. In addition, incidents involving explosive materials may destroy many city blocks of structures.

Environmental Effects
In most instances, transportation incidents will not have a significant environmental impact. Most effects would come from incidents involving hazardous materials and were discussed earlier in Attachment 2. Air pollution will result from any fires that may occur during a major transportation incident.
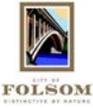
THREAT ASSESSMENT 6 CIVIL DISORDER

GENERAL SITUATION

Any community that hosts events with large crowds has the potential to generate a civil disturbance. The City of Folsom relies heavily on tourism related to Folsom Lake, and on any given summer weekend, the transient population of Folsom may grow to over 80,000 people. In addition, the City hosts several events that draw large crowds.

Each year, a multitude of special events are held within the City, including Craft Fairs and Flea Markets on Historic Sutter Street, a three-day Fourth of July Rodeo, marathons, parades, etc. The size of these events ranges from several hundred to several thousand participants. Alcoholic beverages are available at many of these events. For those events held during warmer weather, there is a potential for participants to drink to excess. Although there is no history of major disturbances at these events, the combination of large crowds, warm weather, and alcohol should always be considered when planning for large events.

Folsom State Prison and California State Prison, Sacramento are both located within the central area of the City. With several thousand inmates housed, there is always a potential for disturbance. The vast majority of prison disturbances are contained within the facility by on-site employees. However, in the event of a major disturbance, City resources may be called upon to provide assistance.

SPECIFIC SITUATION

Civil disturbances are by nature very volatile and tend to erupt very quickly from a state of relative calm to a full-scale disturbance. However, there are generally warning signs which, if interpreted properly, can give hours, or even days, of advance warning to allow preparation for handling the disturbance. Knowledge of the events being held, and of issues related to the event, projected attendance, weather patterns, monitoring of alcohol consumption and general tension levels of the crowd can all be indicators that give advance warning of an impending disturbance.

IMPACTED AREAS

Any area that is the site of a large event could be impacted by a major disturbance. Historic Sutter Street and the Dan Russell Rodeo Arena at City Park are the sites where many Folsom events are held and are more likely to be impacted by a disturbance than other areas of the City.

Any major disturbance is likely to have some overflow into surrounding areas. However, the area impacted by a disturbance will most likely be contained to the areas immediately surrounding such a disturbance.

DESCRIPTION OF IMPACTS

Evacuation
With the exception of the Sutter Street area, most of the areas likely to be affected by a disturbance are relatively isolated. There are no major population centers or commercial centers immediately surrounding the affected areas. The potential for an evacuation of residents is therefore small. In the Sutter Street area, there may be a need to evacuate a small area of one to two blocks on either side of Sutter Street. Evacuation of the transient population will be required, but can be accomplished through normal transportation corridors.

Transportation
In the event of a major disturbance, the roadways leading into, out of and immediately surrounding the disturbance area will most likely be closed, but only for the duration of the disturbance. Transportation corridors outside the disturbance area will not be affected. During normal business hours, Fire Department, Public Works and other on duty City personnel may be utilized for traffic control and perimeter access control. Should such a disturbance occur during off hours, the Law Enforcement Mutual Aid System will be activated, and additional personnel will be requested for both the handling of the event and for traffic/perimeter control.

Communications
Any communications facilities located in the area of the disturbance may be a target for the aggression of the crowd. This may affect communications over some portions of the City but is not likely to have a citywide effect. Normal channels of communication will likely remain operative.

Utilities
Water, sewer, electricity, and gas are not likely to be affected by a disturbance. Any interruption of these services should be localized to the immediate area. It may be necessary to bring in service crews to handle disruptions which create a safety hazard, such as broken gas lines, downed electricity lines, etc.

Casualties
In any civil disturbance, there is a potential for a large number of injuries. Although, the seriousness of injuries is generally low, the number of injuries can be very high. Alternate sources of medical treatment and transportation of the injured should be planned for. On-site medical needs should be minimal.

Property Damage
Property damage can be expected to be very high, with significant destruction of personal property and buildings, and looting. The damage will generally be confined to the immediate area of the disturbance. Cleanup and protection of property after the incident has subsided will be a major concern, requiring significant manpower for some time after the incident.

Environmental Impacts

Impacts to the environment should be minimal. There may be releases of small amounts of hazardous materials. Smoke and gas created by the burning of buildings containing hazardous materials may create a significant environmental problem.
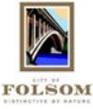
THREAT ASSESSMENT 7 LANDSLIDE

GENERAL SITUATION

The California Division of Mines and Geology has placed Folsom in the low severity zone with regard to landslides, yet the potential still remains. Landslides occur when masses of rock, earth or debris slip down a slope. Folsom's topography, with elevations ranging from 100 feet in the west to 800 feet in the east, make certain areas of the city particularly susceptible to such slippage. Fires or human modification of the land could activate landslides in the jurisdiction but proper mitigation would reduce that probability.

The most serious landslides would probably occur with little warning as the result of either severe rainstorms or an earthquake and in either case they would probably be secondary effects of more serious catastrophes. Landslides caused by earthquakes or severe rainstorms could block transportation routes and greatly hamper rescue and relief efforts. Landslides could also break underground utilities and knock out sewers, water, electricity, gas, and phones. Flooding could result if the landslide blocked or diverted waterways. The most serious potential for flooding would be a landslide along the north bank of the American River between the dam and Rainbow Bridge. The bluffs in this area rise 150 feet above the river level and the river is somewhat narrow along this stretch. A major landslide here could cause flooding and possibly even the creation of a lake below the dam. The most catastrophic effect of a landslide would be the destruction of residences and buildings, which, depending on its scope could result in many casualties.

A large landslide(s) triggered by a large earthquake or severe rainstorm/flood could exceed the response capability of the state and local communities (especially when it is the result of another disaster and the situation is thus compounded). Damage control and disaster relief support could be required if the property damage was extensive.

Depending on the size of the landslide and its location, extensive search and rescue operations may be required. Injured or displaced persons would be in need of medical care, food and temporary shelter. If water and sewer pipes have been broken, drinking water and sanitation will become an issue for those remaining in their homes. Loss of power would be a major problem, and could be compounded by extreme temperatures.

Federal assistance could be required to provide temporary housing for displaced persons and to demolish unsafe structures (especially if local assistance was exhausted by another disaster such as an earthquake and/or flood which had activated the landslide initially).

SPECIFIC SITUATION

Although minor landslides are common, the probability of a major landslide in Folsom appears to be low. A significant earthquake could trigger a major slide, but the official position is that such an earthquake is unlikely in the Folsom area. Severe rains could also trigger a major land movement. Such rains in the past have caused flooding and minor landslides, which have closed roadways for short periods of time, but no major landslides

have been reported to endanger existing buildings and/or structures. Still, the potential remains.

IMPACTED AREAS

Geologically, Folsom is divided into three distinct zones. The zone most susceptible to a major landslide is the highlands north of the American River. Greenback Lane, a major route into and out of Folsom, is routinely plagued by landslides during severe rains and has the potential for being blocked by a major landslide. Folsom Ranch Apartments, Canyon Ridge Condominiums, and various individual houses in both American River South and North could be at potential risk (although the risk is thought to be low). Also, various structures along the bluffs of the north bank of the American River such as the Cliff House Restaurant and the residences at the east end of Oak Avenue (Cobbleridge) are at potential risk if a major land movement should occur at those locations. Rainbow Bridge could also be at risk if the landslide were large enough and in the right location. Eastern Folsom is the zone, which covers almost the entire eastern, half of the City and is characterized by a rolling terrain culminating in a series of ridges. It is the zone that is next most susceptible to a major landslide. It would be primarily individual residences in the Lexington Hills area (along Trowbridge and Rockport Circle in particular) and at the far end of Briggs Ranch that would present the most potential for property damage if a major landslide were to occur.

The final geologic zone is the Tailings Area and it comprises the southwest portion of the city. There is little potential in this area for a landslide of major significance. However rock falls could close roadways and the settling of underground rocks triggered by severe rains or a significant earthquake could damage some structures.

DESCRIPTION OF IMPACTS

Transportation
Greenback Lane presents the greatest potential for closure due to a major landslide. It is commonly closed for short periods during severe rains and even these short closures play havoc with the traffic flow into and out of Folsom. A major landslide on this road could close a major route into and out of the city. If the landslide occurred in conjunction with another disaster such as a flood or an earthquake (which in most cases it would), then this closure would greatly hamper rescue and emergency relief efforts. A major landslide along the banks of the American River in the vicinity of Rainbow Bridge could damage or destroy the bridge and have widespread repercussions. Landslides and/or rock falls along portions of Folsom Blvd. and Folsom-Auburn Road could also block lanes and further hamper rescue and relief efforts. Small roads through residential areas could be closed by landslides and drastically affect the response time of fire and emergency vehicles into those areas.

Communications
A major landslide, like an earthquake, has the potential to damage stationary communication sources by downing poles and/or breaking underground wires, cables and/or pipes. Local telephone service could be disrupted. City radios and emergency

communication should not be affected as they are designed to continue operating in the event of power failure. Cellular phones and local ham radios may play an important role if regional communication towers are damaged.

Water and Sewer
A major landslide(s) could break underground water pipes and shut off water for numerous residences and buildings. If the slide were triggered by an earthquake and structure fires also resulted from the quake, the water outage in various parts of the city could hamper fire-fighting efforts. If sewer pipes were broken, sanitation could be a major concern in affected areas.

Electricity and Gas
Electricity in Folsom is provided by SMUD. Landslide(s) could break underground utility pipes and/or down power poles and cause outage in certain areas. Again, if the slide(s) occurred in conjunction with a significant earthquake or storm, other outages would probably be taking place at the same time and would add to the time it would take to rectify the problem. Gas is provided in Folsom by PG&E. Landslides could break under-ground pipes and gas would consequently be disrupted in affected areas. Danger of fires from the broken pipes is another consideration. The main PG&E line crosses Rainbow Bridge where it can be visually inspected. If a major landslide occurs along the banks of the American River at that location it could break this main pipe and cause widespread gas outage and fire damage.

Casualties
Injuries and deaths as the result of landslides are most likely to occur in the American River highlands where the potential for major slippage is the greatest. Persons could be buried or trapped under the slide itself or in structures that collapsed as a result.

Property Damage
Landslide damage to private property is most likely to occur in the American River Highlands and to a lesser degree in areas of Lexington Hills and Briggs Ranch. (Although not actually classified as landslides, earth movement in the form of settling could damage homes and businesses in the tailings area. Severe rains or an earthquake would most likely bring on settling).

Environmental Effects
Broken sewer lines would mandate pollution clean-up. Also, landslides occurring in the vicinity of stored hazardous materials would create a need for clean-up operations.

THREAT ASSESSMENT 8 TORNADOES AND SEVERE WEATHER

GENERAL SITUATION

The Sacramento Region has historically experienced few tornadoes although, due to the unpredictable nature of tornadoes and the weather patterns that cause them, they are still considered a threat to the City of Folsom.

Tornadoes cause structural damage to houses, businesses, and other property by the combination of high winds and the force of a funnel cloud that literally sweeps a path of destruction. Tornadoes arise when the conditions that cause thunderstorms are unusually violent. Winds blowing in opposite directions around a strong updraft start a narrow, violent whirl. Centrifugal force draws and throws the air away from the center, leaving a core of very low pressure.

This low-pressure core acts as a powerful vacuum, tearing the roofs from houses. Tornadoes have been known to suck the corks from bottles. Around the edge of the whirl, wind speeds may reach 300 MPH or more. In the beginning, the tornado's funnel is whitish because it is composed of minute water droplets. After touching down, the funnel becomes dark because of all the debris it has sucked up. This debris can include rocks, tree limbs and parts of buildings. Tornadoes have been known to pick up automobiles, horses, whole trees, frogs, and fish. When the edge of the funnel slams into a building, the debris acts like a buzz saw, ripping through everything it touches. A tornado usually moves toward the east at 25 to 40 MPH, cutting a narrow swath through everything in its path. Fortunately, tornadoes are only a few hundred feet wide; they may totally destroy all of the houses on one side of a street while leaving those on the other side completely unscathed. A tornado that passes over water is called a waterspout.

While instances of tornadoes and funnel clouds are relatively rare in the Sacramento Valley, they are becoming more and more common. Several funnel clouds have touched down in the northern Sacramento Valley around Chico and Oroville during the last few years. During the winter storms of 1995, there was some damage that occurred to trees and structures in the foothills of El Dorado County. In April of 1988, a tornado damaged 26 homes in the City of Folsom when it touched down in the area of Blue Ravine Road. The increased funnel cloud sightings locally and tornado watches that have been imposed clearly shows that it is important to consider tornadoes in preparing an emergency response plan even though the Folsom area is not considered to be tornado-prone.

SPECIFIC SITUATION

Emergency responses to tornadoes are very similar to the responses to an earthquake. Buildings and property are structurally compromised or collapsed resulting in the loss of life and property. Search and rescue efforts, long and short term homeless, damage to infrastructure and a massive debris removal and recovery process.
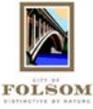
Although they are not as likely to cause the amount of severe damage that can result from a tornado, other types of severe weather conditions that are common to this area include high winds, lightning, severe heat and severe cold.

High Winds

The prevailing winds in Folsom are generally southerly at approximately 5-15 MPH. Pre-weather front winds generally come from the southwest. Weather conditions that cause unusually high winds become a major threat to vehicles on area roadways and industrial sites utilizing large equipment. High winds often cause large trees or tree limbs to fall causing damage to structures with possible injuries to people occupying those buildings or within the immediate area. Frequently, high winds cause a loss of electrical and telephone service from downed wires, which can also spark fires. Injuries may also occur from blown out window glass in the most severe cases.

Lightning

Lightning is known to spark fires and can disable electrical equipment. Damage frequently occurs to transformers on power poles causing power outages. Power surges can affect computer systems, fire and security alarm systems and pump motors serving water and sewer systems.

Severe Heat

The City of Folsom typically experiences temperatures above 100 degrees during the summer. In extreme situations the temperature will climb above 110 degrees. Generally, people in Folsom are prepared to cope with the extremes by dressing appropriately and staying in air-conditioned buildings. Reliance on air conditioning can cause a strain on electrical energy in the area. Occasionally, during peak time on extremely hot days, demand for electricity outweighs supply causing a condition known as "brown-out". Extremely hot days can also lead to very unpredictable human behavior that can result in civil unrest.

Severe Cold

Severe cold temperatures can cause frozen and leaking water pipes, slippery road conditions and life threatening situations for those who work outdoors and for the homeless. Folsom experienced a severe freeze in December of 1990, which caused some businesses to close, as workers were unable to work because of frozen water pipes. Caution against travel and providing areas of shelter for those in need can mitigate the effects of severe cold.

IMPACTED AREAS

As tornados can be very isolated in area, damage could occur in any part of the City experiencing a touchdown. The weakest buildings, such as unreinforced masonry in the historic section of town and mobile home parks will be the most vulnerable. Overhead power lines and above ground utilities will also be very susceptible to damage and disruption.

DESCRIPTION OF IMPACTS

Transportation
Localized effects created from a tornado or high winds could block the City streets, arterials, and US Route 50. Debris, automobiles, trees, etc., should be cleared in minimum time to allow reopening of any affected transportation systems.

Communications
Downed communications lines can be expected; but disruption of communications should be minimal.

Water and Sewer
A disruption in service is possible due to power failure.

Electricity and Gas
As with communications, downed lines may represent a serious problem and due to the complexity of the area(s) affected by the tornado or high winds, the length of service disruption will vary. Gas service is not expected to be affected other than at local residences and buildings which have been damaged by the event.

Casualties
The possibility of casualties is ever present in severe weather situations. No particular area of the City is more prone to casualties, except perhaps the historical section of Folsom whose buildings may be less capable of withstanding the strong winds associated with tornadoes, and mobile home parks.

Property Damage
Light frame structures and mobile homes are the most susceptible to high wind damage. There are six (6) mobile home Parks within the City of Folsom that could be severely damaged with a direct touchdown of a tornado. Property damage in general can be expected to be sporadic.

Environmental Effects
Short-range effects are generally of greater concern than long-range environmental effects from tornados or severe weather. Some spills may occur, but the degree of harm should be far less than that expected from such events as an earthquake for example. Localized effects can be expected to be under control in a shorter period of time and have less far reaching impact.

THREAT ASSESSMENT 9 WATER SUPPLY

GENERAL SITUATION

The City's water supply source is from Folsom Lake. Water serving the southern portion of the City is normally transported by gravity flow from the pipe manifold within the Folsom Lake Dam. (The San Juan Water District serves the northern portion of the City.) During drought conditions, water has to be pumped up to the City's water plant. Dam damage/failure or lake contamination can halt the conveyance of potable water for both sides of the City, whereas a pipe failure may be limited to one of the portions of the City.

SPECIFIC SITUATION

The City's water system is fed by surface water from Folsom Lake. If contaminated or interrupted, the total maximum system storage of 37 million gallons is only capable of 18-36 hours of supply. In the event of a system failure caused by flooding, contamination, earthquake, or plant malfunction, the City would have very little advance notice and therefore not enough storage to meet the potable water needs of the City for an extended period.

The City water plant and distribution system is equipped with auxiliary power generators, each with 2000 gallon fuel tanks which, when operational, consume approximately 60 gallons of water per hour. The City also has two "interties"; one is with San Juan Water District, and the other with Golden State Water Company.

Depending on the circumstances at the time of the shutdown, the storage level at any of the City's water tanks may be able to provide some additional relief. Depending on circumstances the tanks may be utilized for potable storage, and the raw water in the area, (ponds, creeks, and the river) be used for any irrigation or fire needs. This would require the tanks to be shut off from the system as soon as possible. The City has a mutual aid agreement with San Juan Water, and Golden State Water Company to provide emergency supply to some portions of the City.

DESCRIPTION OF IMPACTS

In the event of a water system failure it will be critical to immediately notify all residents affected. The City water treatment plant presently has a disaster response plan outlining means of notification through the media, door to door, etc. The City has the responsibility to notify residents of any contamination and restrict or ration water, issue "Boil Water" orders and control valves in the system to keep any problem from spreading to the extent possible.

Restoration of water service is the responsibility of the City Water Division. Upon verification of a safe system, notification would be given by same means as prior warning. If normal service cannot be restored, alternate supply would be procured.
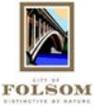
THREAT ASSESSMENT 10 POWER FAILURE

GENERAL SITUATION

The City of Folsom could be subject to major power failure from a number of sources, either natural or caused by human error. Natural causes would be more prevalent because a number of unforeseen situations could cause the loss of electrical power throughout the City.

While sporadic power outages are considered routine, an extended loss of power in portions of the City would cause some significant hardship. Generally, facilities that require constant power sources are equipped with a back-up power generation system.

The loss of a major power transmission resulting in days or weeks without power will cause some effects worth noting. First, the time of the year would determine some of the obvious human effects. A power failure in winter or summer during extreme cold or heat would be significant. Second, the loss of power to small businesses, restaurants, and City infrastructure such as lighting systems, alarms systems, pumps (fuel and water) and City Hall offices would have a major effect on the community. Specialized medical equipment located in homes and special care centers not powered by generators will be impacted.

SPECIFIC SITUATION

Natural causes such as high winds, lightning, severe heat or cold, rain could greatly affect the City's electrical power. High winds frequently blow down electrical wires causing the loss of electrical power.

Lightning is known to spark fires and can disable electrical equipment. Most frequently damaged are transformers on power poles causing power outages. The power outages affect electrical pump motors, computer systems, and/or threat alarm systems. Mitigation against lightning caused damage includes lightning rods and power surge interrupters.

The City of Folsom experiences days of extreme heat where temperatures are in excess of 100 degrees Fahrenheit during the summer and fall months. The temperature can rise to 105-110 degrees Fahrenheit. Generally, people who live and work in this weather are prepared to cope with the extremes in that they dress appropriately and stay in air conditioned buildings during the peak temperature periods of the day.

Reliance on air conditioning causes a significant strain on the electrical energy in the entire Sacramento region. Occasionally, peak demands outweigh supply and a condition known as brownout occurs. This situation can damage electrical equipment.

DESCRIPTION OF IMPACTS

Communications
A major power failure would greatly affect communications throughout the City and the entire Sacramento region. Local telephone service would be greatly hampered and could experience limited operations. City radios and regional emergency communications systems are designed to operate with one of the emergency generators in the event of power failure. Cellular phones could be an important communications system.

Electricity
The Sacramento Municipal Utilities District (SMUD) provides electricity. A major power failure would more than likely affect transmission systems and the two substations in Folsom. Residents can expect power to be unavailable for hours or days while SMUD repair crews are working to correct the problems.

Water and Sewer
A disruption in service is possible due to power failure.

THREAT ASSESSMENT 11 NUCLEAR ATTACK

GENERAL SITUATION

A nuclear attack targeted against the City of Folsom is highly improbable. Nuclear strikes against targets such as McClellan AFB, Travis AFB, or any targets upwind of the greater Sacramento area could negatively impact the City. Depending on the proximity of the detonation, the characteristics of a nuclear explosion, flash blindness; vaporization of all material within the fireball; heat approaching that of the sun; shock waves creating winds of 300 miles per hour up to six (6) miles from ground zero; electromagnetic pulse (EMP) emanations; initial, residual and delayed fallout radiation, may render disaster preparedness a moot point.

The procedures contained in this section of the Emergency Operations Plan have been formulated under the assumption that we are far enough away from such an incident to survive, at least initially. These procedures can be applied during situations involving nuclear accidents creating hazardous fallout situations from elsewhere in the world as well as the eventuality of nuclear terrorist threats.

More than in any other emergency situation, the chaos and lack of mutual support may render planned organized recovery impossible. Individual and small group survival efforts may be all that can be realistically expected.

SPECIFIC EFFECTS

The destructive forces involved are:

- Exceedingly bright light
- Inconceivably hot temperatures
- Blast effect
- Electromagnetic pulse
- Radiation

Accompanying fear, panic, and unforeseen psychological reactions of the survivors, who may also be short-lived, will compound these forces.

IMPACTED AREAS

Due to the devastating power of thermonuclear devices, no accurate assessments can be projected. Impacts can range from total annihilation to a light dusting of radioactive fallout.

DESCRIPTION OF IMPACTS

Evacuation
If the attack is preceded by a period of increased tension build-up, evacuation is possible prior to an attack. If an attack is conducted with little or no warning, evacuation is extremely unlikely and attempts to do so could actually be counterproductive. Survivor's best chance will most likely be to seek shelter and protect themselves in as isolated of an area as possible for approximately two weeks.

Transportation
If the road networks are intact and are passable, travel after a nuclear attack may expose individuals to fatal doses of radiation. In the event of a worldwide nuclear exchange, there may be nowhere left to travel.

Communications
State of the art electronic communication will not survive the electromagnetic pulse (EMP) emanations of a nuclear blast. Older, tube type radios and hard- wired telecommunications tend to be the most survivable. EMP is a brief phenomenon, which will permanently damage equipment, but offers no residual affect like radiation. The physical damage that is incurred during the initial detonation is all that need be expected. There is, however, a lasting interference effect for equipment still operational. This interference will last for an unknown period of time, and much like sunspots, will vary in intensity and degree of degradation.

Utilities
Water, sewer, electricity, and gas will all be affected in varying degrees. Water will be unsafe due to radioactive contamination. Bottled water should be the only water ingested. The sewer system will be least impacted, as it is underground. Treatment facilities will most likely be destroyed resulting in untreated effluent reaching our rivers and ultimately contaminating our drinking water. Electricity will surely be down, if not from blast effect it will go down due to the EMP action on control stations. Gas lines, mains and distribution systems can be expected to catch fire. Gas service will be unavailable in general.

Casualties
Due to the severely damaging impact of a nuclear attack, the number of injured, maimed, and fatally disposed humans could be astronomical. Little in the way of medical support from the City can be expected to survive and lateral support may be equally non-existent.

Property Damage
Property may be blown up, or may be burnt down. What survives may be uninhabitable due to radiation. If the City survives with minimum damage, the breakdown in the social order may cause widespread looting, rioting and civil chaos beyond the City's regulatory capacity to control.

<u>Environmental Impacts</u>
Devastating. Air, food, and water will be contaminated with an unimaginable mixture of chemicals, wastes, and radioactivity. This scenario represents our most difficult emergency situation.

THREAT ASSESSMENT 12 RADIOLOGICAL

GENERAL SITUATION

An incident affecting the City of Folsom, which involves radioactive materials could come from many sources:

- Nuclear reactors, such as the active one at McClellan Air Force Base or the deactivated Rancho Seco Power Plant
- Interstate Transportation of radioactive materials, e.g., weapons, fuels, medical supplies, and wastes of all types
- Nuclear war (This subject addressed under separate topic)
- Nuclear accidents (Potential not restricted to continental U.S., but could be worldwide, considering wind patterns and degree of magnitude of accident)
- Terrorist activities

Radiation from the natural decay of radioactive materials represents an insidious danger to the health of all residents. Radiation attacks the human body in one of three ways:

1. Outside bombardment

2. Ingestion with food or water

3. Inhalation

Radiation is silent, colorless, odorless, and virtually undetectable by other than scientific measuring devices. Depending on the severity of exposure, it is not only possible; but, very likely that an individual would not realize exposure was taking place until some time after an incident.

The actual damage results from intrusion of particles from the decaying process into cells, causing structural changes therein, and generally occurs in two categories:

Large dose radiation affecting many cells in a short period of time will be the easiest to detect. Under these circumstances, severe tissue damage and radiation sickness are evident, not necessarily immediately, but within days. Initial symptoms include nausea, vomiting, dizziness, and headaches. These are followed by hemorrhaging, gastrointestinal problems such as diarrhea, and loss of hair. Finally, as millions of cells die, the body's tissues and organs are destroyed. If the damage is extensive enough, the victim dies. The severity of the illness varies, based on the level of radiation and the effectiveness with which the body's repair mechanisms counter the damage.

Lower level exposure that may be encountered over a long period of time and in which there is damage to perhaps only a single cell represent the more long-term affect. Radioactive particles are all around us and it is inevitable that a random percentage will be ingested or inhaled. Once this occurs due to their chemical makeup, the particles settle

in certain organs. For example, strontium-90 is chemically similar to calcium, and is therefore incorporated into bone. Iodine-131, which is mistaken by the thyroid gland for normal iodine, collects in the thyroid. Cesium-137, which resembles potassium, accumulates in all body cells. In and of themselves, these radioactive particles are not harmful. However, if one of them lodges, for example in a cell in the lungs, decays, and releases energy, it can damage the cell in which it is lodged or a nearby cell. The affected cell may survive and sit dormant for years, but it has been altered. Cells affected in this manner can at a later time begin uncontrolled cell division resulting in many potential forms of cancer.

The qualities of radiation apply to a broad category of energy, which can be generally broken down into ionizing and non-ionizing types. The latter include sun's rays, radio and television signals, visible and invisible light, microwaves, and many others. We are exposed to these daily without our conscious knowledge and for the most part without harmful affect. Ionizing radiation (commonly called "radiation" without differentiation) on the other hand is harmful. There are five types of radiation with which we should be concerned as all are potentially dangerous:

- <u>Alpha particles:</u> These are relatively large and although they can't penetrate the skin, if the body ingests an alpha emitter it can do considerable damage to a very small region. Plutonium is an intense alpha emitter.
- <u>Beta particles:</u> These are very small and can be stopped by just a few millimeters of concrete. They can, however, penetrate several centimeters into human tissue. Strontium-90, a common element in nuclear waste is a beta emitter.
- <u>Gamma rays & X-rays:</u> Both are virtually the same except for their origin. They have the same effect on tissue and can travel great distances, easily penetrating the human body. Cobalt-60, another radioactive by-product emits both.
- <u>Neutrons:</u> When artificially released from the nucleus of atoms, neutrons can harm body tissue--a principle used in the neutron bomb. Material, which absorbs neutrons, can become radioactive itself and represents an additional danger.

It should be worthwhile to note at this point that the effect of exposure to radiation does not necessarily "wear off" during a lifetime. The effects are cumulative. Exposure to radiation is measured in roentgens and milliroentgens (thousandths of roentgens). There are Federal regulations that set standards of exposure for workers over different time periods. For example, nuclear industry workers were not allowed to exceed 3,000 milliroentgens in a three-month period. (1980 data that has been lowered even further since that time) In the event of a radiological incident in Folsom, exposure levels would have to be figured after the fact unless instrumentation was at the scene of the incident.

SPECIFIC EFFECTS

It is nearly impossible to build a meaningful, representative "scenario" for a radiological incident in the City of Folsom, as the possibilities and variables are almost infinite. For example, an isolated incident in which radioactive isotopes destined for delivery to Mercy Hospital of Folsom are involved in an accident represents danger on a much smaller scale

than a spilled load of spent nuclear reactor rods being moved along US Route 50 en route to the Tri-cities area of Washington State for storage, or the crash into Folsom Lake of a transport aircraft, carrying nuclear weapons en route to Texas for decommissioning.

There are however, some basic rules that will apply regardless of the magnitude of the situation. The checklists and procedures contained in the Operations Section will support myriad situations but can never replace common sense. The most critical steps to be taken in a suspected, potential radiological incident are to evacuate all personnel from the area and get qualified personnel on scene as soon as possible. Involvement of local Police Department personnel should be limited to cordoning off the area and keeping others out while awaiting expert assistance. The Fire Department can initiate the response of specialized hazardous materials units and establish radioactive monitoring stations along the perimeter of an incident.

IMPACTED AREAS

The entire City may be affected, depending upon the type of exposure. Areas protected by deep earth ravines, concrete structures, etc., will have minimal exposure from above ground sources.

DESCRIPTION OF IMPACTS

Transportation
No impact other than cordoned off areas to minimize exposure to radiological agents.

Communications
Other than the EMP effects discussed earlier, radioactivity has little effect on communications.

Water and Sewer
An enormous impact on public health and welfare could be involved if a radiological source was to be introduced into the Folsom Dam water supply. Radioactive chemicals being introduced into the sewer system, on the other hand, would have lesser impact due to the earth cover which serves as a shield from the emanations from the sewer system.

Electricity and Gas
No interruptions are expected from a radiological incident.

Casualties
Immediate casualties are not anticipated unless the radiological incident is associated with ground level detonation of a nuclear device, or exposure to nuclear reactor grade fuel. The frequency of occurrence, and number of casualties from a radiological incident will depend on the dosage and time over which such radiation exposure is acquired.

Property Damage
None anticipated unless associated with nuclear blast.

Environmental Effects

The potential for long-term effects is a serious consideration. The half-life of the element(s) producing the radiological incident, the amount of material, the method of introduction and the medium through which the hazard is introduced into the community will determine the severity and lasting effects.

THREAT ASSESSMENT 13 TERRORISM THREAT (WMD)

GENERAL SITUATION

After the September 11, 2001 World Trade Center terrorist attack, national security has focused mainly on a terrorism event. In light of this, the United States Department of Homeland Security, and the subsequent California Department of Homeland Security, was established.

Numerous Joint Terrorism Task Force groups were created throughout the United States. In addition, several counties and cities throughout the country established Terrorism Early Warning Groups (TEWG). The TEWG includes both private and public agencies that would respond to a terrorism event. The basis for the groups is to become familiar with the major players who would respond to our community in a major event.

The US Department of Homeland Security has developed a color-coded Homeland Security Advisory System. The colors and designations are as follows:

1. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:
   - Refining and exercising as appropriate preplanned Protective Measures;
   - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
   - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
   - Checking communications with designated emergency response or command locations;
   - Reviewing and updating emergency response procedures; and
   - Providing the public with any information that would strengthen its ability to act appropriately.

3. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:
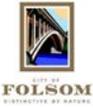
- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

4. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
   - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
   - Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
   - Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
   - Restricting threatened facility access to essential personnel only.

5. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:
   - Increasing or redirecting personnel to address critical emergency needs;
   - Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
   - Monitoring, redirecting, or constraining transportation systems; and
   - Closing public and government facilities.

SPECIFIC SITUATION

A terrorism attack would most likely come in the form of a Weapon of Mass Destruction (WMD) Incident. The types of weapons generally utilized for WMD incidents include: Chemical Agents, Biological Agents, Radiological Agents, Nuclear Devices and Explosive Devices (CBRNE).

Chemical agents include manufactured chemical compounds (such as nerve agents or blistering agents) that are toxic to humans, and generally cause immediate reactions.

Biological agents include disease organisms and naturally occurring biological toxins, which can cause serious illness or death. Although some biological toxins can cause immediate symptoms, the release of a disease causing bacteria or virus could go

undetected for days, or even weeks, until symptoms began appearing in the infected victims.

Radiological agents contaminate people and property by release of radioactive material, causing illness, and making property uninhabitable. The most likely scenario for a radiological incident is a Radiological Dispersal Device (commonly known as a "Dirty Bomb"), in which a standard explosive device is used to disperse radioactive material, in the hopes of contaminating a large area or population.

Nuclear devices are those devices that create an explosion as the result of a nuclear reaction. They are discussed more specifically in previous threat assessments.

An explosive device is the most common form of terrorist weapon. They come in all sizes (pipe bombs, suicide bombs, vehicle bombs, and even airplanes), and cause injury and destruction through the explosive force of the detonation as well as shrapnel that may be dispersed as a result of the explosion.

A terrorist attack can occur at any location where large crowds gather or where facilities exist that are critical to government or societal operations. Although Folsom is generally considered to be at lower risk of a terrorist incident than most major metropolitan areas, some potential targets have been identified within the City.

IMPACTED AREAS

Some form of terrorist incident could impact virtually any area of the City. Any location where large public functions occur is susceptible to an attack, as are those facilities that have been identified as potential targets. Additionally, larger areas of the City could be impacted should a terrorist incident incapacitate electrical grids, water supplies, or cause flooding due a dam or dike failure. Depending on the type of WMD used, the area impacted by a terrorist incident could be either very small or very large.

DESCRIPTION OF IMPACTS

Transportation
Transportation will generally be impacted in the immediate vicinity of an incident, either as a direct result of damage from the incident or evacuation and response efforts. Except for a significant explosive incident, the risk of a large-scale impact on transportation services and facilities is low.

Water and Sewer
The City water supply could be severely impacted by the release of a chemical, biological or radiological agent. However, the volume of contaminant necessary to accomplish this makes the likelihood of a successful attack low. The detonation of an explosive device at a water or sewer facility could impact that portion of the City system, but would be unlikely to impact the entire system. A terrorist attack not directed at specific water or sewer facility would have minimal impact on sewer and water services.

Electricity and Gas
Electrical and gas services would not be impacted in the event of a terrorist attack unless the attack was directed specifically at an electrical or gas facility. An attack on an electrical facility or substation could cause significant power disruption in the area. However, most electrical grids have redundant back-up capabilities, allowing for quick restoration of services. An attack directed specifically at a major gas line or facility could cause disruption of services until repairs are completed.

Casualties
The potential for a significant number of injuries and casualties is high. The numbers will be conditional on the type and magnitude of the incident and could range from a dozen to several thousand victims. A significant explosive device detonated at a large public function or a release of a chemical or contagious biological agent could result in hundreds, or even thousands of casualties, overwhelming local resources. An attack directed at disrupting services or facilities could result in minimal casualties.

Property Damage
Similar to casualties, the potential for property damage will vary greatly, dependent on the type of attack. A significant explosive device could result in extensive property damage, although it would be localized to the area of the detonation. Release of a chemical or biological agent would result in minimal property damage. Dependent on the magnitude, detonation of a nuclear or radiological device could result in wide- spread property damage or, at minimum, cause areas of the City to be uninhabitable.

Environmental Effects
Although most chemical agents dissipate quickly, the intentional release of a hazardous material or biological agent could result in significant environmental damage, as described in the Hazardous Material Threat Assessment. A radiological or nuclear incident carries the greatest potential for long-term environmental effects. Potential effects of a nuclear or radiological event are also described in previous Threat Assessments. Environmental effects from an explosive device are expected to be minimal.

Emergency Response Actions
The most critical aspect of responding to a possible terrorist incident is to have first responder personnel who are properly trained and equipped to respond to and mitigate the consequences of an attack. The City participates in several multi-agency groups (Sacramento Terrorism Early Warning Group, Sacramento Joint Terrorism Task Force, Sacramento Homeland Security Task Force, etc.) whose tasks include terrorism prevention, intelligence gathering and investigation, and developing and implementing a strategy for training and equipping first responders on a regional basis.

Should a terrorism incident occur within the City of Folsom, the City will implement the elements of this Plan and SEMS to coordinate a regional response utilizing personnel trained and equipped to mitigate the incident.

THREAT ASSESSMENT 14 HEALTH EMERGENCIES

GENERAL SITUATION

Any community is susceptible to a health emergency, including community spread and up to including a pandemic. The City of Folsom has a population of over 80,000, and over 12,000 dwelling units in close proximity to each other. Additionally, because of its Distinctive by Nature motto and beautiful surroundings, many people recreate and/or visit Folsom throughout the year, therefore adding to the population on any given day. The City also hosts several events that draw large crowds.

SPECIFIC SITUATION

Recent events, specifically the novel coronavirus (COVID-19) in 2020, has demonstrated the potential for a health emergency within any community. Thousands of people perished due to the fast-spreading virus, crippling communities throughout the world. Public, private, and personal disruptions occurred within weeks and proved to negatively affect the economy, education, and personal lives in catastrophic proportions.

IMPACTED AREAS

Health emergencies do not respect borders, therefore any area within the City of Folsom could be impacted by a health emergency. Specifically, businesses (grocery stores and restaurants) are likely to be impacted as people attempt to procure of the most basic needs (food, water, and shelter). Additionally, public health directives and orders will increase the impact to the City of Folsom. The City is likely to have additional impact from other communities that reduce their services.

DESCRIPTION OF IMPACTS

Evacuation
Areas likely to be affected by a health emergency are relatively isolated. Evacuation corridors surrounding health facilities may be impacted such as Iron Point Road and Creekside Drive. In the event that it becomes necessary to evacuate large senior living facilities, additional decontamination, transportation, and alternative housing would need to be considered. Evacuation of the transient population may be required but can be accomplished through normal transportation corridors.

Transportation
In the event of a health emergency, the roadways leading into and out of the City of Folsom would most likely be unaffected.

Communications
Any communication facility located in the area of a health emergency is likely to have no impact affecting communications citywide. Normal channels of communication will likely remain operative. However, a large amount of emergency or non-emergency calls to the City of Folsom emergency dispatch center can overwhelm the dispatch center.
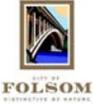
Utilities
Water, sewer, electricity, and gas infrastructures are not likely to be affected by a health emergency, unless if the water becomes contaminated; however, the personnel who are employed to manage the respective utilities may be affected.

Casualties
In any health emergency, there is a potential for a large number of illnesses and/or deaths. Alternate sources of medical treatment and transportation of the sick should be planned for. Transportation decontamination processes would possibly contribute to a delay or reduction in the 911 system. Medical facility surges would be anticipated in a health emergency which may result in the need for additional medical screening locations. Additionally, hospital bed counts and access to advanced treatment, such as an intensive care unit, will dictate the mortality rate from the health emergency.

Property Damage
Property damage risk would be low but could be susceptible to looting, burglary, vandalism, etc. The damage will generally be the areas that have been evacuated or not occupied or if civil unrest ensues.

EVACUATION PLAN (APPENDIX 1)

This evacuation plan provides guidance for the evacuation and movement of people during any disaster, or any type of major call/critical incident, that we may encounter in the City of Folsom. It mirrors the information located in the current City of Folsom Emergency Operations Plan, but is updated to reflect changes to notification methods. It also describes the organization and responsibilities for conducting evacuation operations. One of the fundamental assumptions of evacuation is that sufficient warning time will be available to evacuate the threatened population. During and following any evacuation, perimeter access controls will be necessary to eliminate any re-entry of the hazard area by unauthorized persons. This appendix establishes procedures to provide a safe and orderly evacuation of a threatened population.

Objectives

The overall objectives of evacuation operations are:

- Expedite movement of persons from hazardous areas
- Control evacuation traffic
- Provide transportation for those without vehicles and for those with special needs (language barriers, physical/mental disability, elderly, etc.)
- Provide perimeter control and security for evacuated areas
- Provide a controlled area from which evacuation will take place, and prevent entry by unauthorized persons
- Maintain law and order in the evacuation area

Operations

ORGANIZATION AND RESPONSIBILITIES

The decision to evacuate a threatened population shall generally rest with the Field Incident Commander, who has the best knowledge of field conditions and is in a position to make a determination based on evaluation of those conditions. In some instances (such as a City or County-wide disaster), the decision will be made by the Director of Emergency Services and his/her Command Staff.

The Police Department shall generally be responsible for coordinating and accomplishing the evacuation once the order has been given. Depending on the extent of the affected area, the Police Department may be assisted by the Fire Department, Public Works Department, and Building/Construction inspectors. In those incidents where the Police Department has responsibility for management of the disaster, the Fire Department or Public Works Department may assume the lead role in Evacuation Operations. The Law Enforcement Branch Director at the City EOC is responsible for coordinating evacuation within the City. This responsibility also includes the drafting and issuing of all evacuation orders. When the shelter of evacuees is necessary, it shall be coordinated with the Parks and Recreation Department.

TYPE OF EVACUATION

There are three types of evacuations that may be utilized, depending on the severity and expected duration of the disaster:

1. Short Term Evacuation: An evacuation of short duration, in which residents are directed to leave the immediate vicinity of a disaster, but are not relocated, as return into the area is expected soon. Such evacuation may be utilized in the event of a fire or hostage situation, where return to the evacuated area can be anticipated as soon as the situation is stabilized.
2. Sustained Evacuation: An evacuation of longer duration, in which residents may be relocated to emergency shelters outside the impacted area. Such evacuation may be required when disaster conditions are expected to exist for sustained periods, or when the effects of the disaster have left an area unsafe for human occupation, such as a HazMat incident, flood or severe tornado.
3. City Evacuation: An evacuation of longer duration, where citywide disaster is imminent, where available shelters are located within the evacuation zone or where disaster conditions have left the entire city uninhabitable. Emergency shelters may be coordinated at the Operational Area or OES Region level, or occupants may be directed to evacuate the entire region, and seek shelter where available.

In the event of a sustained evacuation, personnel shall normally utilize a marking system to identify each building that has been evacuated.

EVACUATION NOTIFICATION

The City of Folsom utilizes Nixle and Sacramento Alert for the notification of City Residents. It is extremely important that Folsom community members register their cell phones with Nixle and Sacramento Alert.
https://www.folsom.ca.us/police/stay_informed/emergency_alerts.asp

- An Evacuation Order will be issued when there is an immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.
- An Evacuation Warning will be issued when there is a potential threat to life and/or property. Those who require additional time to evacuate, and those with pets and livestock should leave now.
- Shelter-in-Place will be used for people to go indoors, and to shut and lock doors and windows. Prepare to self-sustain until further notice and/or contacted by emergency personnel for additional direction.

In the event of an evacuation order, warning, or shelter-in-place notification are issued, people will be contacted by the following means: direct phone call, texts, and email for those who are registered with Nixle and Sacramento Alert or to phones directly connected by landline; activation of the Emergency Alert System; roving patrols; loud speakers; and door-to-door canvassing. Evacuation instructions may be given via phone, text, email,
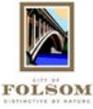
radio, television, and door-to-door canvassers. Whenever possible, police, fire and public works units will circulate through the area and issue evacuation information via loudspeaker.

Recommended items for occupants to be prepared with, if evacuated and time permits:
- Plan for the persons in your family (including a meeting place).
- Personal Items (including toiletries, food, and water for 2-3 days and special personal possesions).
- Prescriptions (a full current supply of prescriptions).
- Photographs (and other mementos which cannot be replaced).
- Pets (have a plan in place and pets secured so they don't escape).
- Papers (important papers not available electronically, including account numbers).

If possible, pre-designated routes will be provided and perimeter road-blocks will be established.

SAFETY ZONES

Safety Zones have been created to provide a meeting place for people who are unable to evacuate from a particular Evacuation Zone. All Folsom public schools are considered to be Safety Zones. These locations have large open spaces, such as parking lots and/or grass fields where people can safely gather. These safety zones are considered to be temporary in nature and are sometimes referred to as Temporary Refuge Areas.

EVACUATION CENTERS/SHELTERS

In the event an emergency requires the City of Folsom to open an evacuation center (day) or shelter (night), the following locations are approved Red Cross centers/shelters:

Evacuation Center/Shelter	Address	Capacity Day/Night
Andy Morin Sports Complex	66 Clarksville Road, Folsom, CA	1,087 /543
Folsom High School	1655 Iron Point Road, Folsom, CA	835 / 417
Vista Del Lago High School	1970 Broadstone Parkway, Folsom, CA	1,380 / 690
Folsom Middle School	500 Blue Ravine Road, Folsom, CA	1,880 / 940
Sutter Middle School	715 Riley Street, Folsom, CA	1,256 / 628
Folsom Lake College	10 College Parkway, Folsom, CA	275 / 137
Oak Hills Church	1100 Blue Ravine Road, Folsom, CA	700 / 350
Lakeside Church	745 Oak Avenue, Folsom, CA	780 / 390
The Gathering Place Church	330 Plaza Drive, Folsom, CA	440 / 220

The designated evacuation center(s)/shelter(s) will be opened depending on the location of the emergency, if applicable, and the amount of space needed.

EMERGENCY OPERATIONS CENTER (EOC) POSITIONS

Upon the activation of the EOC, the following positions will be required to effectively evacuate people:

- Evacuation Unit Leader- Coordinate quantities, evacuation routes, and notifications.
- Transportation Unit Leader- Coordinate buses and vehicles.
- Care and Shelter Branch Director- Coordinate evacuation centers and shelters.

EVACUATION ZONES

Generally, those persons closest to the hazard, and/or those most at risk will be warned and evacuated first. Consideration should be given to sheltering populations in place, if appropriate. Evacuation Zones have been developed for all areas of the City. A map of the City, which shows the boundaries of each evacuation zone, evacuation routes, traffic control points and critical facilities, shall be kept in the Police Department EOC kit. Full size pages of each zone are located at the end of this evacuation plan.

In some rare instances, an incident may occur in an area not requiring complete evacuation of an entire evacuation zone. In such a case, evacuation plans, containing the elements listed above, will be prepared by the Evacuation Unit Leader in conjunction with the Police Department or other EOC staff. If the evacuation area is large, it may be necessary to divide it into sub-areas in order to expedite and prioritize movement.
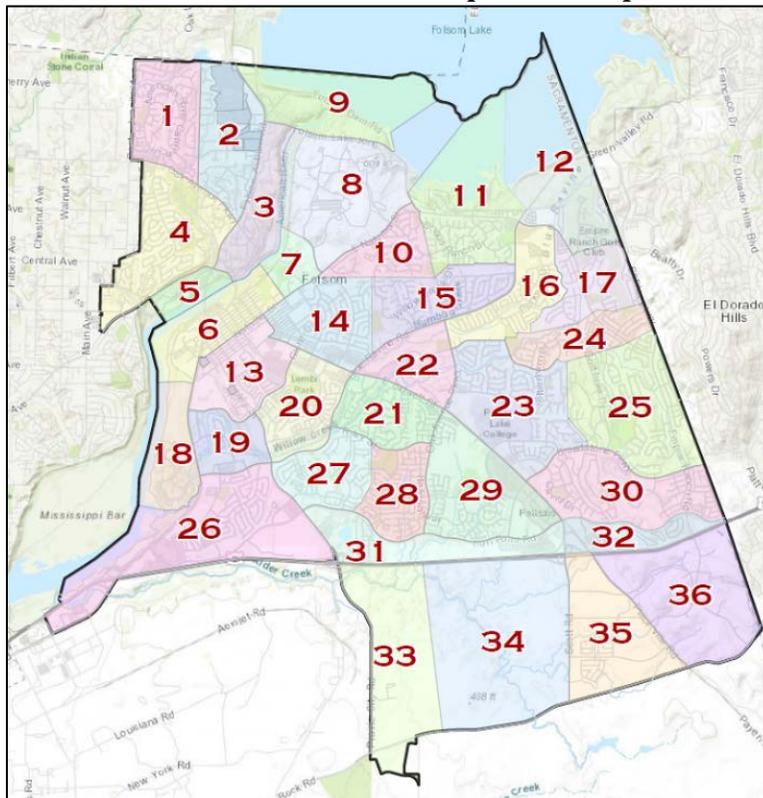
MASS CARE FACILITIES

Mass Care facilities (hospitals, emergency shelters, etc.) located within an evacuation area may need assistance with evacuation. The Evacuation Unit Leader shall be responsible for arranging the transportation of affected persons. The EOC Care and Shelter Branch Director shall be responsible for obtaining shelter for affected persons, as well as, providing related support services for evacuees.

TRANSPORTATION

In most cases, the majority of occupants within an evacuation area will be mobile and capable of providing their own transportation. In those instances where normal transportation has been disrupted, or where segments of the population are not capable of providing their own transportation, provisions must be made to evacuate affected persons.

Methods for evacuating disabled persons, elderly persons, and persons in institutions should be contained in the specific policies and procedures for each institution in accordance with State law. The EOC Evacuation Unit Leader at the City EOC will be responsible for effecting contact with each such facility in the evacuation area and assessing any needs they might have or emergency assistance they may require.

Some of the population will not have access to an automobile. These may include people without autos, those with Access and Functional Needs (AFN), and those who commute to work by public transit. Coordination may be required with Regional Transit for transportation. Additionally, AFN persons may require special modes of transportation.

The number of individuals needing transportation assistance can vary widely, depending on the time of day, and the day of the week. Once the vehicle requirements have been determined, this information will be conveyed to the EOC Transportation Unit Leader.

Vehicles with mechanical problems may be abandoned until such time as circumstances permit qualified repair personnel to safely return to the location and repair on site or tow the affected vehicle.

ACCESS CONTROL

A hazard or potentially hazardous situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. Penal Code section 409.5 authorizes local law enforcement to close areas to public access during any emergency, and makes unauthorized re-entry a misdemeanor.

Access to any closed area shall be limited to authorized emergency personnel and residents with a legitimate need to enter the area. Such restrictions are necessary to protect property abandoned in the area, and to protect human life and welfare.

Authorized media representatives may not be denied entry into a closed area unless their presence would interfere with emergency operations. However, access may be regulated. Media vehicles may be denied entry if warranted, but representatives may be allowed access on foot. Media representatives shall be notified that they enter the area at their own risk and that search and rescue missions may not be attempted on their behalf should they fail to return.

In order to limit access to the hazard area, numerous personnel and various devices will be required, such as the following:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Markers on surface roads leading into the secured area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area

Officers shall generally be assigned to perimeter positions and access points for each evacuation area. In addition, roving patrols both inside and outside the evacuation area shall ensure that unauthorized personnel do not enter the area.

RESIDENTIAL ACCESS FOR CIVILIANS (RE-ENTRY)

Civilian personnel shall generally not be granted access to areas closed due to evacuation. Civilians with legitimate need to enter the closed area may apply for an Entry Permit per the City of Folsom Emergency Operations Plan, which must be approved by the Evacuation Unit Leader. Only civilians with an approved Entry Permit shall be granted access to the area.

Whenever possible, civilian entry/exit to an evacuation area shall be limited to a single-entry point where activity can be monitored and controlled. A record will be maintained of all vehicles and personnel who enter and exit a closed area. If hazardous conditions are present in the closed area, all personnel will be advised of the conditions and appropriate precautions to be taken.

INCOMING EVACUATIONS

Major incidents and evacuations near or on jurisdictional boundaries may cause unintended issues for non-affected jurisdictions, such as a large influx of people seeking shelter due to evacuation orders in other jurisdictions. Incoming evacuations from bordering jurisdictions may greatly impact City of Folsom resources and or traffic flow. The most-likely influx of people would come from El Dorado County, Placer County, or adjacent Sacramento County communities (Orangevale, Rancho Cordova, and unincorporated County areas).

In the event of an incident involving other jurisdictions and/or agencies, the Incident Commander (IC) should request an Agency Representative (AREP) to respond to the Incident Command Post (ICP) for coordination. The AREP should be a person that can make decisions and spend money for their jurisdiction or agency. If the City of Folsom has its EOC activated, the AREP(s) will be requested to report to the EOC.

The AREP should consider impacts to their jurisdiction or agency from the incident and work with City of Folsom staff to mitigate the impact. In the event of evacuations from one jurisdiction to another, considerations should include evacuation centers, shelter sites, evacuation routes, and traffic concerns.

It is imperative that the jurisdiction(s) and/or agencies communicate regarding the incident and have good situational awareness to make responsible decisions for the general public and public safety personnel.

TRAFFIC FLOW

Traffic flow must be managed, including traffic signal timing and contraflow (driving on the opposite side of the road), to allow those who are evacuating within the City of Folsom or from an adjoining jurisdiction to efficiently navigate through the City of Folsom.

When contraflow traffic management is implemented, a police department representative, or designee, must be located at each intersection between the starting point and end point to ensure vehicular traffic does not drive against the flow of the redirected oncoming traffic.

Contraflow traffic management should only be implemented during exigent circumstances requiring the movement of a large number of vehicles to remove people from danger. When possible, traffic should be funneled to a major arterial or freeway.

The following is a diagram demonstrating Normal Operation and Contraflow options:

Evacuation Maps

Evacuation Zone 1- American River Canyon North

BOUNDARIES	North: City Limits
	East: Baldwin Dam Rd.
	South: Oak Ave. Pkwy.
	West: Santa Juanita Ave.
ACCESS CONTROL POINTS	1. Cascade Falls Dr. @ Oak Ave. Pkwy.
	2. American River Canyon Dr. @ Oak Ave. Pkwy.
	3. Canyon Falls Dr. @ Santa Juanita Ave.
CRITICAL FACILITIES	None

CITY OF FOLSOM
EVACUATION PLAN MAPS

1
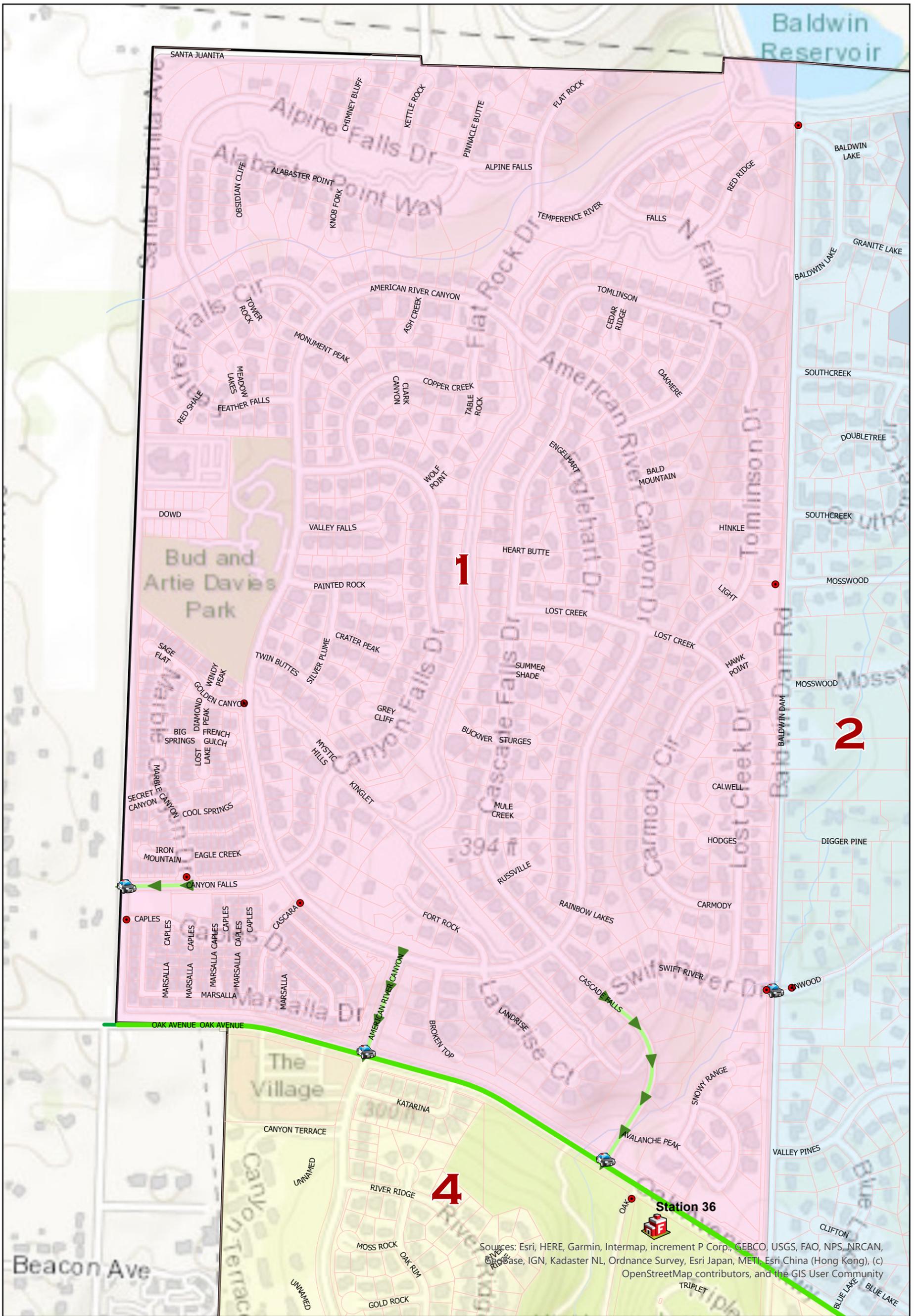
American River Canyon North

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Legend:
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N

Zones: 1, 2, 4

Station 36

Baldwin Reservoir
Baldwin Lake
Granite Lake
Southcreek
Doubletree
Mosswood
Digger Pine
Blue Lake
Clifton
Triplet
Valley Pines

Santa Juanita
Alpine Falls Dr
Alabaster Point Way
Chimney Bluff
Kettle Rock
Pinnacle Butte
Flat Rock
Alpine Falls
Red Ridge
Obsidian Cliff
Alabaster Point
Knob Fork
Temperence River
Falls
Silver Falls Cir
Tower Rock
American River Canyon
Ash Creek
Flat Rock Dr
Tomlinson
Cedar Ridge
N Falls Dr
Meadow Lakes
Monument Peak
Clark Canyon
Copper Creek
Table Rock
Oakmere
Red Shale
Feather Falls
Engelhart Engelhart Dr
Bald Mountain
Tomlinson Dr
Dowd
Wolf Point
Heart Butte
Hinkle
Bud and Artie Davies Park
Valley Falls
Painted Rock
Lost Creek
Light
Lost Creek
Mosswood
Sage Flat
Windy Peak
Golden Peak
Twin Buttes
Silver Plume
Crater Peak
Summer Shade
Hawk Point
Mosswood
Diamond Peak
French Gulch
Grey Cliff
Buckner
Sturges
Calwell
Big Springs
Lost Lake
Mystic Hills
Kinglet
Mule Creek
Hodges
Digger Pine
Secret Canyon
Marble Canyon
Cool Springs
Russville
Carmody
Iron Mountain
Eagle Creek
Canyon Falls
Rainbow Lakes
Caples
Cascara
Fort Rock
Swift River Dr
Ironwood
Caples
Marsalla
American River Canyon
La Landrise Ct
Cascade Falls
Swift River
Oak Avenue
Broken Top
Snowy Range
Avalanche Peak
The Village
Katarina
Canyon Terrace
River Ridge
Oak
Canyon Terrace
Unnamed
Moss Rock
Oak Rim
Gold Rock
Beacon Ave

.394 ft

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM FIRE RESCUE EMS — EST. 1857 — CALIFORNIA

Evacuation Zone 2- Baldwin Dam/Hannaford Crossing

BOUNDARIES	North: City Limits East: Folsom-Auburn Rd. South: Oak Ave. Pkwy. West: Baldwin Dam Rd.
TRAFFIC CONTROL POINTS	1. Pinebrook Dr. @ Folsom-Auburn Road 2. Folsom Dam Road @ Folsom-Auburn Road 3. Inwood Road @ Folsom-Auburn Road 4. Berry Creek Dr. @ Folsom-Auburn Road 5. Marietta Ct @ Folsom-Auburn Road 6. Blue Lake Dr. @ Oak Ave. Pkwy. 7. Baldwin Dam Rd. @ Oak Ave. Pkwy. 8. Overbrook Dr. @ Pinebrook Plaza Parking lot
CRITICAL FACILITIES	1. Carl Sundahl Elementary School – 9932 Inwood Rd. 2. Pinebrook Mobile Home Park – 7900 Folsom-Auburn Rd. 3. Lakeside Village Mobile Home Park – 410 Danielle Wy. 4. Lake Park Estates Folsom Manor – 7525 Folsom-Auburn Rd.

CITY OF FOLSOM
EVACUATION PLAN MAPS

Baldwin Dam/Hannaford Cross

2

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Pinebrook Village

Lakeside Village

Lake Park Estates

Carl Sundahl Elementary School

Station 36

1 **2** **3** **4** **7** **8** **9**

SACRAM... PLAC...

Legend
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

CITY OF FOLSOM FIRE RESCUE EMS CALIFORNIA EST. 1857

N

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
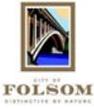
Evacuation Zone 3- Oak Vista/Folsom Ranch

BOUNDARIES	North: Folsom Lake Crossing East: American River South: Greenback Ln. West: Folsom-Auburn Rd.
TRAFFIC CONTROL POINTS	1. Hillswood Dr. @ Folsom-Auburn Rd. 2. Oak Ave. Pkwy. @ Folsom-Auburn Rd.
CRITICAL FACILITIES	None

CITY OF FOLSOM
EVACUATION PLAN MAPS

3

Oak Vista/Folsom Ranch

Date Saved: 7/22/2020 11:14 AM

1
HAWK POINT
MOSSWOOD
RAYMOND
ALLAN
DANIELLE
CHRISTOPHER
MARY
ALAYNA
PIERPOINT
PIERPOINT

9
FOLSOM LAKE CROSSING
AMERICAN RIVER BIKE

EGLOFF
LAKESIDE
HOLLYANN
HANNAFORD
LARK
BLUEBIRD
ROBIN

DIGGER PINE
EGLOFF
CEDAR
REDWOOD
CEDAR
SHADY OAKS
BIRCH
PINE
MONTEREY
CYPRESS

Inwood Rd
INWOOD

ROBERTS
VAN WINKLE
FITHIAN

2
SWIFT RIVER
BALDWIN DAM
SUNNYWOOD

VALLEY PINES
PINE GROVE
LAURELWOOD

UNNAMED
UNNAMED

American River

CLIFTON
OAKPLACE
HUDSON
BERRY CREEK
BERRY CREEK
BERRY CREEK

8

BLUE LAKE
BLUE LAKE
OAK AVENUE   OAK AVENUE
CHELSEA
PINE VIEW

TRIPLET
FOXRIDGE
FOXRIDGE
FOXRIDGE
MARIETTA

2ND
UNNAMED
UNNAMED   RYAN

SIMMONS
WOODVIEW
WOODVIEW
GAINSBOROUGH
GAINSBOROUGH

3

4
GRASSWOOD
GAINSBOROUGH
VALLEY OAK
MOUNTAIN OAK

LIVE OAK
OAK
VISTA OAK
VAN ELGORT
CRESTRIDGE
CRESTRIDGE

Folsom-Auburn
DEERWOOD

BURMA
GARDEN OAKS
COBBLEOAK

FOLSOM RANCH
BROOKSIDE
SANDSTONE REDROCK
GRANT
GRANT
GRANT

SUNROCK

Oak Ave
VANCE

PRISON

HILLSWOOD
Hillswood Dr

7

GREENBACK
DEL NORTE VISTA
DEL NORTE VISTA

5
UNNAMED
FOLSOM
UNNAMED
AMERICAN RIVER BIKE

GRANITE
GRANITE
STAFFORD

Police Station

6
Folsom
UNNAMED

FAIRO
NATOMA

14

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), OpenStreetMap contributors, and the GIS User Community

Legend
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N

Evacuation Zone 4- American River Canyon South

BOUNDARIES	North: Oak Ave. Pkwy. East: Folsom-Auburn Rd. South: Greenback Ln. West: City Limits
TRAFFIC CONTROL POINTS	1. American River Canyon Dr. @ Oak Ave. Pkwy. 2. Foxridge Dr. @ Oak Ave. Pkwy. 3. Oak Ave. Pkwy. @ Folsom-Auburn Rd. 4. Folsom Ranch Dr. @ Greenback Ln. 5. American River Canyon Dr. @ Greenback Ln. 6. River Rock Dr. @ Greenback Ln. 7. Orangevale Ave. @ City Limits 8. Placer Mine Rd. @ Central Ave. 9. Stroup Ln. @ Orangevale Ave.
CRITICAL FACILITIES	1. Fire Station 36 – 9700 Oak Ave. Pkwy.

1

Inwood Rd

2

The Village

Station 36
🏢 **Fire
Station 36**

Hinkle
Creek
Nature
Area

360 ft

Grow Canyon Dr

Oak Ave

Hillswood

4

3

303 ft

vale A

5

Negro Bar

The
Lakes

En

Elm

6

atoma Dr

Sutter St

Woo St

Decat

13

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
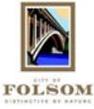OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM
EVACUATION PLAN MAPS

4

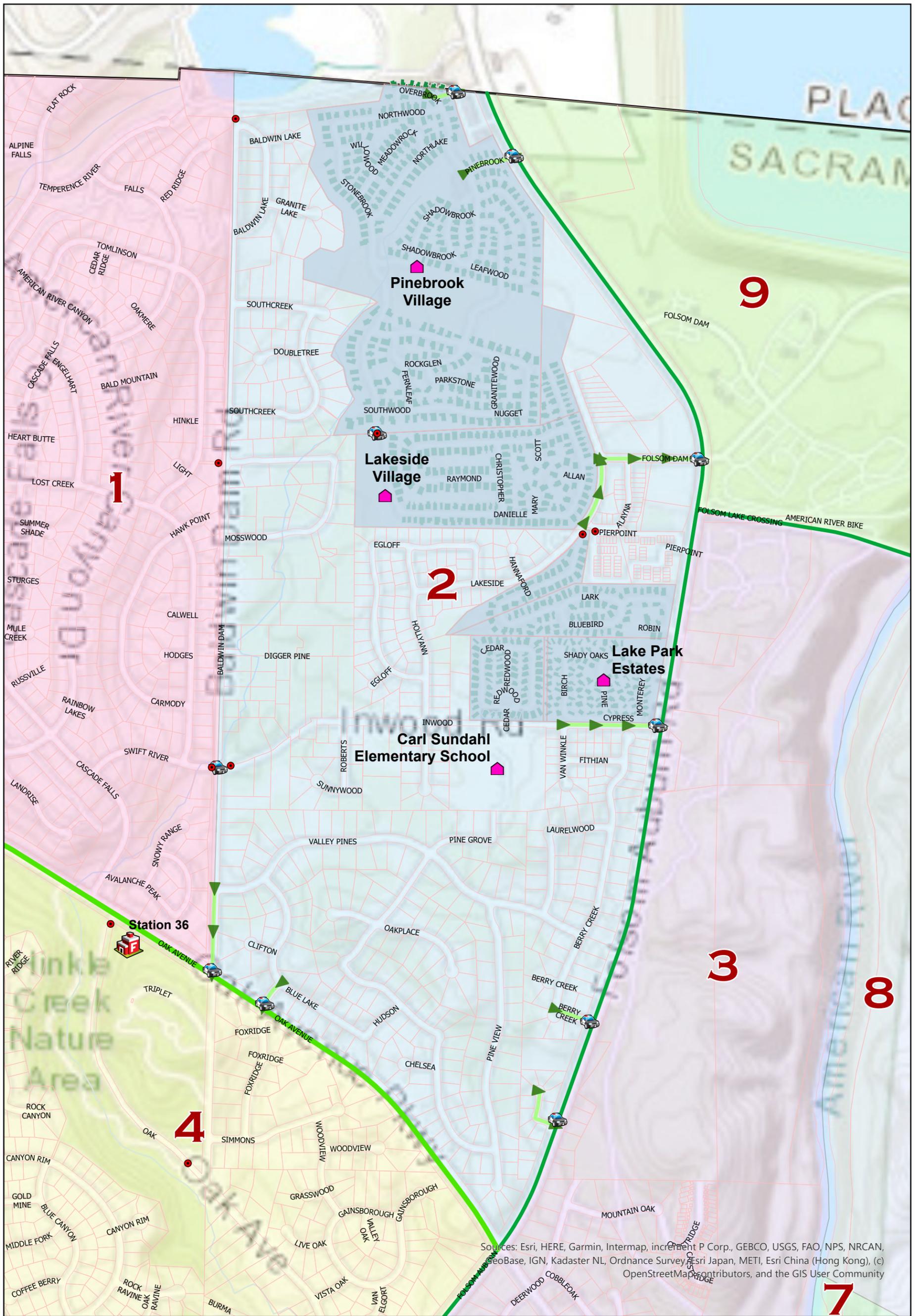**American River Canyon South**

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🏢 Fire Stations

⬟ Critical Facilities

🚓 Evacuation Control Points

➤ Neighborhood Evacuation Routes

— Minor_Evac_Routes

— Major Evacuation Route

▭ City Boundary

🚔 Police_Station

N
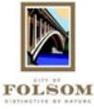
Evacuation Zone 5- Negro Bar SRA

BOUNDARIES	North: Greenback Ln.
	East: Greenback Ln.
	South: Lake Natoma
	West: City Limits
TRAFFIC CONTROL POINTS	1. Park Rd. (Negro Bar Entrance) @ Greenback Ln.
CRITICAL FACILITIES	None

CITY OF FOLSOM
EVACUATION PLAN MAPS

Negro Bar SRA

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5

Legend

- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N

Zone numbers: 4, 3, 5, 6, 13

Negro Bar

The Lakes

Folsom Pavilions

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM FIRE RESCUE EMS EST. 1857 CALIFORNIA

Evacuation Zone 6- Historic Folsom

BOUNDARIES	North: Lake Natoma East: Stafford St. South: Natoma St. West: City Limits
TRAFFIC CONTROL POINTS	1. Greenback Ln. @ Folsom Blvd (East Side) 2. Mormon St. @ Stafford St. 3. Mill St. @ E. Natoma St. 4. Coloma St. @ Natoma St. 5. Bridge St. @ Natoma St. 6. Scott St. @ Natoma St. 7. Riley St. @ Natoma St. 8. Wool St. @ Natoma St. 9. Decatur St. @ Natoma St. 10. Reading St. @ Natoma St. 11. Sibley St. @ Natoma St. 12. Oakdale St. @ Natoma St. 13. Forrest St. @ Folsom Blvd 14. Folsom Blvd. Northbound off ramp to Historic Folsom 15. Folsom Blvd. Southbound off ramp to Historic Folsom
CRITICAL FACILITIES	1. Folsom Care Center – 510 Mill St. 2. Lake Natoma Inn – 705 Gold Lake Dr. 3. Joy of Children Preschool – 412 Natoma St. 4. Folsom Montessori School – 502 Riley St. 5. Sundance Montessori School – 216 Natoma St.

CITY OF FOLSOM
EVACUATION PLAN MAPS

6

Historic Folsom

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2
8
3
4
7
5
6
14
13
18
19
20

Folsom Care Center
Sundance Motessori School
Lake Natoma Inn
Folsom Montessori School
Joy of Children Preschool
Station 35

Hillswood
Folsom Rodeo Park
Negro Bar
Folsom Central Shopping Center
Bidwell St
Oxburough Dr
Sibley S
Decatur St
Wool St
Sutter St
Oak Ave
Oak Canyon Dr
303 ft
300 ft

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
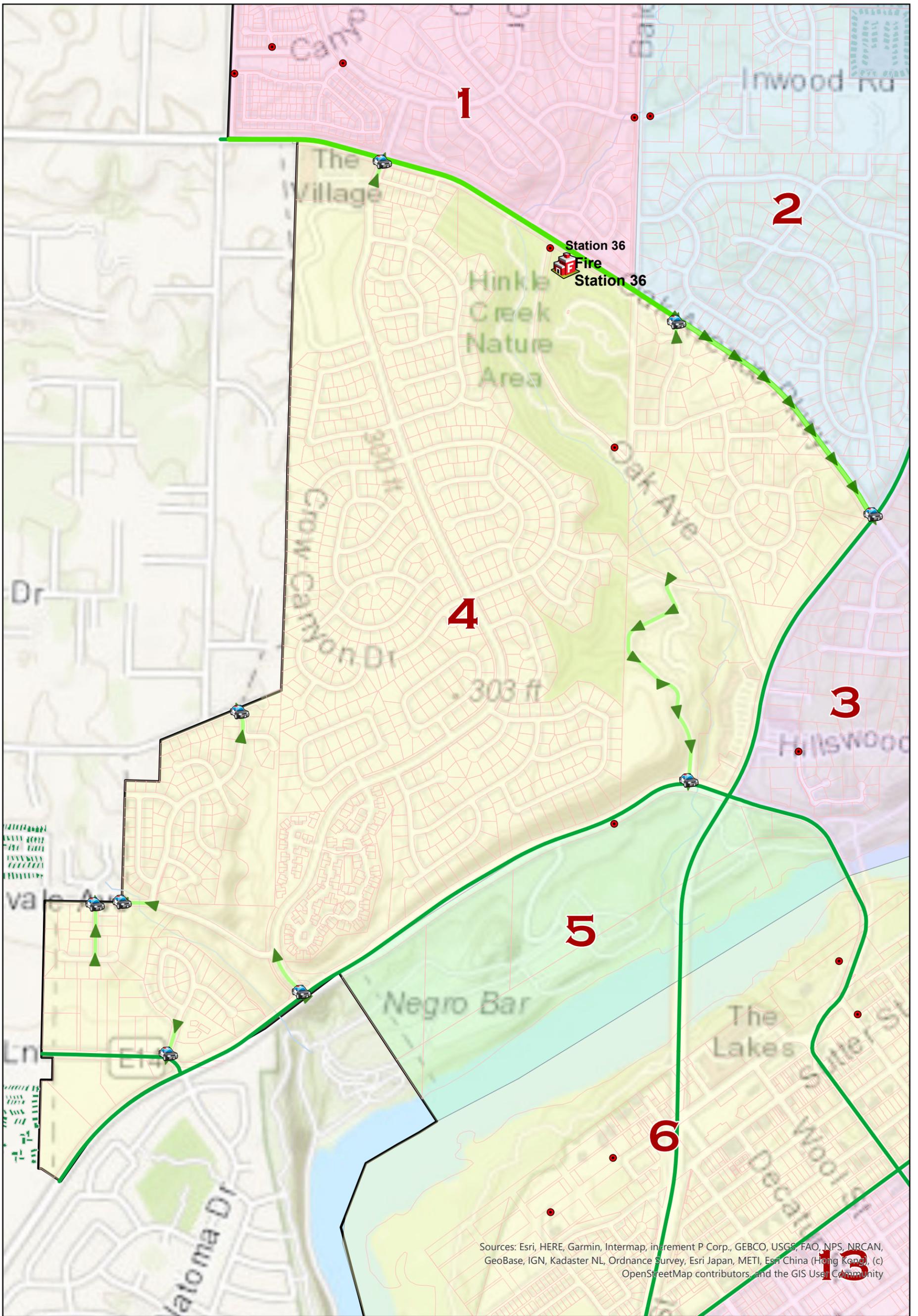
Fire Stations
Critical Facilities
Evacuation Control Points
Neighborhood Evacuation Routes
Minor_Evac_Routes
Major Evacuation Route
City Boundary
Police_Station

N
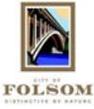
Evacuation Zone 7- City Hall Complex

BOUNDARIES	North: American River East: Prison Rd. South: E. Natoma St. West: Stafford St.
TRAFFIC CONTROL POINTS	1. City Hall Complex Entrance East 2. City Hall Complex Entrance West 3. Library/Zoo Entrance
CRITICAL FACILITIES	1. Folsom Community Center – 52 Natoma St. 2. City Hall – 50 Natoma St. 3. Folsom Police Department – 46 Natoma St. 4. Senior Center – 48 Natoma St.

MOUNTAIN OAK

CRESTRIDGE

CRESTRIDGE

AMERICAN RIVER BIKE

3

GRANT

GRANT

GRANT

OAK AVENUE

8

PRISON

UNNAMED

300 ft

376 f

Prison Rd

7

Folsom City Zoo Sanctuary

UNNAMED

Police Station

10

GRANITE

GRANITE

GRANITE

LEIDESDORFF

Folsom Community Center

Folsom Police Department

Folsom

City Hall

Folsom Rodeo Park

UNNAMED

MONTROSE

6

SUTTER

SUTTER ST

FIGUEROA ST

FIGUEROA

MORMON

NATOMA

STAFFORD

RUGOSA

Mill St

Stafford St

14

DEAN

WALES

HENDERSON

FARGO

COLOMA

MORMON

MORMON ST

NATOMA ST

NATOMA ST PERSIFER ST

RUMSEY WAY

STAFFORD ST

PERSIFER

PERSIFER

PERSIFER ST DEAN WAY

NATOMA ST DEAN WAY

JANSEN

Dean Way

MCKIERNAN

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM FELDER
CITY OF FOLSOM
FIRE
RESCUE EMS
EST. 1857
CALIFORNIA

7

CITY OF FOLSOM
EVACUATION PLAN MAPS

City Hall Complex

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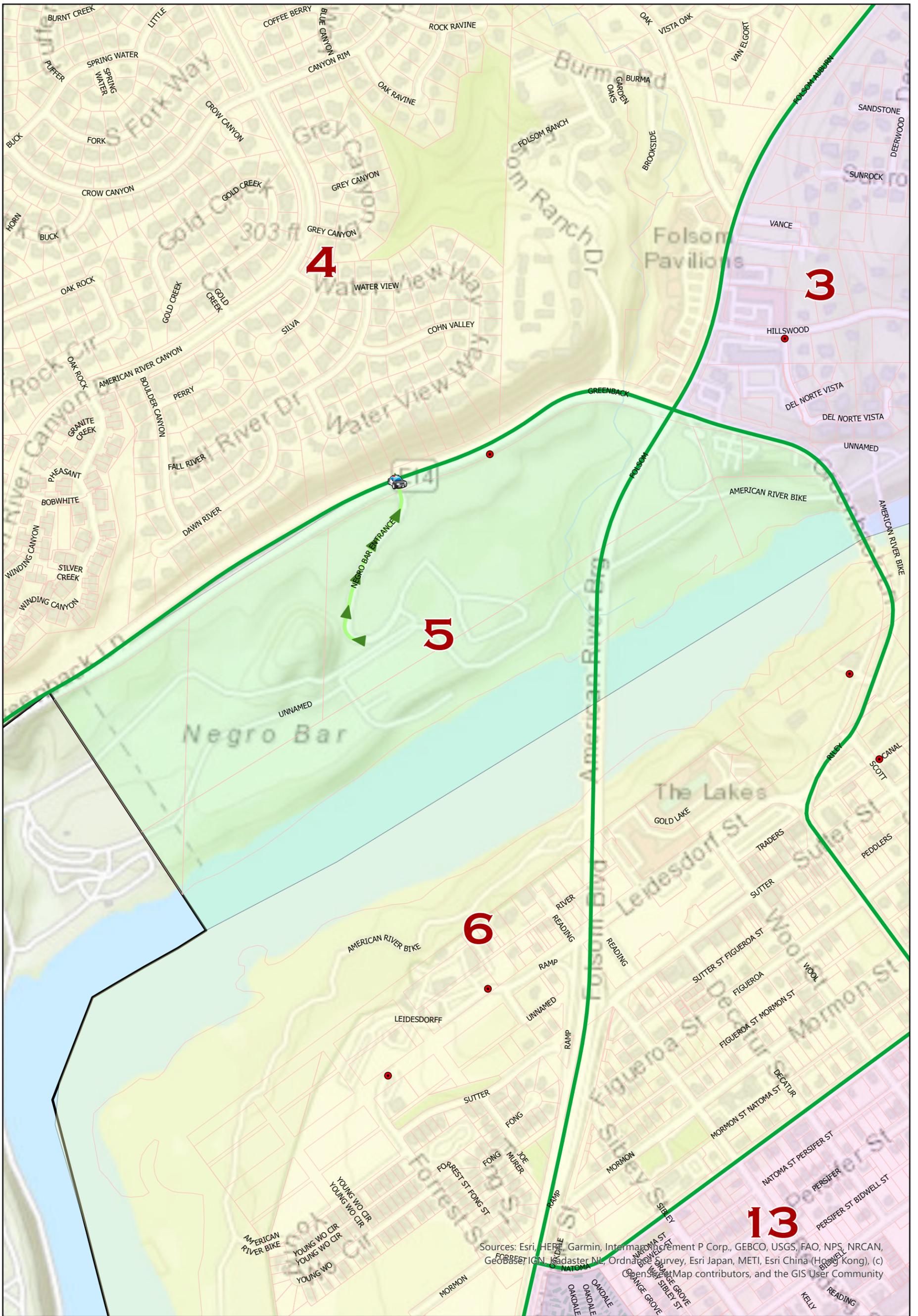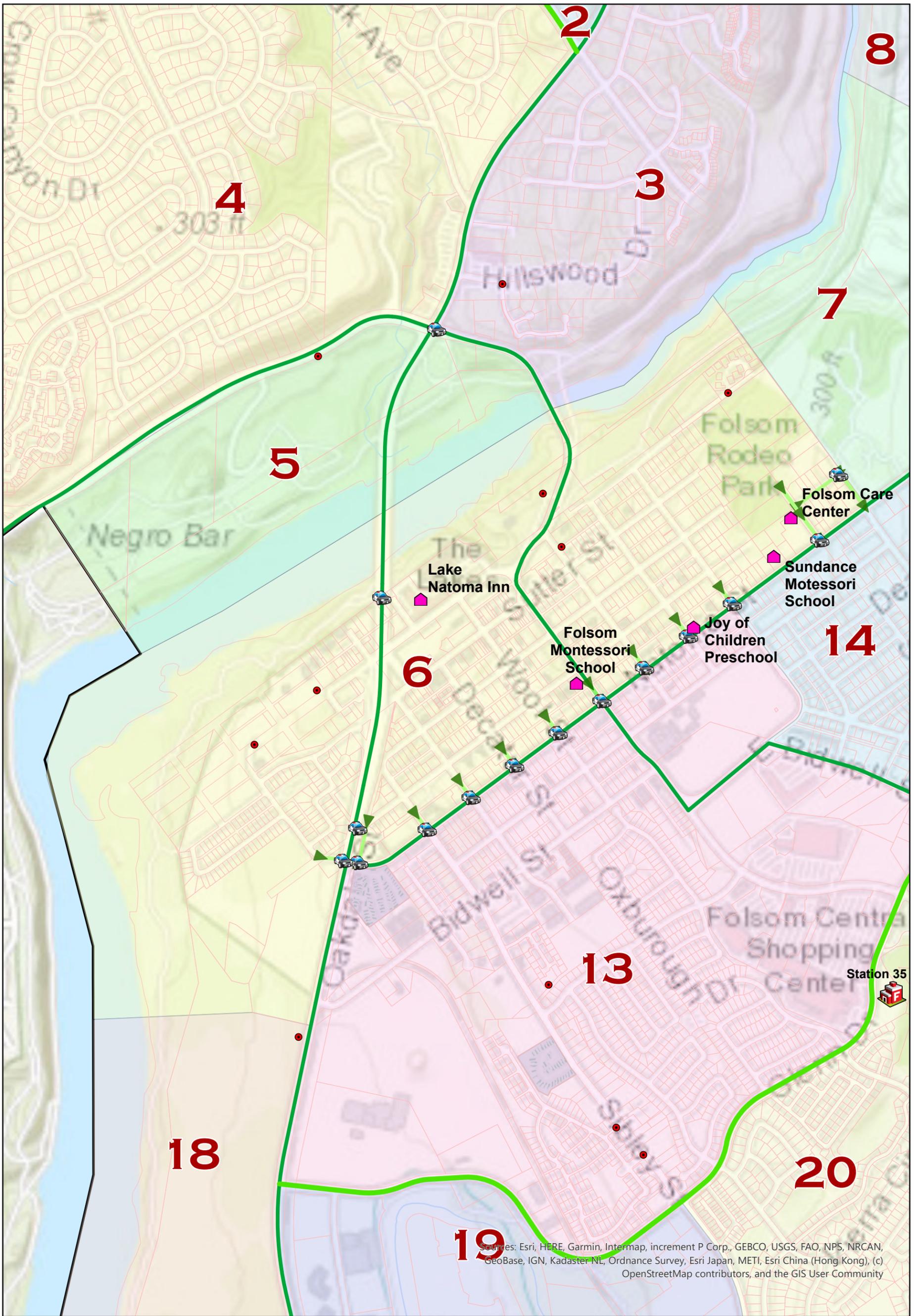
Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 8- Folsom Prison

BOUNDARIES	North: Folsom Lake Crossing East: E. Natoma St. South: Prison Rd. West: American River
TRAFFIC CONTROL POINTS	1. Gun Range Rd. @ Folsom Lake Crossing 2. Green Valley Training Center @ Folsom Lake Crossing 3. Folsom Prison Rd. @ E. Natoma St. 4. Prison Road @ E. Natoma St.
CRITICAL FACILITIES	1. Old Folsom State Prison – 300 Prison Rd. 2. California State Prison Sacramento – 100 Prison Rd. 3. Green Valley Training Center (Women's Facility) – 995 Folsom Lake Crossing

PLACER

SACRAMENTO

Folsom Dam Rd

9

Folsom Lake Xing

609 ft

3

American River

8

California
State Prison,
Sacramento
Old Folsom
State Prison

11

Prison Rd

7

Randall Dr

475 ft

Briggs Ra

10

Police
Station

Folsom

E Natoma St

Rebecca Way

B T
Collins
Park

6

Dean Way

School

Montrose Dr

Flower Dr

Willow Creek Dr

14

15

Station 38

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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13

22

16

8

CITY OF FOLSOM
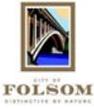# EVACUATION PLAN MAPS

Folsom Prison

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes
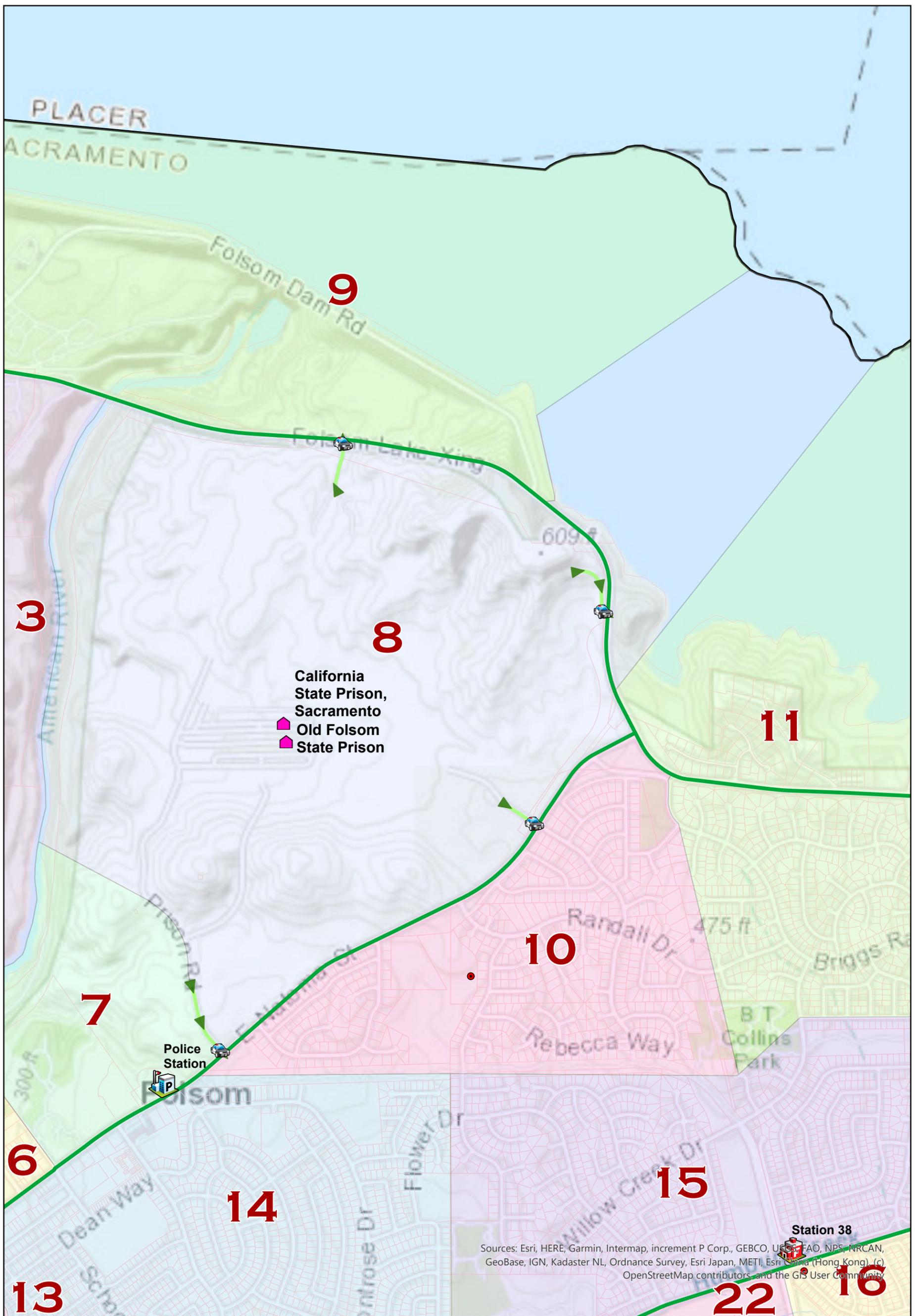
Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 9- Folsom Lake Crossing

BOUNDARIES	North: City Limits East: Folsom Lake South: Folsom Lake Crossing West: Folsom-Auburn Rd.
TRAFFIC CONTROL POINTS	None
CRITICAL FACILITIES	None

PLACER

SACRAMENTO

3

Folsom Dam Rd

9

2

Folsom Lake Xing

609 ft

8

11

American River

Prison Rd

4

7

10 Randall 475 ft

6

iswood Dr

od Rd

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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**CITY OF FOLSOM
EVACUATION PLAN MAPS**
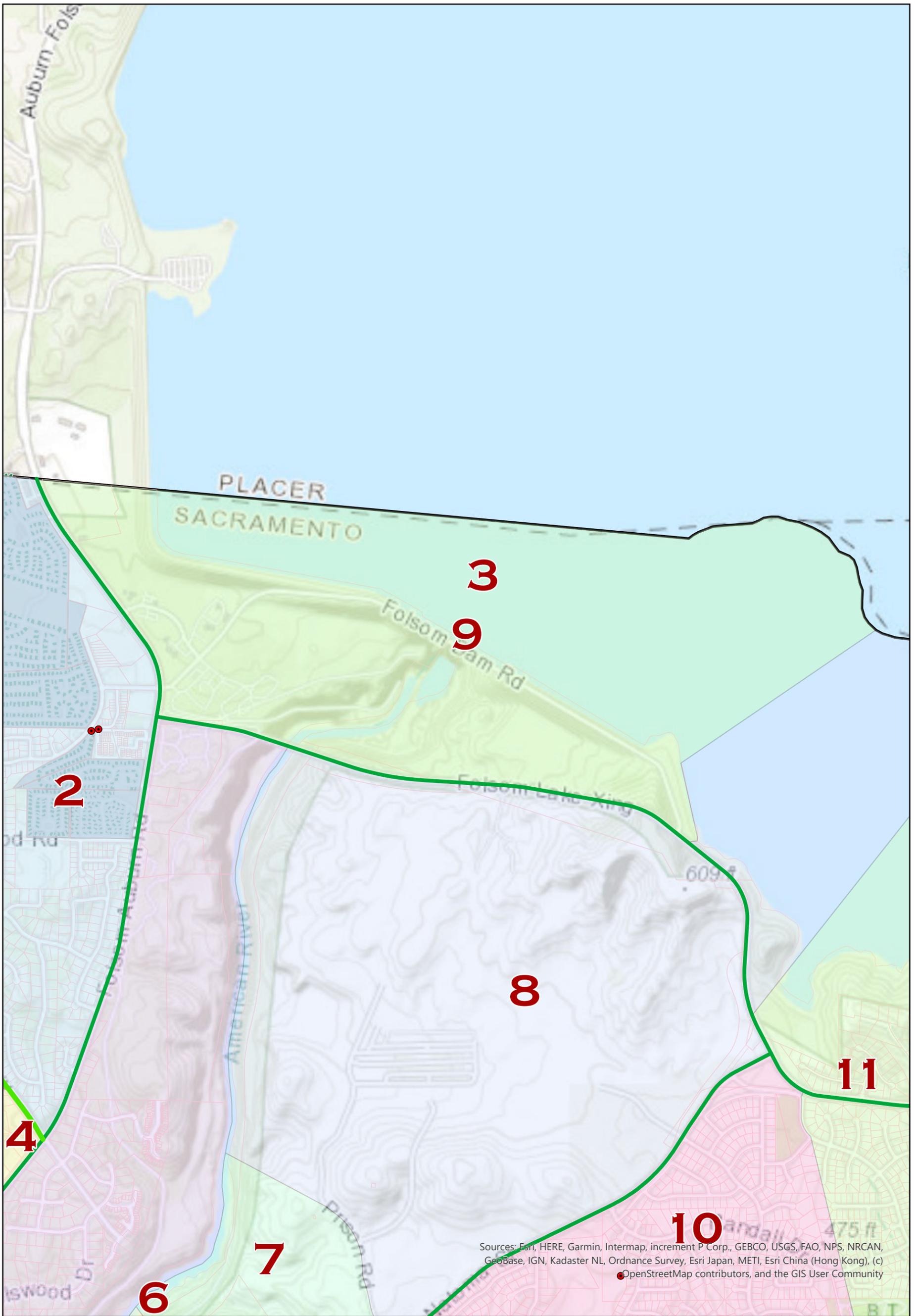
9

Folsom Lake Crossing

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

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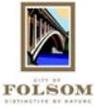
Evacuation Zone 10- Cimmaron Hill/Rancho Diablo

BOUNDARIES	North: E. Natoma St. East: Briggs Ranch Dr./B.T. Collins Park South: Willow Creek West: Folsom-Auburn Rd.
TRAFFIC CONTROL POINTS	1. Hancock Dr. @ E. Natoma St. 2. Porto Dr. @ Briggs Ranch Rd. 3. Randall Dr. @ Mainsail Ct 4. Willow Creek Dr. @ Shelley Ct 5. Cimmaron Cir. (West) @ E. Natoma St. 6. Cimmaron Cir. (East) @ E. Natoma St. 7. Randall Dr. @ E. Natoma St.
CRITICAL FACILITIES	None

9

8

609 ft

11

Randall Dr

475 ft

10

7

Rebecca Way

E Natoma St

B T
Collins
Par

Folsom

Flower Dr

Montrose Dr

Willow Creek Dr

14

15

Humbu

22

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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CITY OF FOLSOM
EVACUATION PLAN MAPS

10
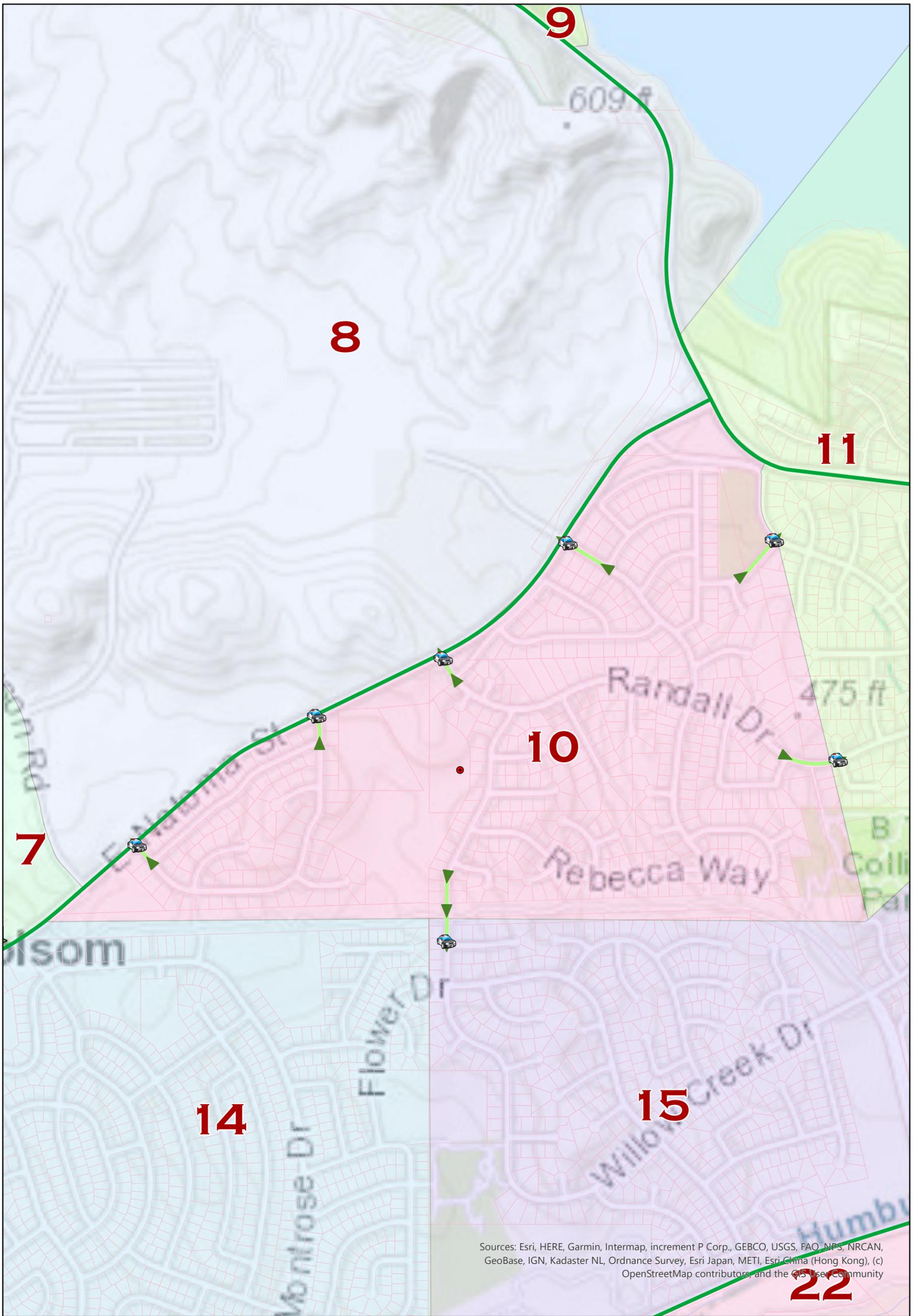
Cimmaron Hill/Rancho Diablo

Date Saved: 7/22/2020 5:05 PM

Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N
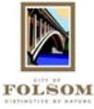
Evacuation Zone 11- Briggs Ranch

BOUNDARIES	North: City Limits
	East: Blue Ravine Rd.
	South: Livermore Wy./Goodell Rd.
	West: Briggs Ranch Rd./B.T. Collins Park
TRAFFIC CONTROL POINTS	1. Gionata Wy. @ E. Natoma St.
	2. Elvies Ln. @ E. Natoma St.
	3. Mountain Village Dr. (Folsom Point) @ E. Natoma St.
	4. Cummings Wy. @ E. Natoma St.
	5. Manseau Dr. @ Blue Ravine Rd.
	6. Arrowsmith Dr. @ Blue Ravine Rd.
	7. Willowcreek Dr. @ Livermore Dr.
	8. Randall Dr. @ Briggs Ranch Dr.
	9. Rocky Cove Ct @ Briggs Ranch Dr.
	10. Briggs Ranch Dr. @ Porto Dr.
	11. Briggs Ranch Dr. @ E. Natoma St.
	12. Cummings Wy. @ Green Valley Rd.
CRITICAL FACILITIES	1. Folsom Hills Elementary School – 106 Manseau Dr.

9

8

12

11

10

16

Folsom Hills
Elementary
School

Briggs Ranch Dr

Ranch Dr

475 ft

ecca Way

B T
Collins
Park

15

The Parkwa

Valley Rd

CITY OF FOLSOM
EVACUATION PLAN MAPS

11
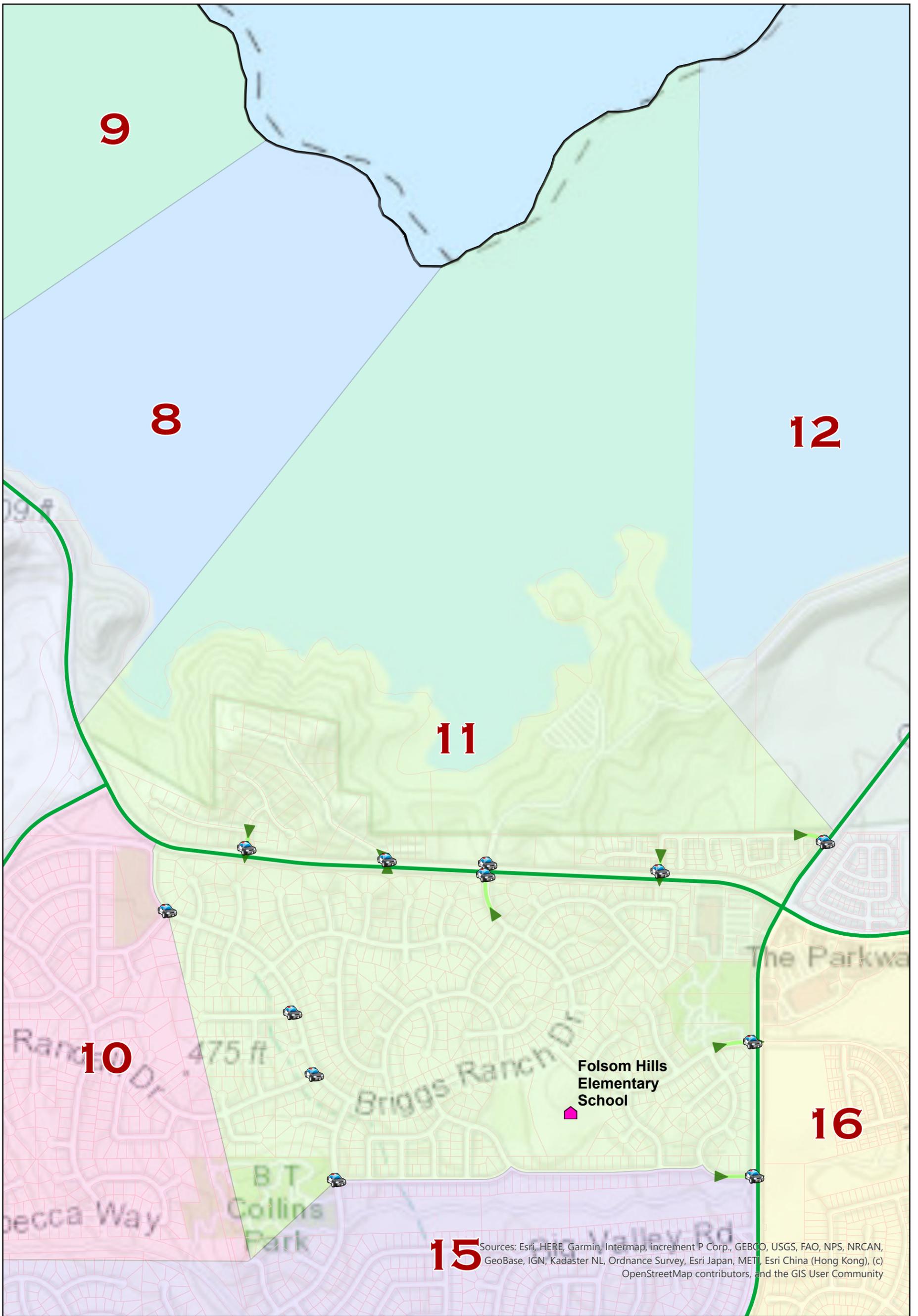
Briggs Ranch

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🏢 Fire Stations

🔷 Critical Facilities

🚓 Evacuation Control Points

▶ Neighborhood Evacuation Routes

— Minor_Evac_Routes

— Major Evacuation Route

☐ City Boundary

🏢 Police_Station

N
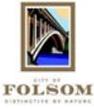
Evacuation Zone 12- Empire Ranch North

BOUNDARIES	North: City Limits East: City Limits South: E. Natoma St. West: Green Valley Rd./Folsom Point Rd.
TRAFFIC CONTROL POINTS	1. Haddington Dr. @ E. Natoma St. 2. Esplanade Cir. (South) @ E. Natoma St. 3. Esplanade Cir. (North) @ E. Natoma St. 4. Ballou Cir. @ E. Natoma St.
CRITICAL FACILITIES	None

Oaks Dr

Lakeridge

Corsica Dr

12

Crook Valley Rd

SACRAMENTO

Blue Ravine

11

Haddington Dr

Freswick Rd

EL DORADO

The Parkway

Empire Ranch
Golf Club

Parkway

16

17

15

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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**CITY OF FOLSOM
EVACUATION PLAN MAPS**
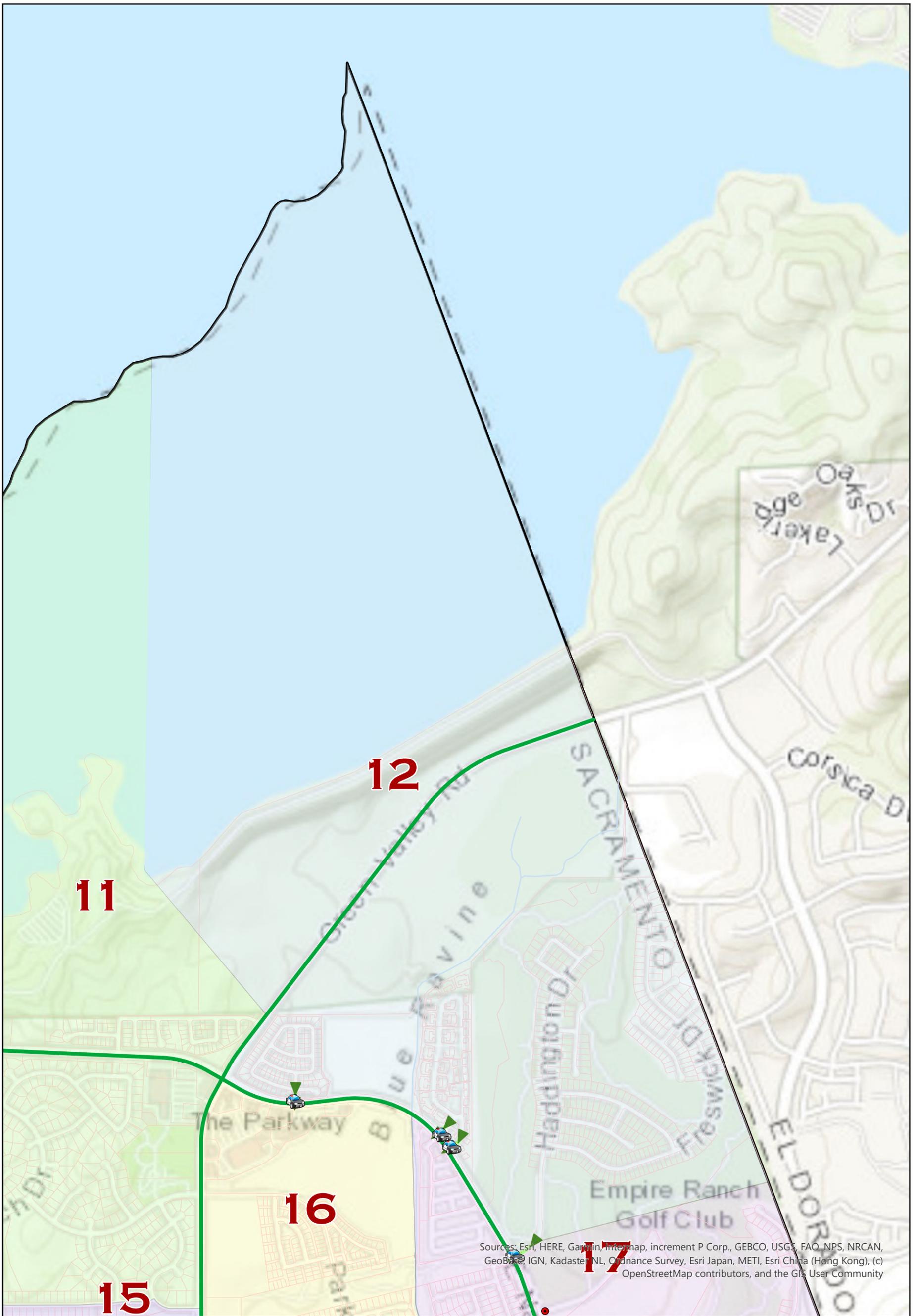
12

Empire Ranch North

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N
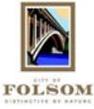
Evacuation Zone 13- Cobble Ridge

BOUNDARIES	North: Natoma St. East: E. Bidwell St. South: Glenn Dr. West: Folsom Blvd.
TRAFFIC CONTROL POINTS	1. Natoma St. @ Coloma St. 2. Glenn @ E. Bidwell St. 3. Riley St. @ Glenn Dr. 4. Oxburough Dr. @ Glenn Dr. 5. Whiting Wy. @ Glenn Dr. 6. Cobble Ridge Dr. @ Glenn Dr. 7. Sibley St. @ Glenn Dr. 8. Sibley St. @ Natoma St. 9. Reading St. @ Natoma St. 10. Decatur St. @ Natoma St. 11. Wool St. @ Natoma St. 12. Riley St. @ Natoma St. 13. Scott St. @ Natoma St. 14. Bridge St. @ Natoma St.
CRITICAL FACILITIES	1. Sutter Middle School – 715 Riley St. 2. Folsom Lake High School – 955 Riley St. 3. Walmart Supercenter – 1018 Riley St. 4. Kohl's Shopping Center – 1013 Riley St. 5. La Petite Academy – 410 Glenn Dr. 6. Little Folks University – 801 Sibley St.

5

7

6

14

Folsom Rodeo Park

The Lakes

UNNAMED

AMERICAN RIVER BIKE

AMERICAN RIVER BIKE

GREENBACK

LEIDESDORFF

LEIDESDORFF ST SUTTER ST

SUTTER ST FIGUEROA ST

BRIDGE

MORMON

MILL

STAFFORD

UNNAMED

WALES

NATOMA ST PERSIFER ST

NATOMA ST DEAN WAY

JANSEN

GOLD LAKE

SCOTT

CANAL

TRADERS

SUTTER

PEDDLERS

FIGUEROA

WOOL

MORMON ST NATOMA ST

NATOMA ST PERSIFER ST

WELCHS

PERSIFER

RUMSEY WAY

STAFFORD ST

PERSIFER ST DEAN WAY

DEAN

PERSIFER ST DEAN ST

DEAN WAY NEEDLES WAY

NEEDLES

NEEDLES WAY PRICE WAY

PRICE

RUMSEY WAY COLOMA ST

PRICE WAY MARKET ST

MARKET

SUTTER ST FIGUEROA ST

DECATUR

Sutter Middle School

COLOMA

BIDWELL

DUCHOW

DUCHOW WAY BIDWELL ST

LEIDESDORFF

UNNAMED

RAMP

RAMP

READING

RIVER

RAMP

READING

NATOMA ST PERSIFER ST

PERSIFER ST BIDWELL ST

COMSTOCK

Folsom Lake High School

La Petite Academy

Kohl's

SUTTER

FONG

JOE

MURER

YOUNG WO

FORREST ST FONG ST

MORMON

FORREST

NATOMA

READING

BIDWELL ST

NATOMA ST BIDWELL ST

OAKDALE

ORANGE GROVE WAY SIBLEY ST

Little Folks University

KELLY

CASTRO

TREJO

LEMBI

MCNAMEE

RILEY

Folsom Central Shopping Center

Walmart

Station 35

YOUNG WO

FORREST

MORMON

BIDWELL

FOLSOM

OAK

OAKDALE

PERSIFER

ORANGE GROVE

MARTIN

HOLLEY

HOLLEY HOLLEY

HOLLEY

HOLLEY

OXBOROUGH DR

DIGGINS

OXBOROUGH

WHITING

FARHAM

BUSSING

13

FOLEY

GILDED ROCK

ROCKBOLT

AUSTIN

WARD

SPIVA

TRIFF

LAVALIERE

STARGLOW

LUSTER

UNNAMED

COBBLE RIDGE

LARKIN

UNNAMED

MOORE

WEBB

GIVEN

FERRIER

STORMS

DAINS

ROSEGOLD

KARAT

DIAMOND GLEN

FACET

DE BEERS

CRYSTAL GLEN

PRECIOUS

JEWEL STONE

SIBLEY ST

JAMIE

BRILLIANT

MARQUIS

APPEL

HONEY COOK

PRISSER

NESBITT

ARBUCKLE

BARROWS

GEM SMITH

BAGUETTE

ELEGANCE

CLEARSTONE

STERLING STONE

ADDISON

ADDISON

ADDISON

FREESE

HUMBERT

LAQUART

VIERRA

CASSELMAN

20

GLENN

GLENN

SILO

FARMHOUSE

PARKSHORE

COLNER

VAN DYKE

19

COOLIDGE

PARKSHORE

GISLER

ARBUCKLE

LARSON

BUCHANAN

SANDS

LOOMIS

LEVY

18

COLNER

WILLOW RIDGE

27

BLUE RAVINE

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM
EVACUATION PLAN MAPS

13

Historic District/Cobble Ridge

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CITY OF FOLSOM FIRE RESCUE EMS EST. 1857 CALIFORNIA
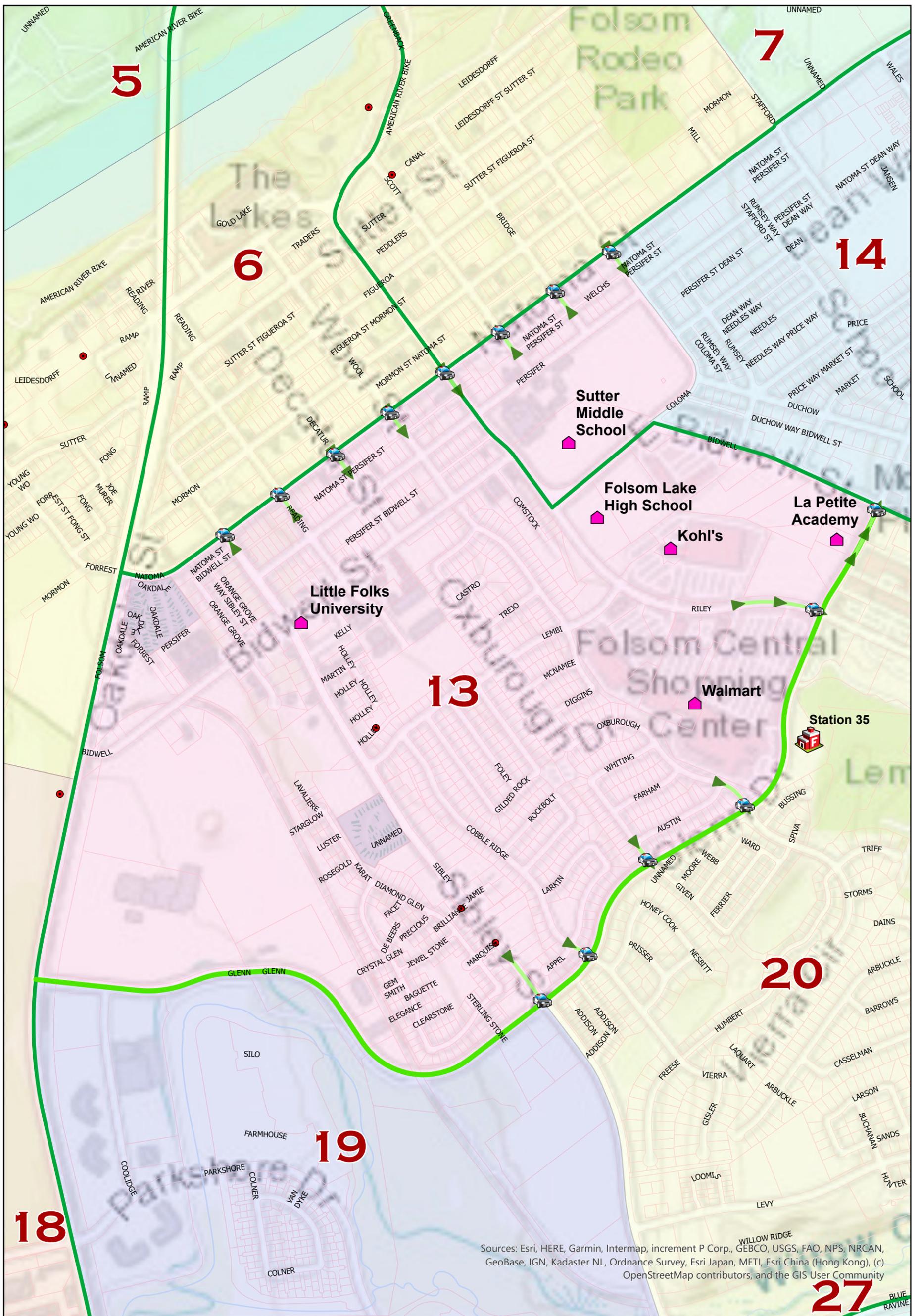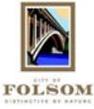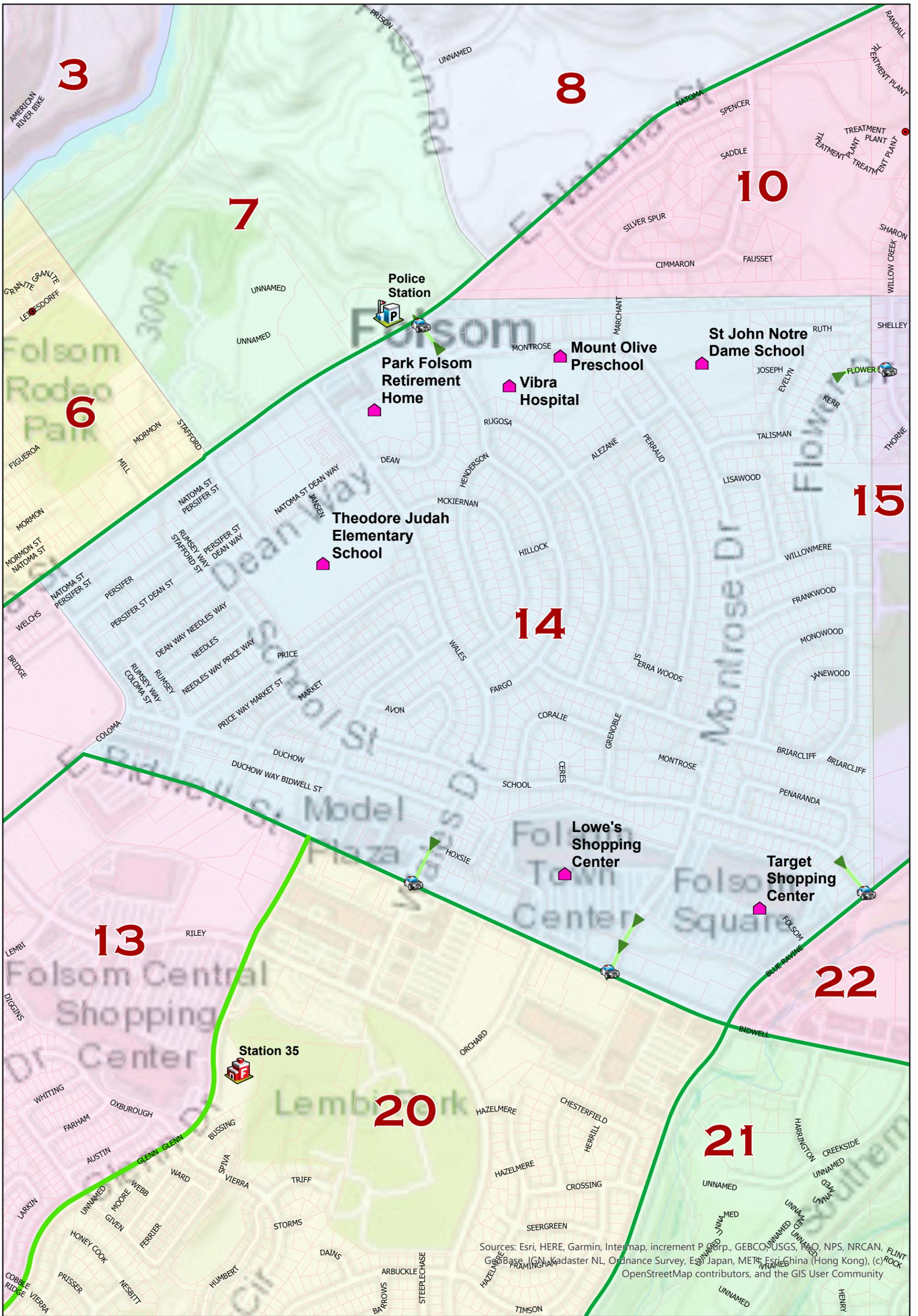
Fire Stations
Critical Facilities
Evacuation Control Points
Neighborhood Evacuation Routes
Minor_Evac_Routes
Major Evacuation Route
City Boundary
Police_Station

N

Evacuation Zone 14- Twin Lakes Estates

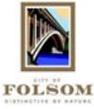| BOUNDARIES	North: E. Natoma St./Willow Creek
	East: Briarcliff Dr./Ed Mitchell Park
	South: E. Bidwell St.
	West: Coloma St.
TRAFFIC CONTROL POINTS	1. Fargo Wy. @ Natoma St.
	2. Flower Dr. @ Willow Creek Dr.
	3. School St. @ Blue Ravine Rd.
	4. Montrose Dr. @ E. Bidwell St.
	5. Wales Dr. @ E. Bidwell St.
CRITICAL FACILITIES	1. Vibra Hospital – 330 Montrose Dr.
	2. St. John Notre Dame School – 309 Montrose Dr.
	3. Mount Olive Preschool – 320 Montrose Dr.
	4. Park Folsom Retirement Home – 255 Wales Dr.
	5. Theodore Judah Elementary School – 101 Dean Wy.
	6. Blanche Sprentz Elementary School – 249 Flower Dr.
	7. Lowe's Shopping Center – 800 E. Bidwell St.
	8. Target Shopping Center – 430 Blue Ravine Rd.

CITY OF FOLSOM EVACUATION PLAN MAPS

14

Twin Lakes Estates
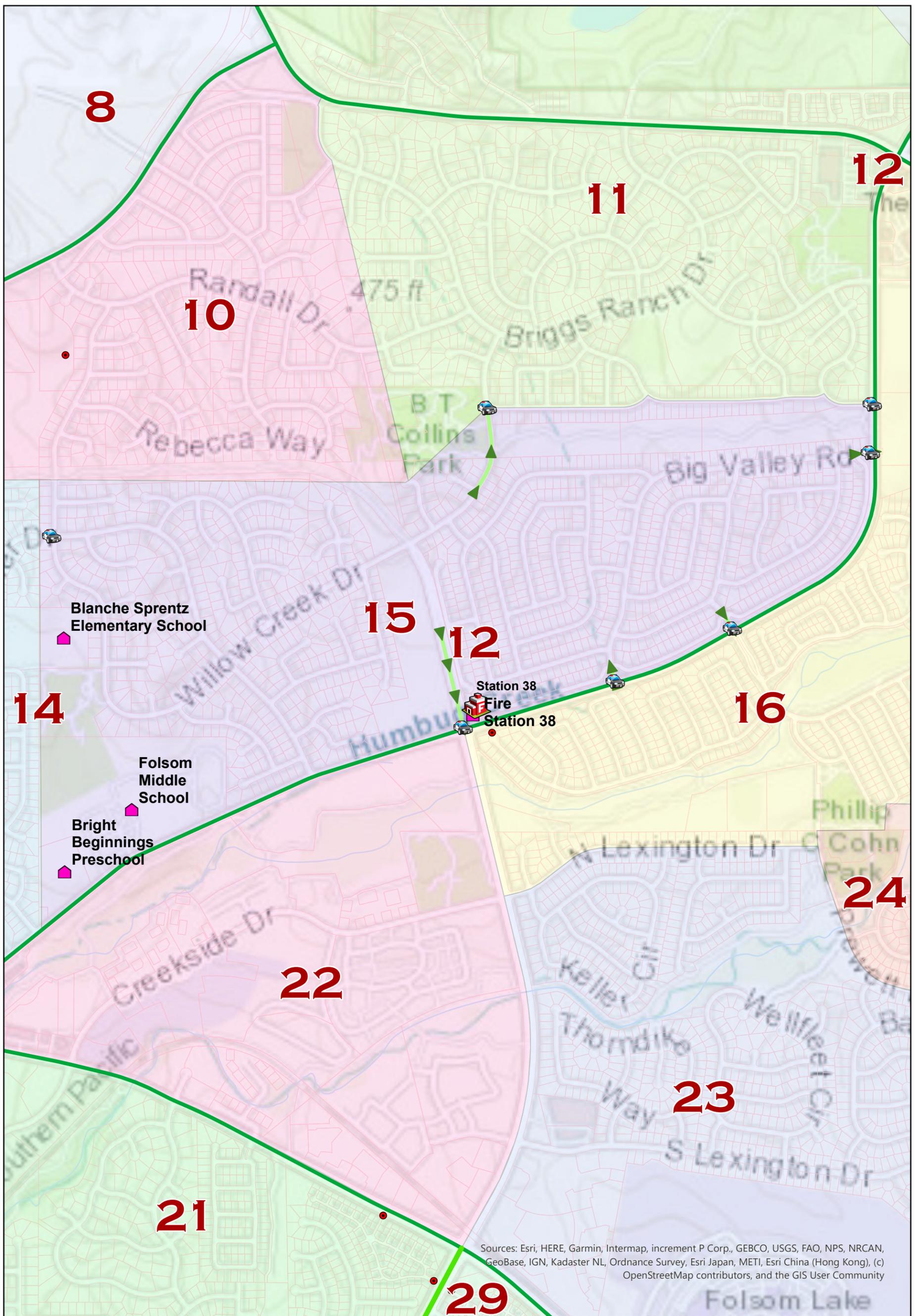
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Legend:
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

Evacuation Zone 15- Willow Creek/Willow Creek East

BOUNDARIES	North: Livermore Wy./Goodell Rd.
	East: Blue Ravine Rd.
	South: Blue Ravine Rd.
	West: Briarcliff Dr./Ed Mitchell Park
TRAFFIC CONTROL POINTS	1. Willow Creek Dr. @ Shelly Ct
	2. Willow Creek Dr. @ Livermore Wy.
	3. Arrowsmith Dr. @ Blue Ravine Rd.
	4. Big Valley Rd. @ Blue Ravine Rd.
	5. Joerganson Rd. @ Blue Ravine Rd.
	6. Big Valley Rd. @ Blue Ravine Rd.
	7. Oak Ave. Pkwy. @ Blue Ravine Rd.
	8. Flower Dr. @ Willow Creek Dr.
CRITICAL FACILITIES	1. Fire Station 38 – 1300 Blue Ravine Rd.
	2. Folsom Middle School – 500 Blue Ravine Rd.
	3. Bright Beginnings Preschool – 450 Blue Ravine Rd.

CITY OF FOLSOM
EVACUATION PLAN MAPS

15

Willow Creek / Willow Creek East

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Map labels:
8, 10, 11, 12, 14, 15, 12, 16, 21, 22, 23, 24, 29

Randall Dr
475 ft
Briggs Ranch Dr
Rebecca Way
B T Collins Park
Big Valley Rd
Willow Creek Dr
Blanche Sprentz Elementary School
Humbug Creek
Station 38 Fire Station 38
Folsom Middle School
Bright Beginnings Preschool
N Lexington Dr
Phillip C Cohn Park
Creekside Dr
Southern Pacific
Keller Cir
Thorndike Way
Wellfleet Cir
S Lexington Dr
Folsom Lake

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
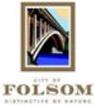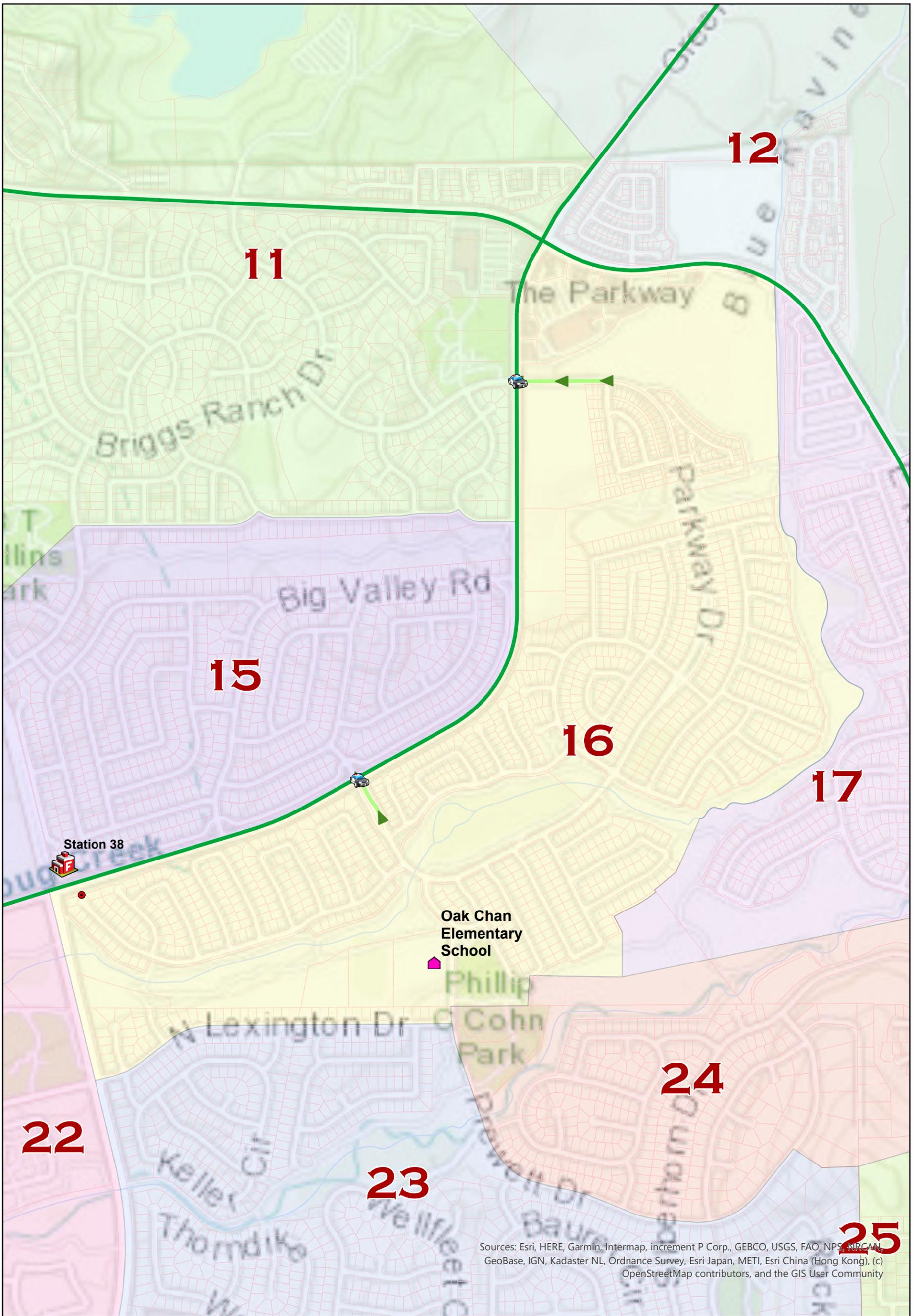
Legend:
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N

Evacuation Zone 16- The Parkway

BOUNDARIES	North: E. Natoma St.
	East: Humbug Willow Creek
	South: N. Lexington Dr.
	West: Oak Ave. Pkwy.
TRAFFIC CONTROL POINTS	1. Parkway Dr. (South) @ Blue Ravine Rd.
	2. Parkway Dr. (North) @ Blue Ravine Rd.
CRITICAL FACILITIES	1. Oak Chan Elementary School 0 101 Prewett Dr.

12

11

The Parkway

Briggs Ranch Dr

Parkway Dr

Big Valley Rd

15

16

17

Station 38

Oak Chan
Elementary
School

Phillip
C Cohn
Park

N Lexington Dr

22

24

Kellet Cir

Thorndike
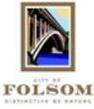
Wellfleet

Powell Dr

Baum

23

Bottom

25

16 CITY OF FOLSOM
EVACUATION PLAN MAPS

The Parkway

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 17- Empire Ranch East

BOUNDARIES	North: E. Natoma St. East: City Limits South: Humbug Willow Creek Trail West: Humbug Willow Creek
TRAFFIC CONTROL POINTS	1. Rivage Cir. @ E Natoma St. 2. Picasso Wy. @ E. Natoma St. 3. Fergusen Dr. @ E. Natoma St. 4. Jenkins Wy. @ E. Natoma St. 5. Harvest Loop (North) @ E. Natoma St. 6. Harvest Loop (South) @ E. Natoma St. 7. Bowen Dr. @ E. Natoma St.
CRITICAL FACILITIES	1. Empire Ranch Alzheimer's Care Center - 1801 E. Natoma St.

CITY OF FOLSOM
EVACUATION PLAN MAPS

Empire Ranch East

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17

Empire Ranch
Alzheimer's
Care Center
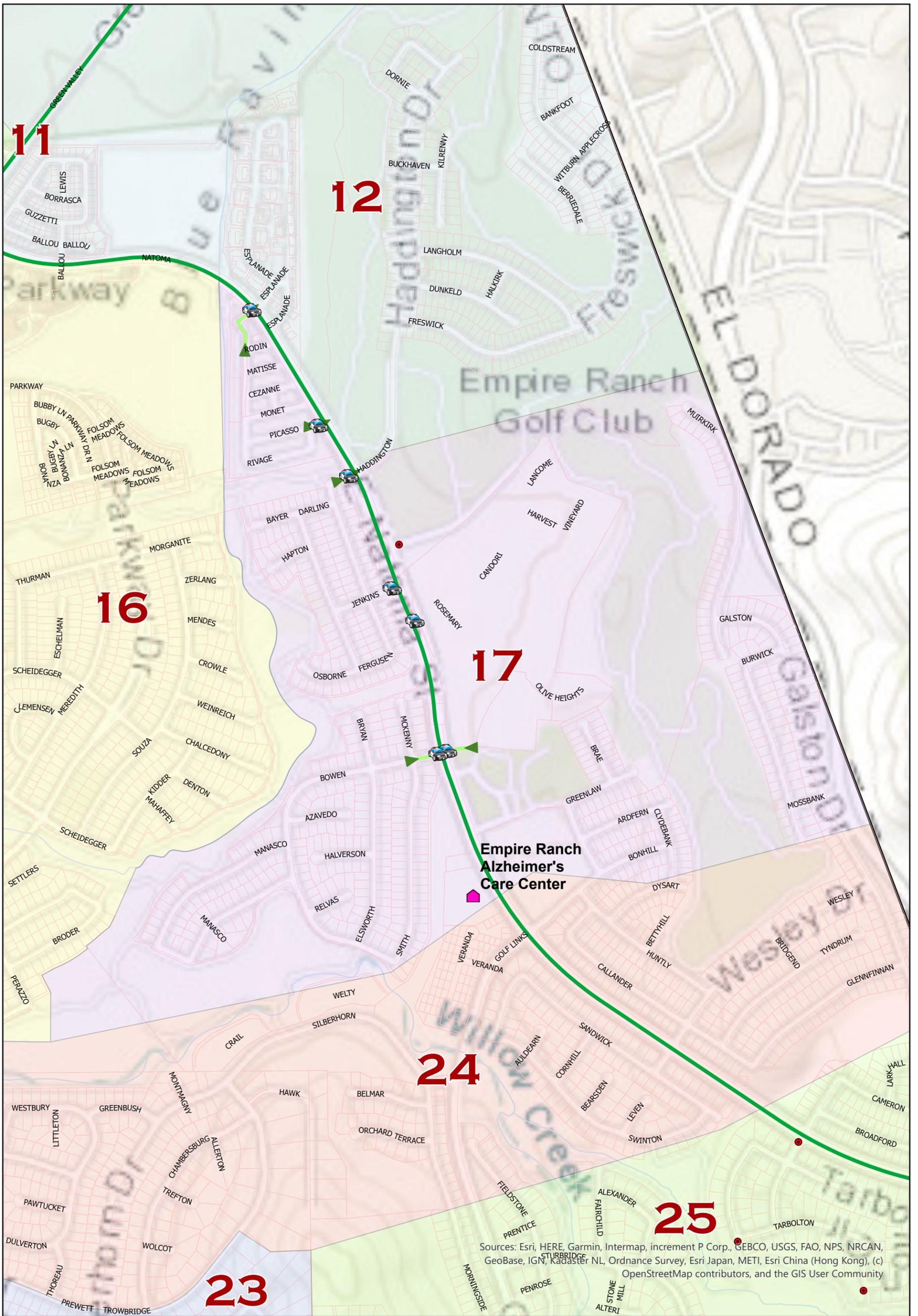
Empire Ranch
Golf Club

11
12
16
17
24
23
25

Legend
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
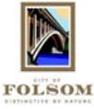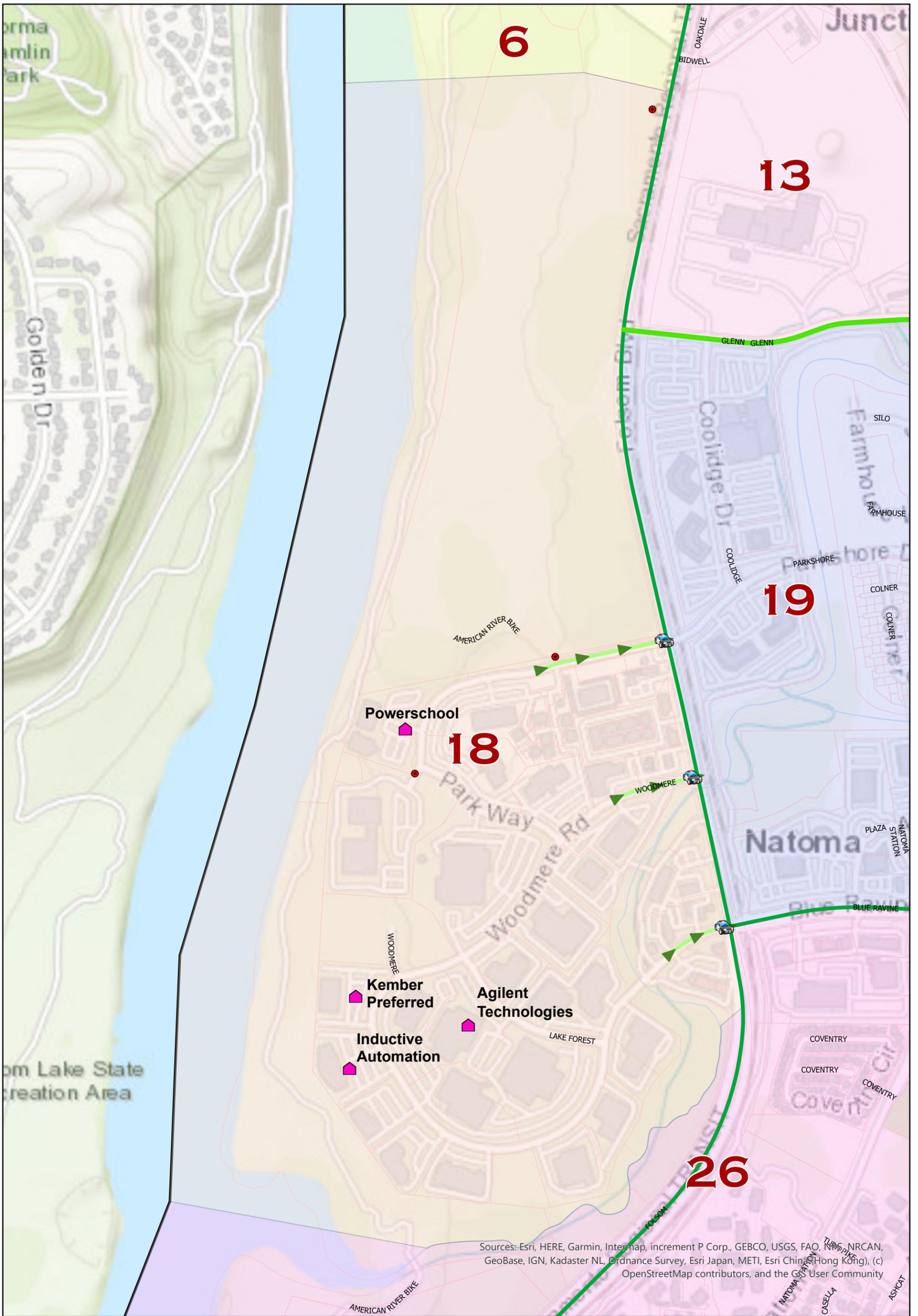
N

Evacuation Zone 18- Lake Forest Industrial Park

BOUNDARIES	North: Lakeside Memorial Lawn Cemetery East: Folsom Blvd. South: Willow Creek West: Lake Natoma
TRAFFIC CONTROL POINTS	1. Parkshore Dr. @ Folsom Blvd. 2. Woodmere Rd. @ Folsom Blvd. 3. Blue Ravine Rd. @ Folsom Blvd.
CRITICAL FACILITIES	1. Agilent Technologies - 91 Blue Ravine Rd. 2. Inductive Automation – 90 Blue Ravine Rd. 3. Kemper Preferred – 80 Blue Ravine Rd. 4. Powerschool – 150 Park Shore Dr.

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Junct

OAKDALE

BIDWELL

GLENN GLENN

Coolidge Dr

COOLIDGE

19

SILO

Farmho FARMHOUSE

PARKSHORE

COLNER

COLNER

AMERICAN RIVER BIKE

Powerschool

18

Park Way

WOODMERE

Woodmere Rd

WOODMERE

Natoma

PLAZA
STATION

NATOMA

BLUE RAVINE

Kember
Preferred

Agilent
Technologies

LAKE FOREST

Inductive
Automation

COVENTRY

COVENTRY

COVENTRY

Coven Cir

Coven

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FOLSOM

NATOMA

CASELLA

ASHCAT

m Lake State
creation Area

Golden Dr

orma
amlin
ark

AMERICAN RIVER BIKE

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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CITY OF FOLSOM
EVACUATION PLAN MAPS

18

Lake Forrest Industrail Park

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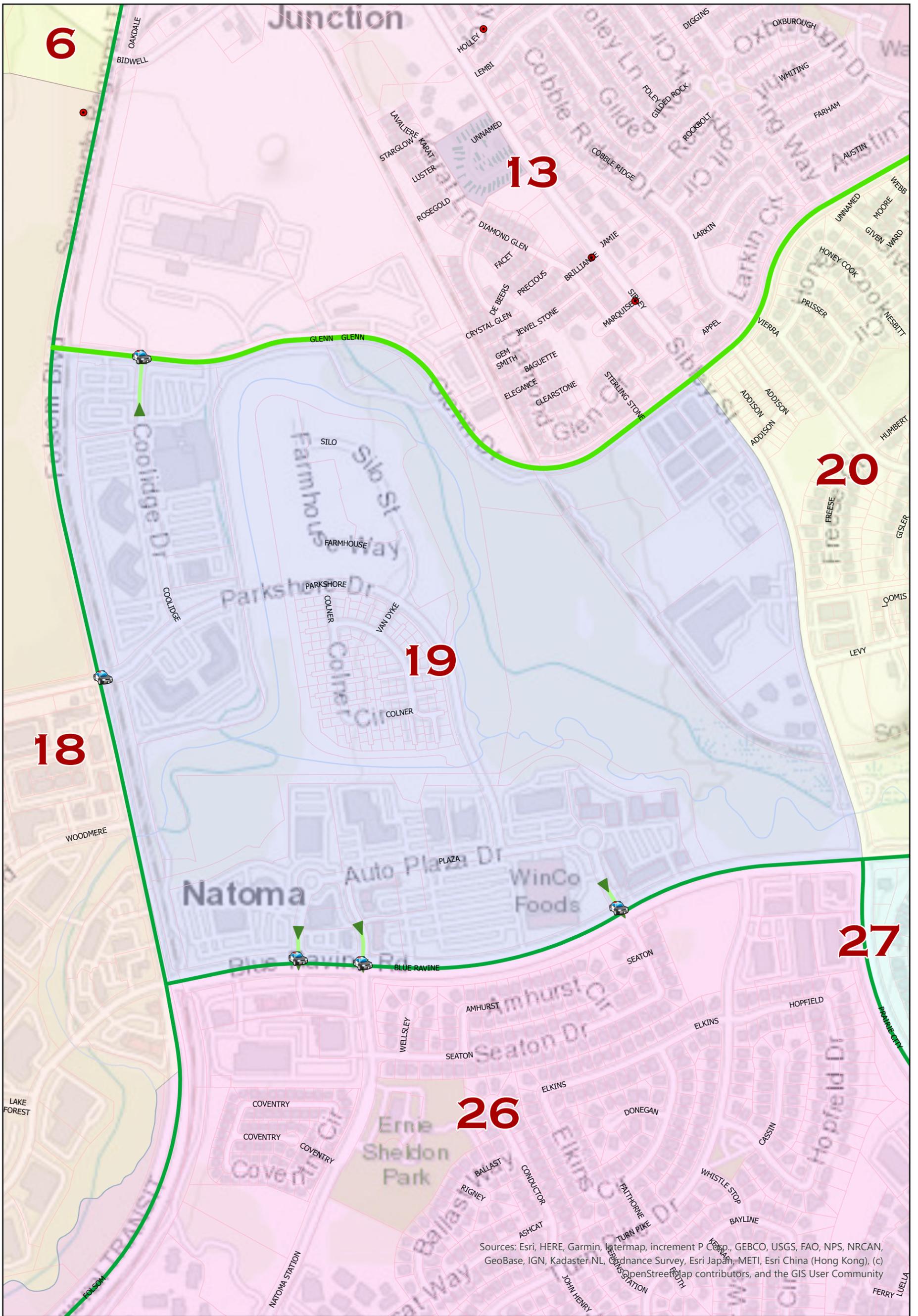
CITY OF FOLSOM
FIRE
RESCUE EMS
EST. 1857
CALIFORNIA

Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

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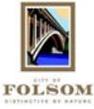
Evacuation Zone 19- Glenn Drive Tech Park

BOUNDARIES	North: Glenn Dr. East: Sibley St. South: Blue Ravine Rd. West: Folsom Blvd.
TRAFFIC CONTROL POINTS	1. Coolidge Dr. @ Glenn Dr. 2. Auto Plaza Dr. (East) @ Blue Ravine Rd. 3. Natoma Station Dr. @ Blue Ravine Rd. 4. Auto Plaza Dr. (West) @ Blue Ravine Rd. 5. Parkshore Dr. @ Folsom Blvd.
CRITICAL FACILITIES	None

CITY OF FOLSOM
EVACUATION PLAN MAPS

Glenn Drive Tech Park

19

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Junction

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Natoma

WinCo Foods

Ernie Sheldon Park

Lake Forest

CITY OF FOLSOM FIRE RESCUE EMS · EST. 1857 · CALIFORNIA

Streets / labels: Oakdale, Bidwell, Holley, Lembi, Lavaliere, Karat, Starglow, Luster, Rosegold, Diamond Glen, Facet, De Beers, Precious, Crystal Glen, Jewel Stone, Gem Smith, Baguette, Elegance, Clearstone, Sterling Stone, Unnamed, Cobble Ridge, Cobble River Dr, Gilded, Rockbolt, Gilded Rock, Foley, Diggins, Oxburough Dr, Whiting, Farham, Austin, Webb, Moore, Given, Ward, Unnamed, Honey Cook, Nesbitt, Prisser, Larkin Cir, Larkin, Jamie, Brilliant, Marquise, Appel, Vierra, Addison, Humbert, Gisler, Reese, Loomis, Levy, Glenn, Folsom Dr, Coolidge Dr, Coolidge, Silo, Silo St, Farmhouse Way, Farmhouse, Parkshore Dr, Colner, Colner Cir, Colner, Van Dyke, Woodmere, Auto Plaza Dr, Plaza Dr, Blue Ravine Rd, Blue Ravine, Seaton, Amhurst, Wellsley, Seaton Dr, Elkins, Hopfield, Hopfield Dr, Cassin, Donegan, Whistle Stop, Bayline, Elkins Cir, Faithorne, Turn Pike, Ballast, Rigney, Ashcat, Conductor, John Henry, Coventry, Coventry Cir, Covent Cir, Natoma Station, Freese, Ferry, Luela, Prairie City
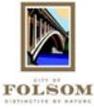
Legend

- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
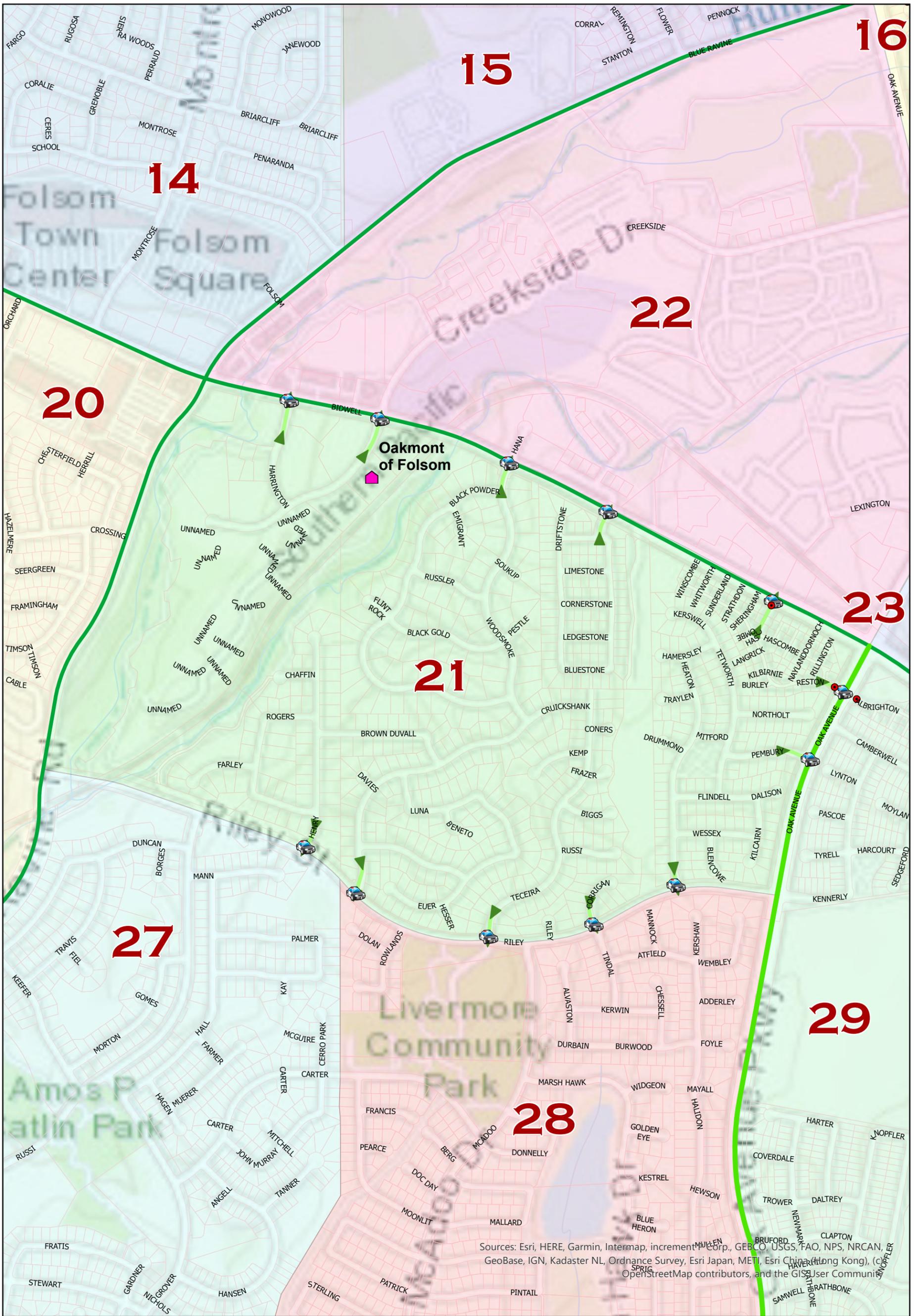- City Boundary
- Police_Station

N

Evacuation Zone 20- Levy Industrial/Steeplechase

BOUNDARIES	North: E. Bidwell St. East: Blue Ravine Rd. South: Sibley St./Blue Ravine Rd. West: Sibley St.
TRAFFIC CONTROL POINTS	1. Wales Dr. @ E. Bidwell St. 2. Orchard Dr. @ E. Bidwell St. 3. Crossing Wy. @ Blue Ravine Rd. 4. Riley St. @ Blue Ravine Rd. 5. Levy Rd. @ Sibley St. 6. Addison Ln. @ Sibley St. 7. Addison Ln. @ Glenn Dr. 8. Vierra Cir. (West) @ Glenn Dr. 9. Webb Wy. @ Glenn Dr. 10. Vierra Cir. (East) @ Glenn Dr.
CRITICAL FACILITIES	1. Fire Station 35 – 535 Glenn Dr. 2. Brighton School – 777 Levy Rd. 3. Growing Brilliant Preschool – 101 Hazelmere Dr.

CITY OF FOLSOM
EVACUATION PLAN MAPS

20

Levy Industrial/Steeplechase
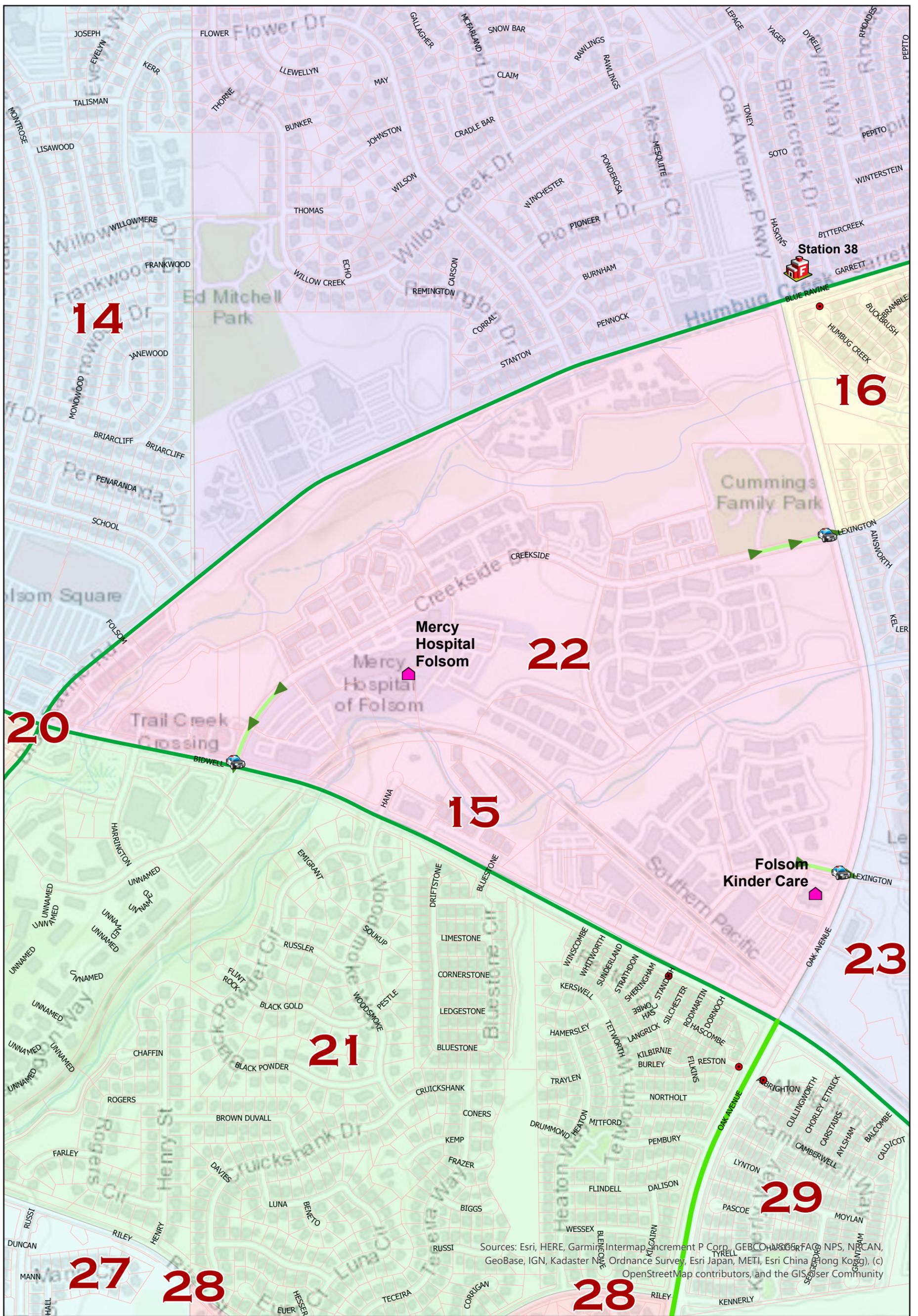
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Legend:
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

Evacuation Zone 21- Los Cerros

BOUNDARIES	North: E. Bidwell St.
	East: Oak Ave. Pkwy.
	South: Riley St.
	West: Blue Ravine Rd.
TRAFFIC CONTROL POINTS	1. Harrington Wy. @ E Bidwell St.
	2. Creekside Dr. @ E Bidwell St.
	3. Woodsmoke Wy. @ E Bidwell St.
	4. Bluestone Cir. @ E Bidwell St.
	5. Standish Wy. @ E Bidwell St.
	6. Reston Dr. @ E Bidwell St.
	7. Pembury Wy. @ Oak Ave. Pkwy.
	8. Heston Wy. @ Riley St.
	9. Corrigan Ct @ Riley St.
	10. Teceira Wy. @ Riley St.
	11. Cruikshank Dr. @ Riley St.
	12. Henry St. @ Riley St.
CRITICAL FACILITIES	1. Oakmont of Folsom – 1650 Creekside Dr.

CITY OF FOLSOM
EVACUATION PLAN MAPS

21

Los Cerros

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16
15
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Oakmont of Folsom

Folsom Town Center

Folsom Square

Creekside Dr

Livermore Community Park

Amos P atlin Park

Riley Dr

Southern

Hwy Dr

McAdoo Dr

Oak Avenue

Blue Ravine

Legend
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

CITY OF FOLSOM FIRE RESCUE EMS EST. 1857 CALIFORNIA

N

Street names (Area 14/20): FARGO, RUGOSA, SIERRA WOODS, MONOWOOD, JANEWOOD, CORALIE, GRENOBLE, PERRAUD, MONTROSE, BRIARCLIFF, BRIARCLIFF, CERES, SCHOOL, PENARANDA, FOLSOM, ORCHARD, CHESTERFIELD, HERRILL, HAZELMERE, CROSSING, SEERGREEN, FRAMINGHAM, TIMSON, TIMSON, CABLE

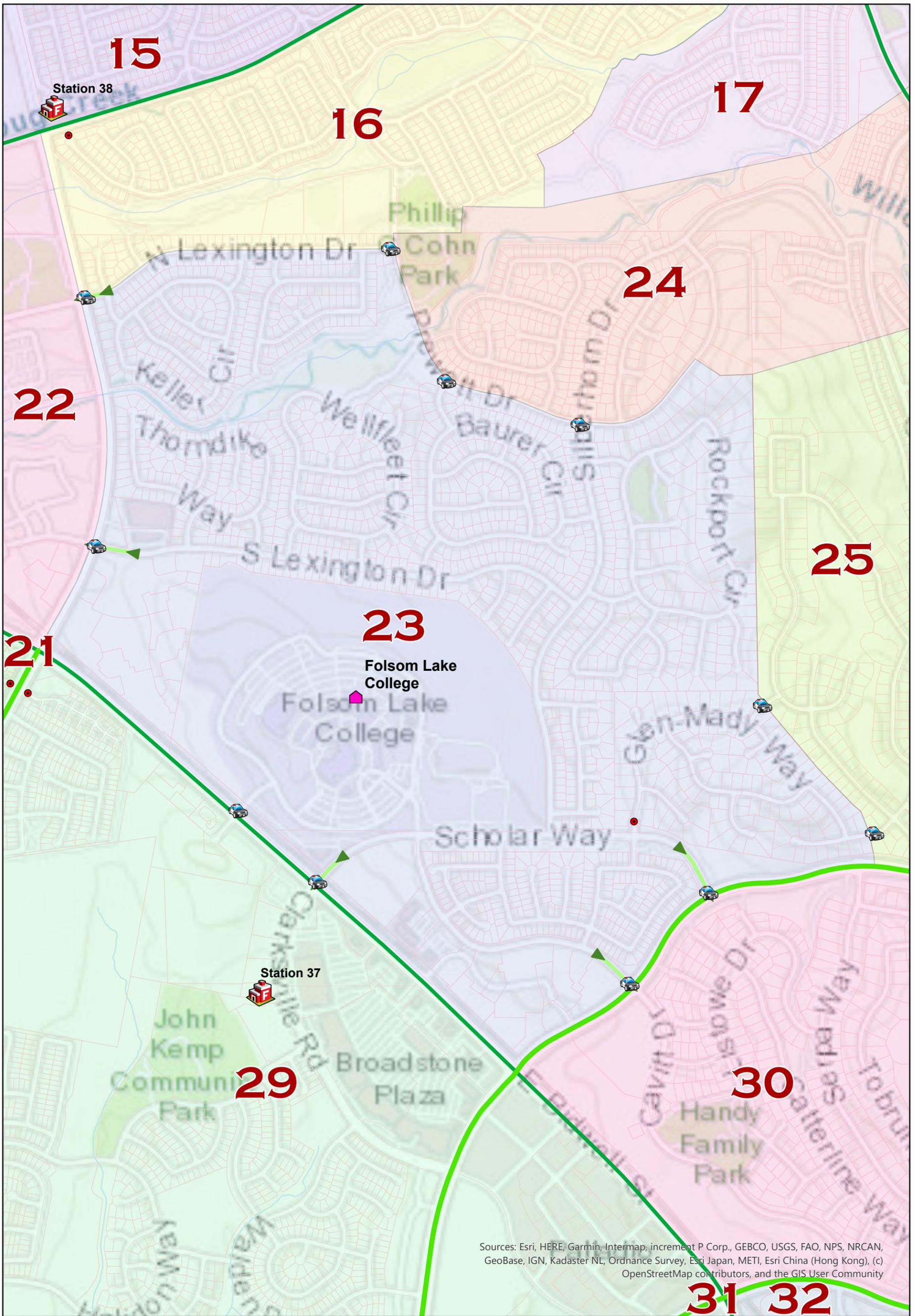Street names (Area 21): HARRINGTON, UNNAMED, FLINT ROCK, BLACK GOLD, CHAFFIN, ROGERS, FARLEY, DAVIES, LUNA, BENETO, BROWN DUVALL, RUSSLER, WOODSMOKE, SOUKUP, PESTLE, EMIGRANT, BLACK POWDER, LIMESTONE, CORNERSTONE, LEDGESTONE, BLUESTONE, CRUICKSHANK, CONERS, KEMP, FRAZER, BIGGS, RUSSI, DRIFTSTONE, HEATON, HAMERSLEY, TRAYLEN, DRUMMOND, MITFORD, NORTHOLT, FLINDELL, DALISON, WESSEX, BLENCOWE, KILCAIRN, PEMBURY

Street names (Area 22/23): CORRAL, REMINGTON, FLOWER, PENNOCK, STANTON, CREEKSIDE, HANA, LEXINGTON, WINSCOMBE, WHITWORTH, SUNDERLAND, STRATHDON, SHERINGHAM, KERSWELL, LANGRICK, TETWORTH, KILBIRNIE, BURLEY, NAYLAND, DORNOCH, RILLINGTON, RESTON, ALBRIGHTON, CAMBERWELL, LYNTON, MOYLAN, PASCOE, TYRELL, HARCOURT, SEDGEFORD, KENNERLY, OAK AVENUE, HASCOMBE, COMBE, HAIG

Street names (Area 27): DUNCAN, BORGES, MANN, PALMER, TRAVIS, FIEL, KEEFER, GOMES, MORTON, HALL, FARMER, MUERER, HAGEN, MCGUIRE, CARTER, CERRO PARK, CARTER, MITCHELL, JOHN MURRAY, ANGELL, TANNER, RUSSI, FRATIS, STEWART, GARDNER, NICHOLS, MCGROVER, HANSEN, KAY

Street names (Area 28): DOLAN, ROWLANDS, RILEY, TECEIRA, CORRIGAN, MANNOCK, KERSHAW, ATFIELD, WEMBLEY, ADDERLEY, TINDAL, KERWIN, CHESSELL, FOYLE, ALVASTON, DURBAIN, BURWOOD, MARSH HAWK, WIDGEON, MAYALL, HALLDON, GOLDEN EYE, FRANCIS, PEARCE, BERG, MCADOO, DONNELLY, DOC DAY, MOONLIT, MALLARD, BLUE HERON, KESTREL, HEWSON, PATRICK, PINTAIL, STERLING, EUER, HESSER

Street names (Area 29): HARTER, KNOPFLER, COVERDALE, DALTREY, TROWER, NEWMARK, CLAPTON, BRUFORD, HAVERFORD, SAMWELL, STRATHBONE

Evacuation Zone 22- Mercy Hospital

BOUNDARIES	North: Blue Ravine Rd. East: Oak Ave. Pkwy. South: E. Bidwell St. West: E. Bidwell St./Blue Ravine Rd.
TRAFFIC CONTROL POINTS	1. Creekside Dr. @ Oak Ave. Pkwy. 2. S. Lexington Dr. @ Oak Ave. Pkwy. 3. Creekside Dr. @ E Bidwell St.
CRITICAL FACILITIES	1. Mercy Hospital Folsom – 1650 Creekside Dr. 2. Folsom KinderCare - 295 S. Lexington Dr.

Mercy Hospital

22

Date Saved: 7/22/2020 11:14 AM

Station 38

Mercy Hospital Folsom

Mercy Hospital of Folsom

Folsom Kinder Care

Cummings Family Park

Ed Mitchell Park

Trail Creek Crossing

Folsom Square

14 **16** **20** **22** **15** **21** **23** **27** **28** **29** **28**

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

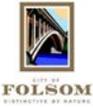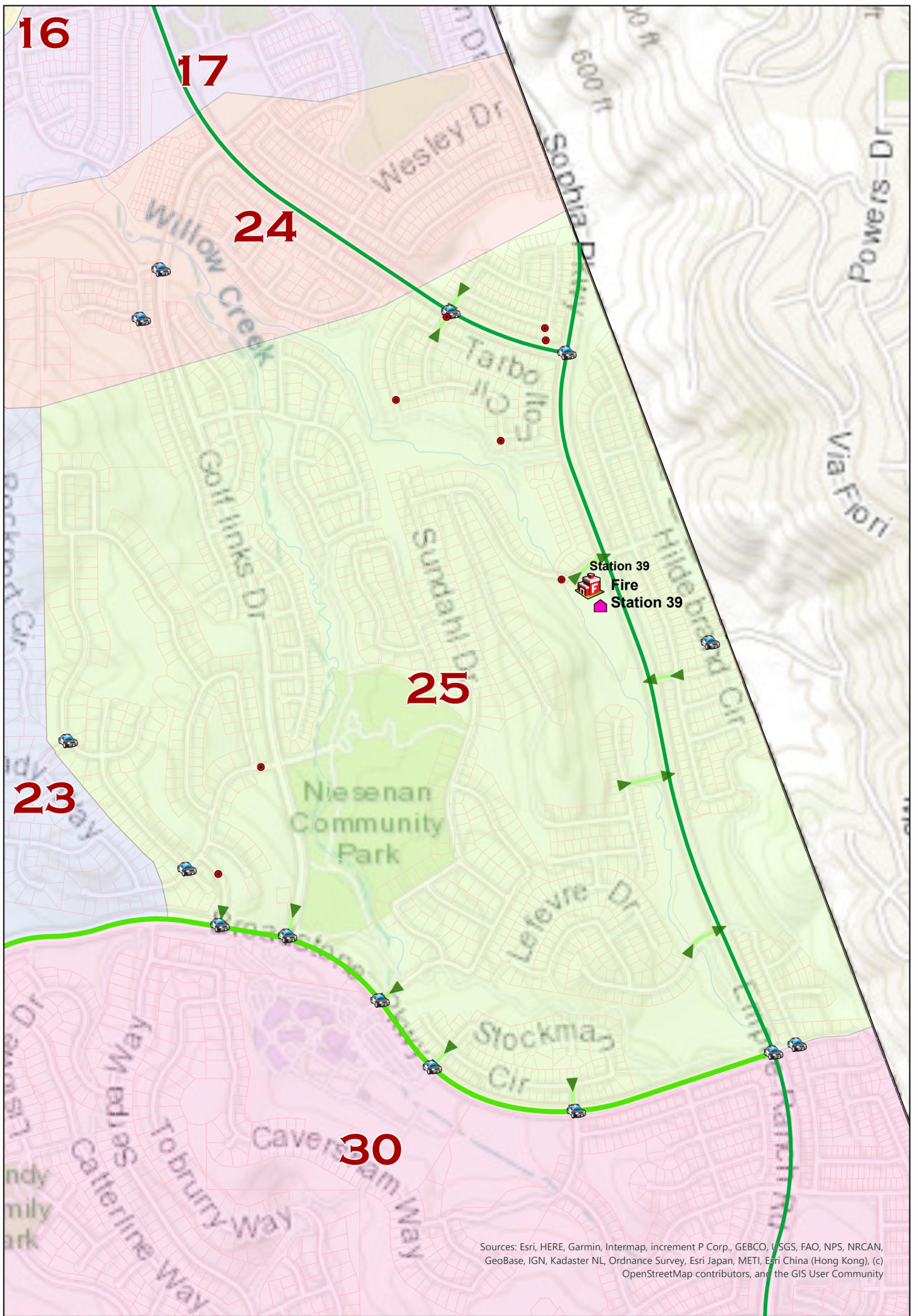**Legend**
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N
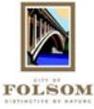
Evacuation Zone 23- Willow Creek South

BOUNDARIES	North: N. Lexington Dr./Prewett Dr.
	East: Glenn Mady Wy.
	South: Broadstone Pkwy.
	West: Oak Ave. Pkwy./E. Bidwell St.
TRAFFIC CONTROL POINTS	1. N Lexington Dr. @ Oak Ave. Pkwy.
	2. N Lexington Dr. @ Prewett Dr.
	3. Kilsby Wy. @ Prewett Dr.
	4. Silberhorn Dr. @ Prewett Dr.
	5. Reiman Wy. @ Heritage Pl.
	6. Woodglen Dr. @ Westchester Dr.
	7. Scholar Wy. @ Broadstone Pkwy.
	8. Cavitt Dr. @ Broadstone Pkwy.
	9. Scholar Wy. @ E Bidwell St.
	10. College Pkwy. @ E. Bidwell St.
	11. S Lexington Dr. @ Oak Ave. Pkwy.
CRITICAL FACILITIES	1. Folsom Lake College – 10 College Pkwy.

15

Station 38

16

17

24

N Lexington Dr

Phillip G Cohn Park

22

Kellet Cir

Thorndike

Wellfleet Cir

Prewitt Dr

Baurer Cir

Sillthorn Dr

Rockport Cir

25

Way

S Lexington Dr

23

Folsom Lake College

Folsom Lake College

Glen-Mady Way

Scholar Way

21

Clarksville Rd

Station 37

John Kemp Community Park

29

Broadstone Plaza

E Bidwell St

Cavitt Dr

Swasey Dr

30

Handy Family Park

Scatterline Way

Serpa Way

Tobruk

Waldon Way

31 **32**

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM
EVACUATION PLAN MAPS

2 3

Willow Creek South
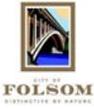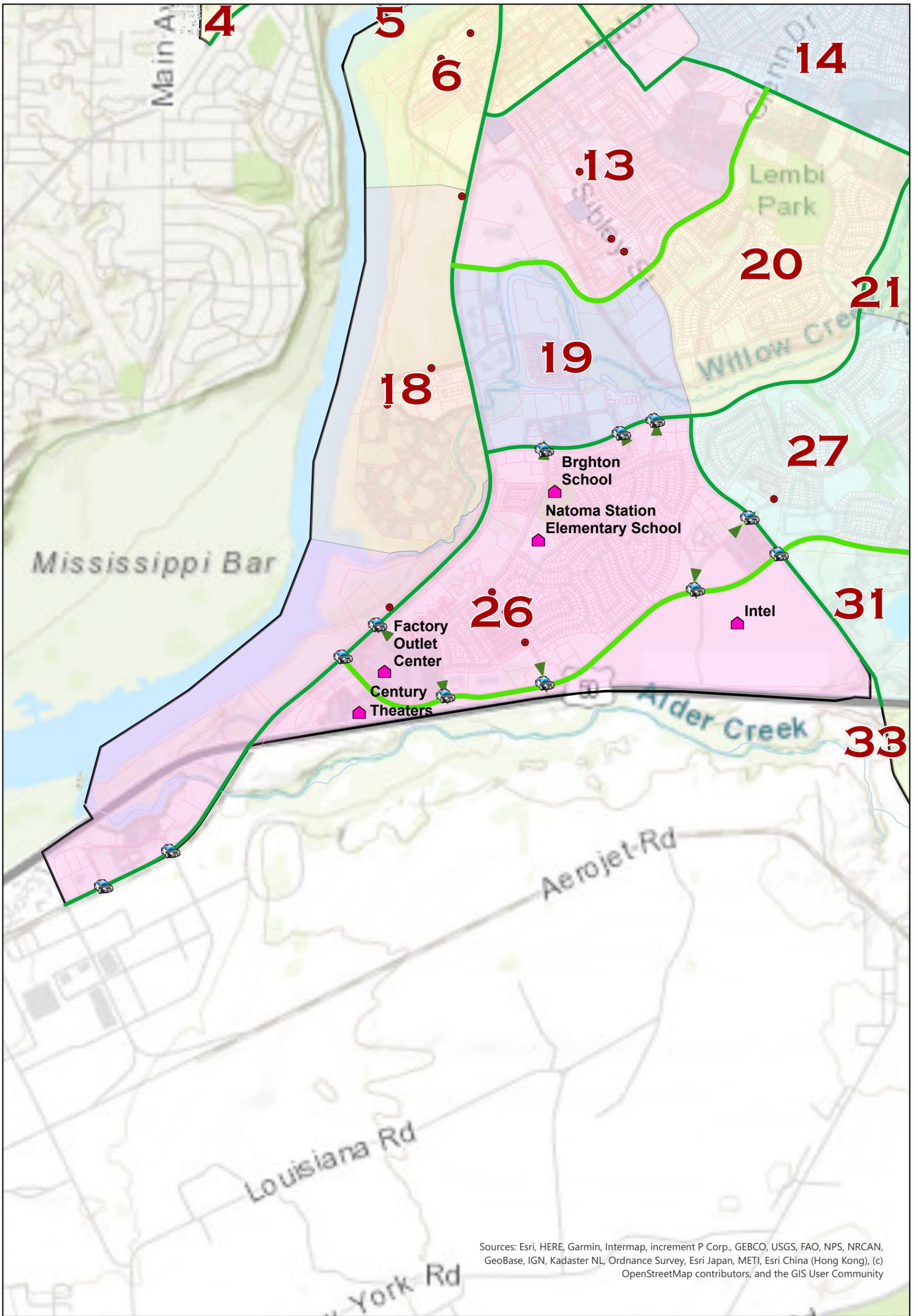
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- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N
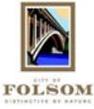
Evacuation Zone 24- Empire Oaks

BOUNDARIES	North: Willow Creek East: City Limits South: Trowbridge Ln./Willow Creek West: Prewett Dr.
TRAFFIC CONTROL POINTS	1. Bonhill Dr. @ E Natoma St. 2. Golf Links Dr. @ E Natoma St. 3. Wesley Dr. (North) @ E Natoma St. 4. Wesley Dr. (South) @ E Natoma St. 5. Silberhorn Dr. @ Golf Links Dr. 6. Silberhorn Dr. @ Trowbridge Ln. 7. Thoreau Ln. @ Prewett Dr. 8. Newington Wy. @ Prewett Dr. 9. Prewett Dr. @ S Lexington Dr.
CRITICAL FACILITIES	1. Empire Oaks Elementary School – 1830 Bonhill Dr.
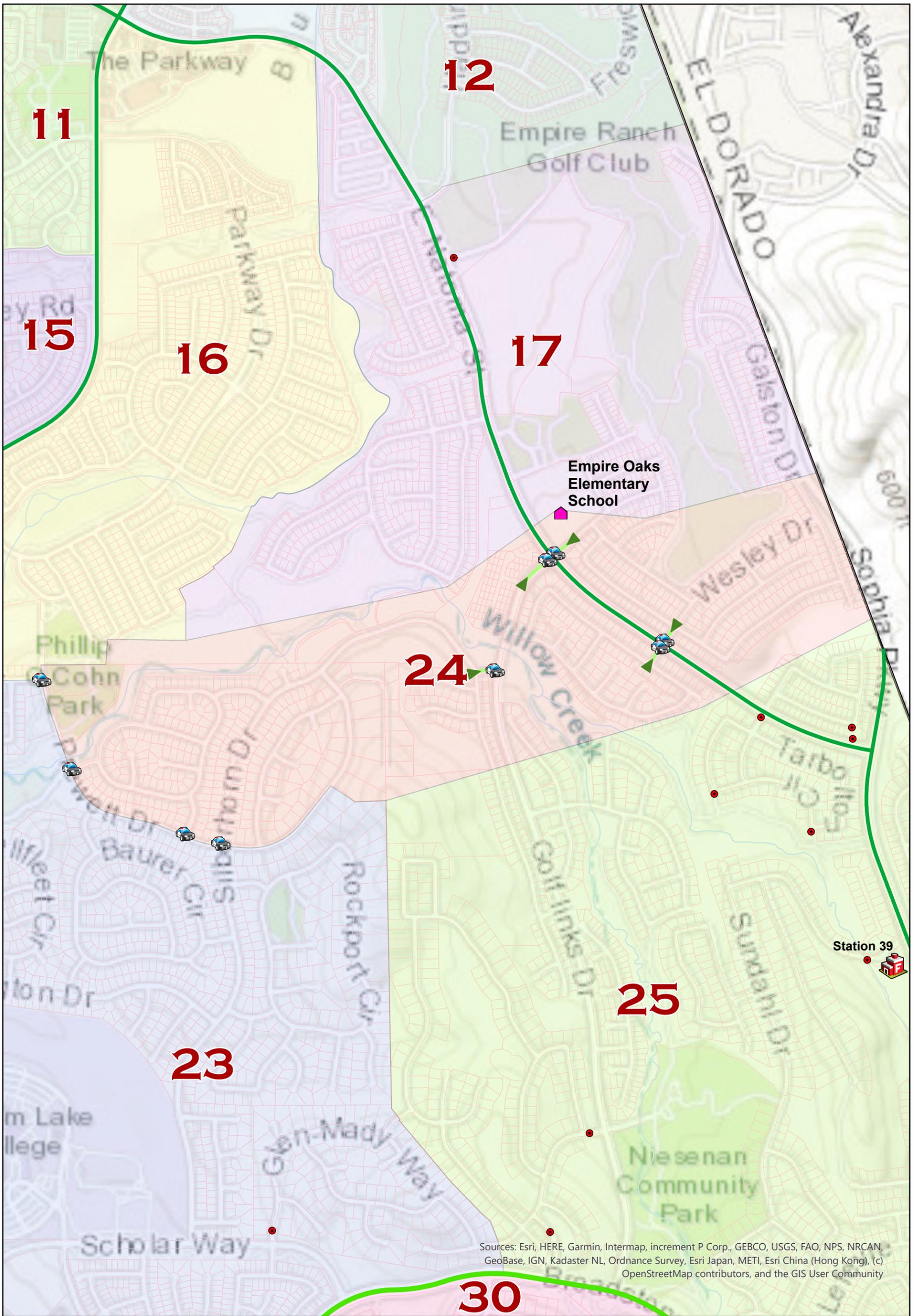
CITY OF FOLSOM
EVACUATION PLAN MAPS

Empire Oaks

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Legend:
- Fire Stations
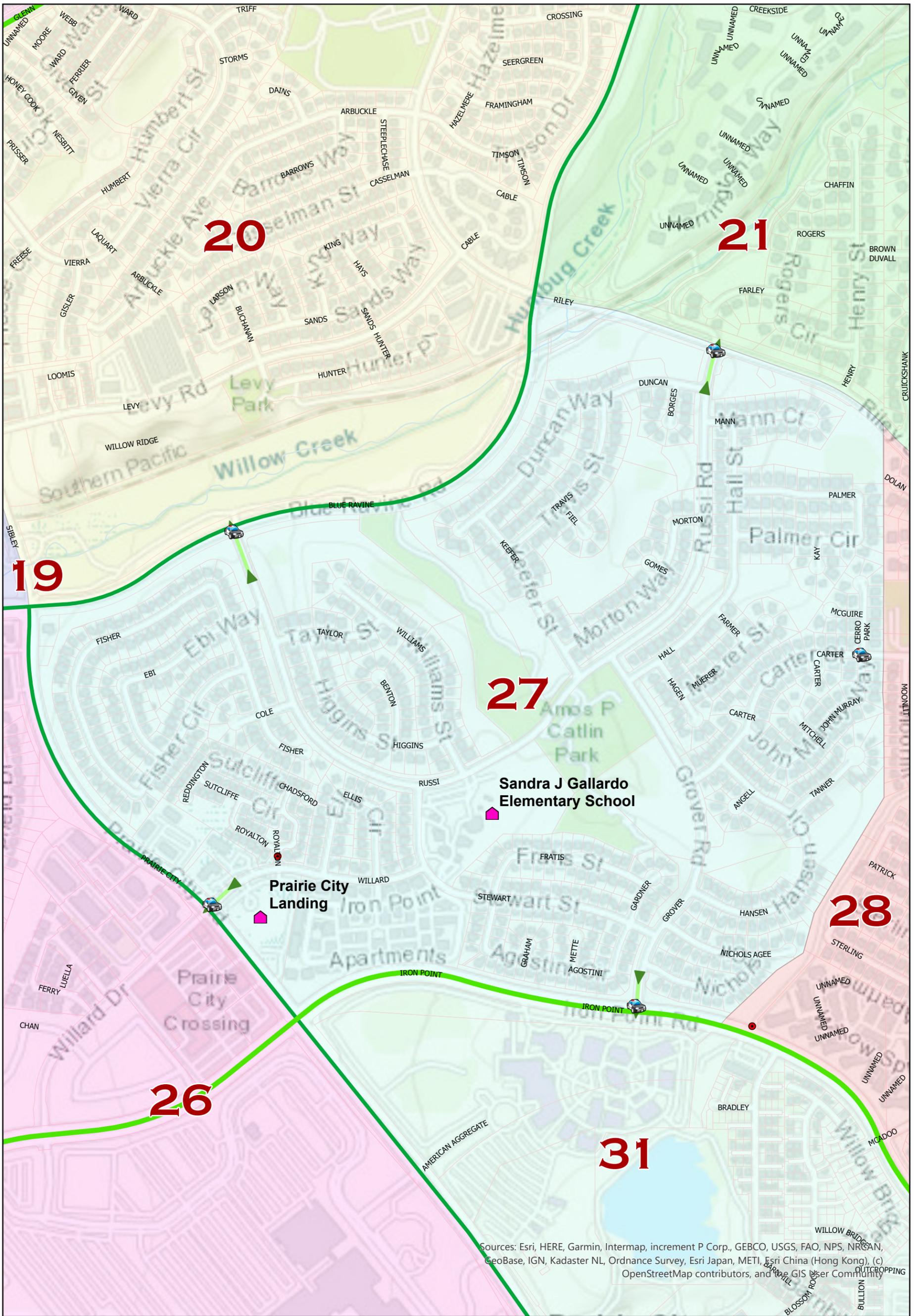- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

Evacuation Zone 25- Riata

BOUNDARIES	North: Trowbridge Ln./Willow Creek
	East: City Limits
	South: Broadstone Pkwy.
	West: Westchester Dr.
TRAFFIC CONTROL POINTS	1. Morningside Dr. @ Orchard Terrace Ct
	2. Golf Links Dr. @ Silberhorn Dr.
	3. E Natoma St. @ Cameron Dr.
	4. Empire Ranch Rd. @ E Natoma
	5. Hildebrand Cir. @ Via Barlogio
	6. Porter Rd. @ Palomino Rd.
	7. Empire Ranch Rd. @ Broadstone Pkwy.
	8. Carpenter Hill Rd. @ Broadstone Pkwy.
	9. Stockman Cir. @ Broadstone Pkwy.
	10. Russell Dr. @ Broadstone Pkwy.
	11. Golf Links Dr. @ Broadstone Pkwy.
	12. McComber Dr. @ Broadstone Pkwy.
	13. Woodglen Dr. @ Westchester Dr.
	14. Reiman Wy. @ Heritage Pl.
CRITICAL FACILITIES	1. Fire Station 39 – 2139 Ritchie St.

16

17

24

Wesley Dr

Willow Creek

Tarbolton Cir

Golf links Dr

Sundahl Dr

25

Station 39
**Fire
Station 39**

23

Niesenan
Community
Park

Lefevre Dr

Stockman
Cir

Caversham Way

Serena Way

Catterline Way

Tobrurry Way

30
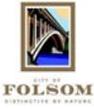
Powers Dr

Via Fiori

Sophia Dr

Hildebrand Cir

**CITY OF FOLSOM
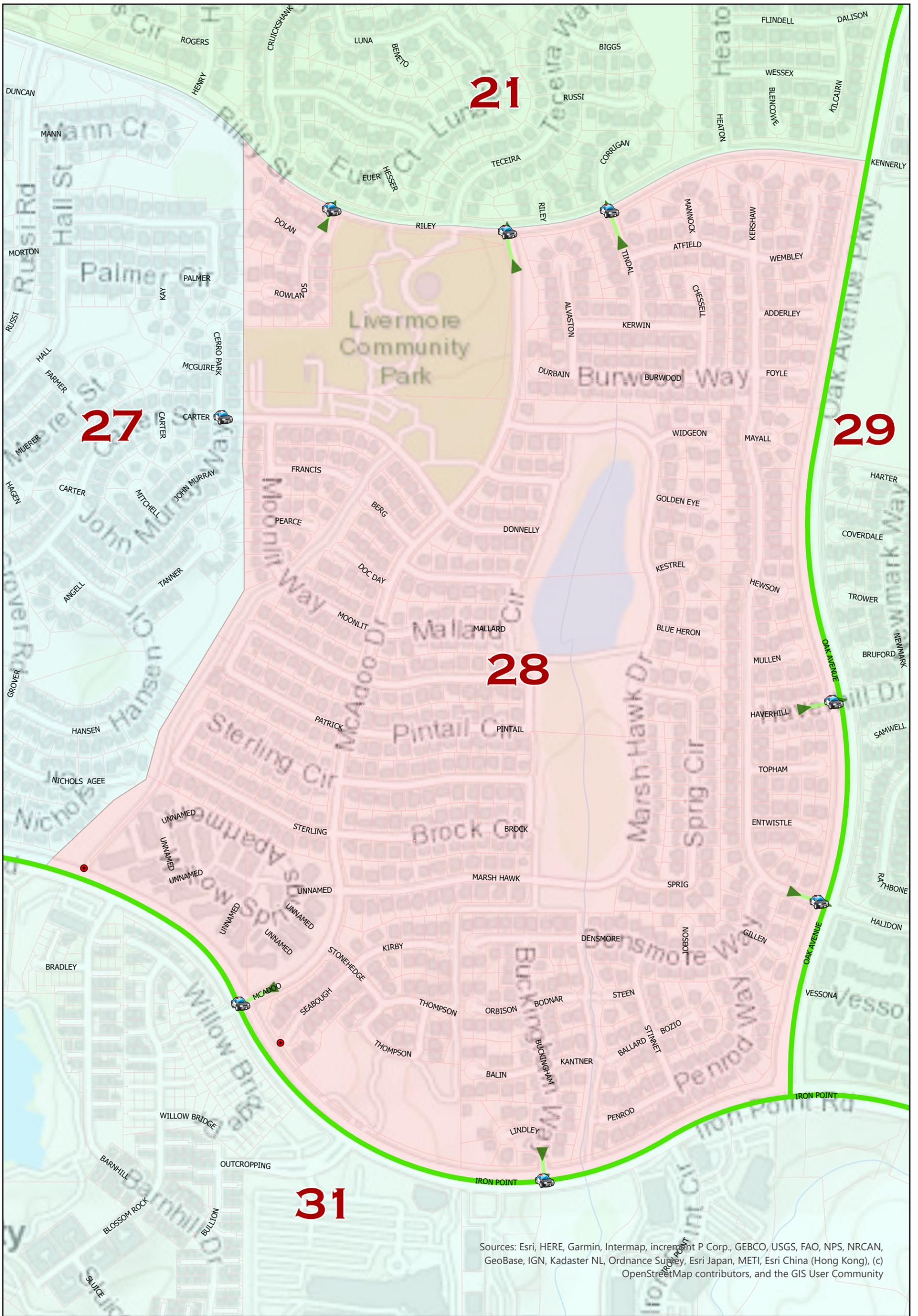EVACUATION PLAN MAPS**

2 5

Riata

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 26- Folsom Auto Mall/Natoma Station

BOUNDARIES	North: Willow Creek/Blue Ravine Rd. East: Prairie City Rd. South: City Limits West: Lake Natoma
TRAFFIC CONTROL POINTS	1. Natoma Station Dr. @ Blue Ravine Rd. 2. Seaton Dr. @ Blue Ravine Rd. 3. Turn Pike Dr. @ Blue Ravine Rd. 4. Willard Dr. @ Prairie City Rd. 5. Iron Point Rd. @ Prairie City Rd. 6. Willard Dr. @ Iron Point Rd. 7. Black diamond Rd. @ Iron Point Rd. 8. Auto Mall Cir. (East) @ Folsom Blvd 9. Auto Mall Cir. (West) @ Folsom Blvd. 10. Iron Point Rd. @ Folsom Blvd 11. Natoma Station Dr. @ Folsom Blvd 12. Ingersoll Wy. @ Iron Point Rd.
CRITICAL FACILITIES	1. Century Theaters – 261 Iron Point Rd. 2. Folsom Factory Outlets – 13000 Iron Point Rd. 3. Intel – 1900 Prairie City Rd. 4. Brighton School – 405 Natoma Station Rd. 5. Natoma Station Elementary School – 500 Turnpike Dr.

4 **5**

6

14

13

Lembi Park

20

21

19

18

Brghton
School

Natoma Station
Elementary School

27

Factory
Outlet
Center

26

Century
Theaters

Intel

31

Alder Creek

33

Mississippi Bar

Aerojet Rd

Louisiana Rd

York Rd

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Gate Location

CITY OF FOLSOM
EVACUATION PLAN MAPS

2 6

AutoMall / Natoma Station

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N

Evacuation Zone 27- Prairie Oaks

BOUNDARIES	North: Blue Ravine Rd. East: John Murray Wy./Cerro Park Ct. South: Iron Point Rd. West: Prairie City Rd.
TRAFFIC CONTROL POINTS	1. Russi Rd. @ Blue Ravine Rd. 2. Russi Rd. @ Riley St. 3. Carter St. @ John Murray Wy. 4. Grover Rd. @ Iron Point Rd. 5. Willard Dr. @ Prairie City Rd.
CRITICAL FACILITIES	1. Prairie City Landing – 645 Willard Dr. 2. Sandra J. Gallardo Elementary School – 755 Russi Rd.

20

21

19

27

Sandra J Gallardo
Elementary School
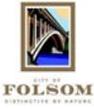
Prairie City
Landing

26

28

31

CITY OF FOLSOM
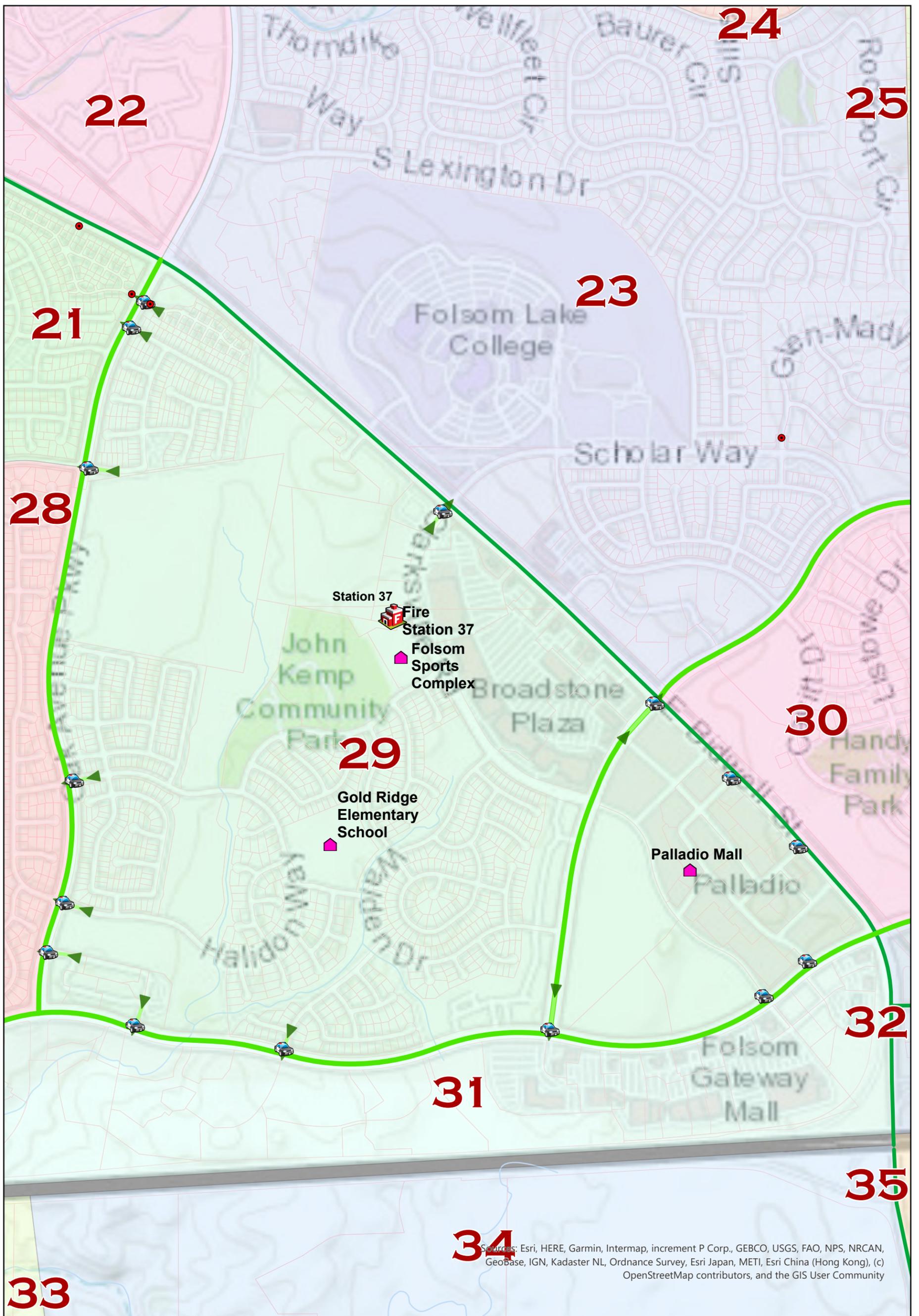EVACUATION PLAN MAPS

2 7

Prairie Oaks

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 28- Willow Springs

BOUNDARIES	North: Riley St. East: Oak Ave. Pkwy. South: Iron Point Rd. West: Oak Ave. Pkwy.
TRAFFIC CONTROL POINTS	1. Rowlands Ct @ Riley St. 2. McAdoo Dr. @ Riley St. 3. Tindal Wy. @ Riley St. 4. Haverhill Dr. @ Oak Ave. Pkwy. 5. Halidon Wy. @ Oak Ave. Pkwy. 6. Buckingham Wy. @ Iron Point Rd. 7. McAdoo Dr. @ Iron Point Rd. 8. Carter St. @ John Murray Wy.
CRITICAL FACILITIES	None

CITY OF FOLSOM EVACUATION PLAN MAPS

28

Willow Springs

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Legend:
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

Map labels:
21, 27, 28, 29, 31

Livermore Community Park

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community
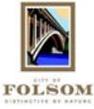
Evacuation Zone 29- Broadstone

BOUNDARIES	North: E. Bidwell St.
	East: Oak Ave. Pkwy.
	South: Iron Point Rd.
	West: Oak Ave. Pkwy.
TRAFFIC CONTROL POINTS	1. Clarksville Rd. @ E Bidwell St.
	2. Broadstone Pkwy. @ E Bidwell St.
	3. Via Sole @ E Bidwell St.
	4. Via Felice @ E Bidwell St.
	5. Via Sole @ Iron Point Rd.
	6. Palladio Pkwy. @ Iron Point Rd.
	7. Broadstone Pkwy. @ Iron Point Rd.
	8. Rowberry Dr. @ Iron Point Rd.
	9. Vessona Cir. @ Iron Point Rd.
	10. Vessona Cir. @ Oak Ave. Pkwy.
	11. Halidon Wy. @ Oak Ave. Pkwy.
	12. Haverhill Dr. @ Oak Ave. Pkwy.
	13. Kennerly Wy. @ Oak Ave. Pkwy.
	14. Camberwell Wy. @ Oak Ave. Pkwy.
	15. Albrighton Dr. @ Oak Ave. Pkwy.
CRITICAL FACILITIES	1. Palladio Mall – 410 Palladio Pkwy.
	2. Fire Station 37 – 70 Clarksville Rd.
	3. Folsom Sports Complex – 66 Clarksville Rd.
	4. Gold Ridge Elementary School – 735 Halidon Dr.

CITY OF FOLSOM
EVACUATION PLAN MAPS

Broadstone

Date Saved: 7/22/2020 5:05 PM

2 9

Map labels and features:

- 22
- 24
- 25
- 23 — Folsom Lake College
- Scholar Way
- 21
- 28
- 30 — Handy Family Park
- Station 37 / Fire Station 37
- Folsom Sports Complex
- John Kemp Community Park
- Broadstone Plaza
- 29
- Gold Ridge Elementary School
- Palladio Mall — Palladio
- Halidon Way / Walden Dr
- 31
- 32
- Folsom Gateway Mall
- 35
- 34
- 33

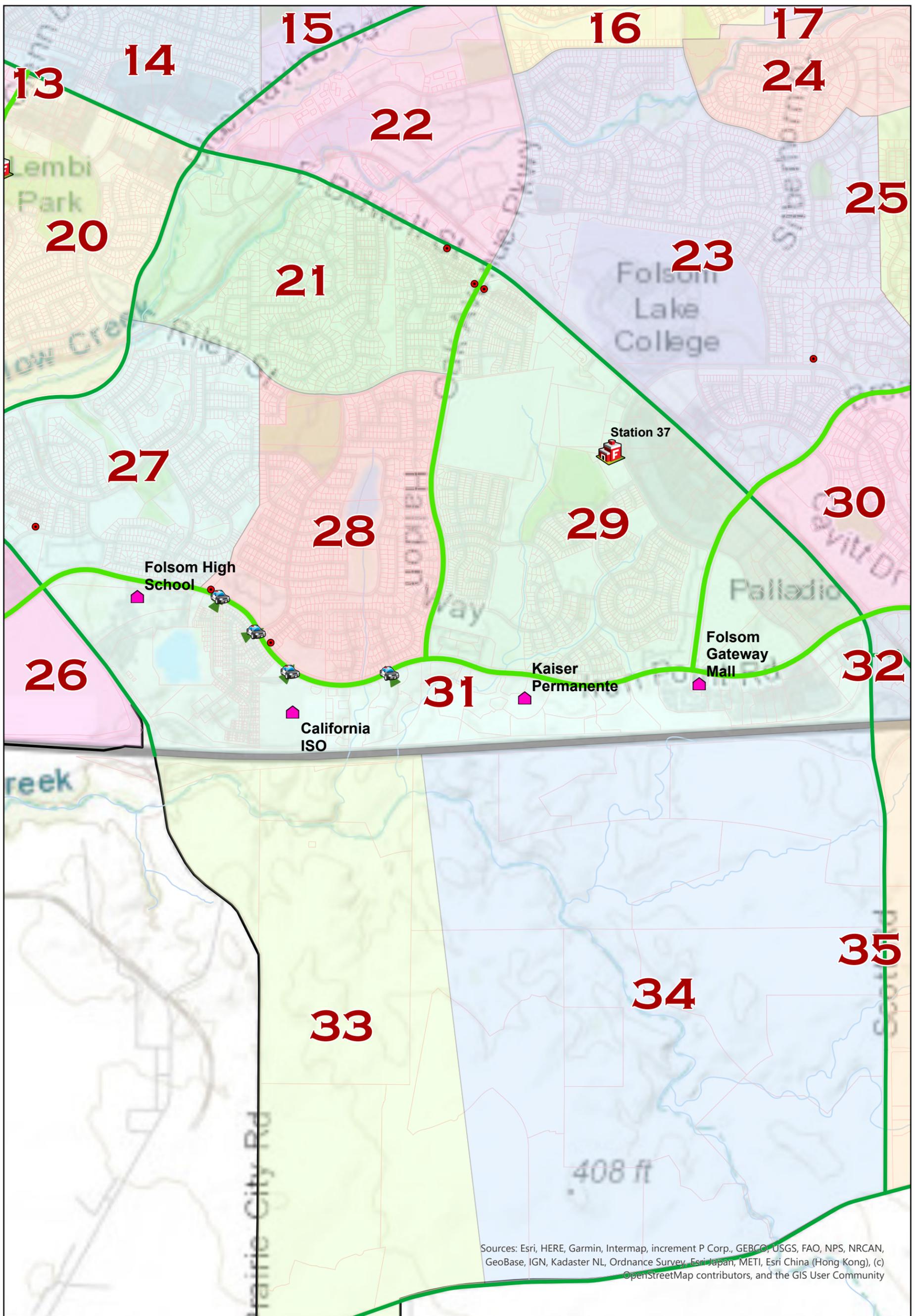Street names: Thorndike Way, S Lexington Dr, Wellfleet Cir, Baurer Cir, Rockport Cir, Glen-Mady, Clarksville

Legend:
- Fire Stations
- Critical Facilities
- Evacuation Control Points
- Neighborhood Evacuation Routes
- Minor_Evac_Routes
- Major Evacuation Route
- City Boundary
- Police_Station

N

Evacuation Zone 30- Vista Del Lago/Russell Ranch

BOUNDARIES	North: Broadstone Pkwy. East: City Limits South: Iron Point Rd. West: E. Bidwell St.
TRAFFIC CONTROL POINTS	1. Cavitt Dr. @ Broadstone Pkwy. 2. Serpa Wy. @ Broadstone Pkwy. 3. Carpenter Hill Rd. @ Broadstone Pkwy. 4. Longhorn Rd. @ Broadstone Pkwy. 5. Empire Ranch Rd. @ Broadstone Pkwy. 6. Porter Rd. @ Palomino Ct 7. Dry Creek Rd. @ Iron Point Rd. 8. Empire Ranch Rd. @ Iron Point Rd. 9. Carpenter Hill Rd. @ Iron Point Rd. 10. Serpa Wy. @ Iron Point Rd. 11. Cavitt Dr. @ Iron Point Rd.
CRITICAL FACILITIES	1. Russell Ranch Elementary School – 375 Dry Creek Rd. 2. Vista Del Lago High School – 1970 Broadstone Pkwy.

16 17

24

25

Station 39

23

Niesenan
Community
Park

Vista Del
Lago High
School

30

Handy
Family
Park

Russell Ranch
Elementary
School

29

32

31

50

34

36

Station XX

35

CITY OF FOLSOM
EVACUATION PLAN MAPS

30
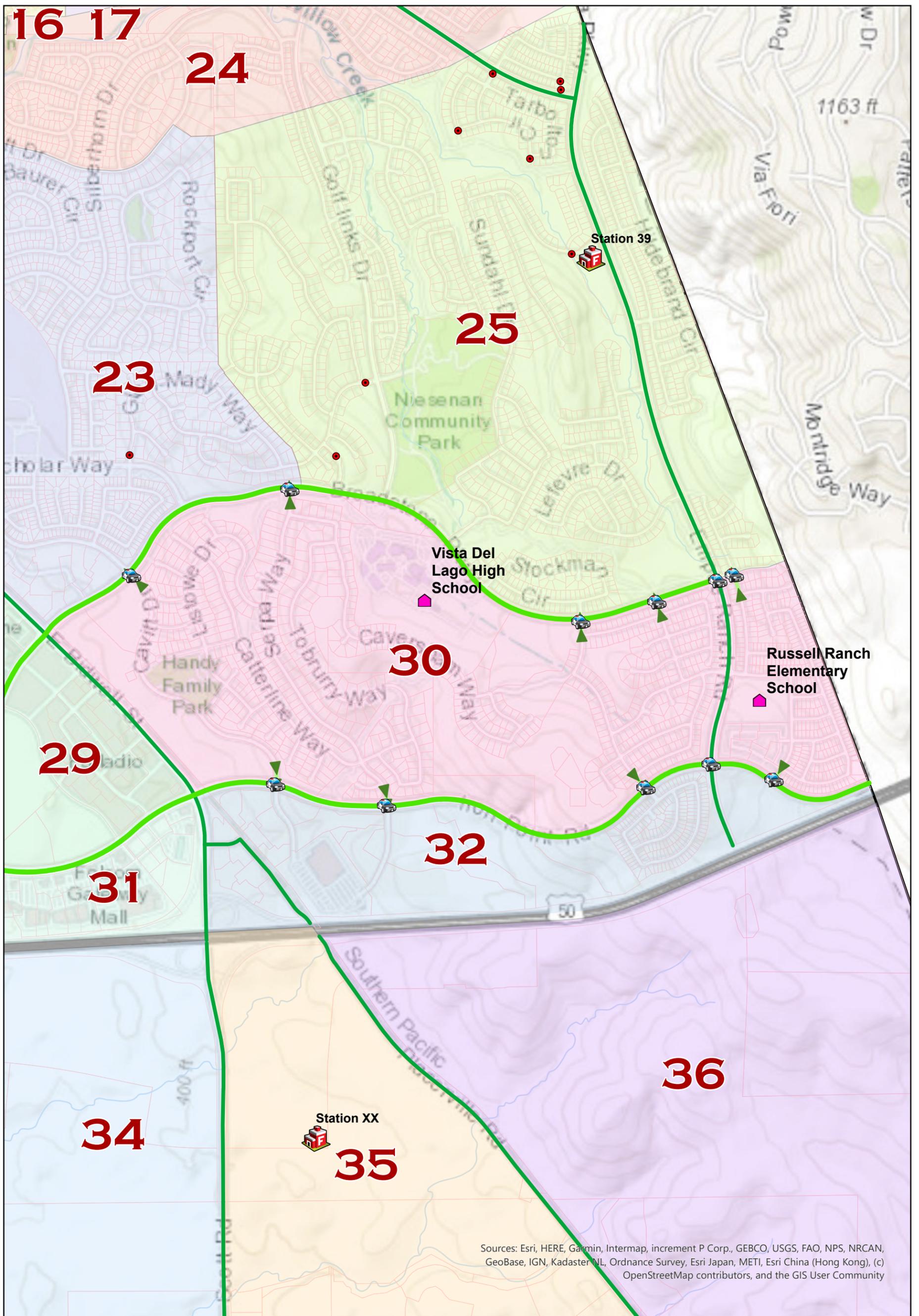
Vista Del Lago/ Russel Ranch

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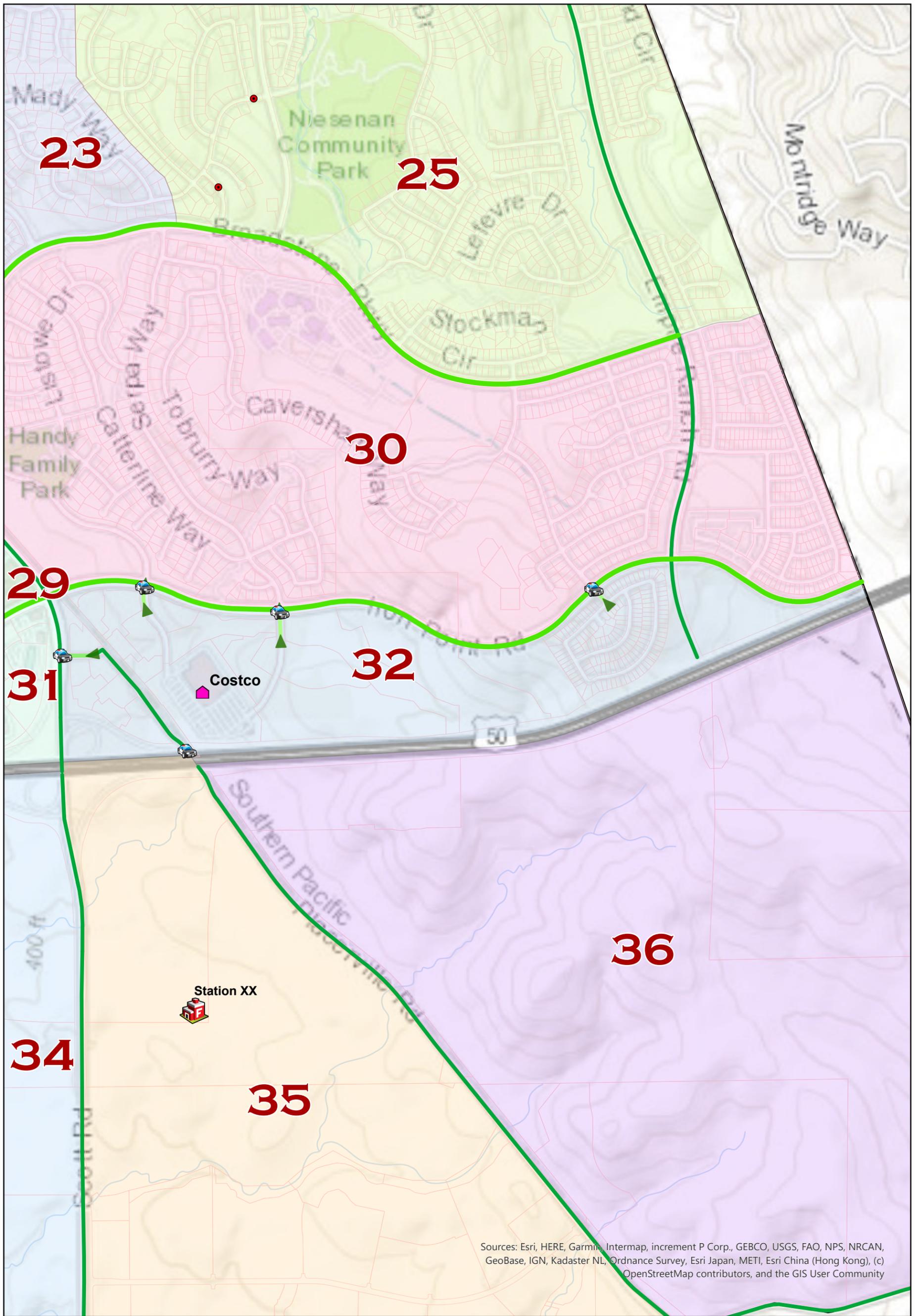
Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N
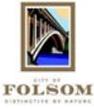
Evacuation Zone 31- Willow Hill/Folsom Gateway

BOUNDARIES	North: Iron Point Rd.
	East: E. Bidwell St.
	South: Hwy. 50
	West: Prairie City Rd.
TRAFFIC CONTROL POINTS	1. Barnhill Dr. @ Iron Point Rd. 2. Willow Bridge Dr. @ Iron Point Rd. 3. Outcropping Wy. @ Iron Point Rd. 4. Iron Point Cir @ Iron Point Rd.
CRITICAL FACILITIES	1. Folsom Gateway Mall – 2371 Iron Point Rd. 2. California ISO – 250 Outcropping Wy. 3. Kaiser Permanente – 2155 Iron Point Rd. 4. Folsom High School – 1655 Iron Point Rd.

13

14

15

16

17

24

22

25

20

Lembi Park

21

23

Folsom Lake College

Station 37

27

30

28

29

Folsom High School

California ISO

26

31

Kaiser Permanente

Folsom Gateway Mall

32

33

34

35

408 ft

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

CITY OF FOLSOM
EVACUATION PLAN MAPS

31

Willow Hill/ Folsom Gateway

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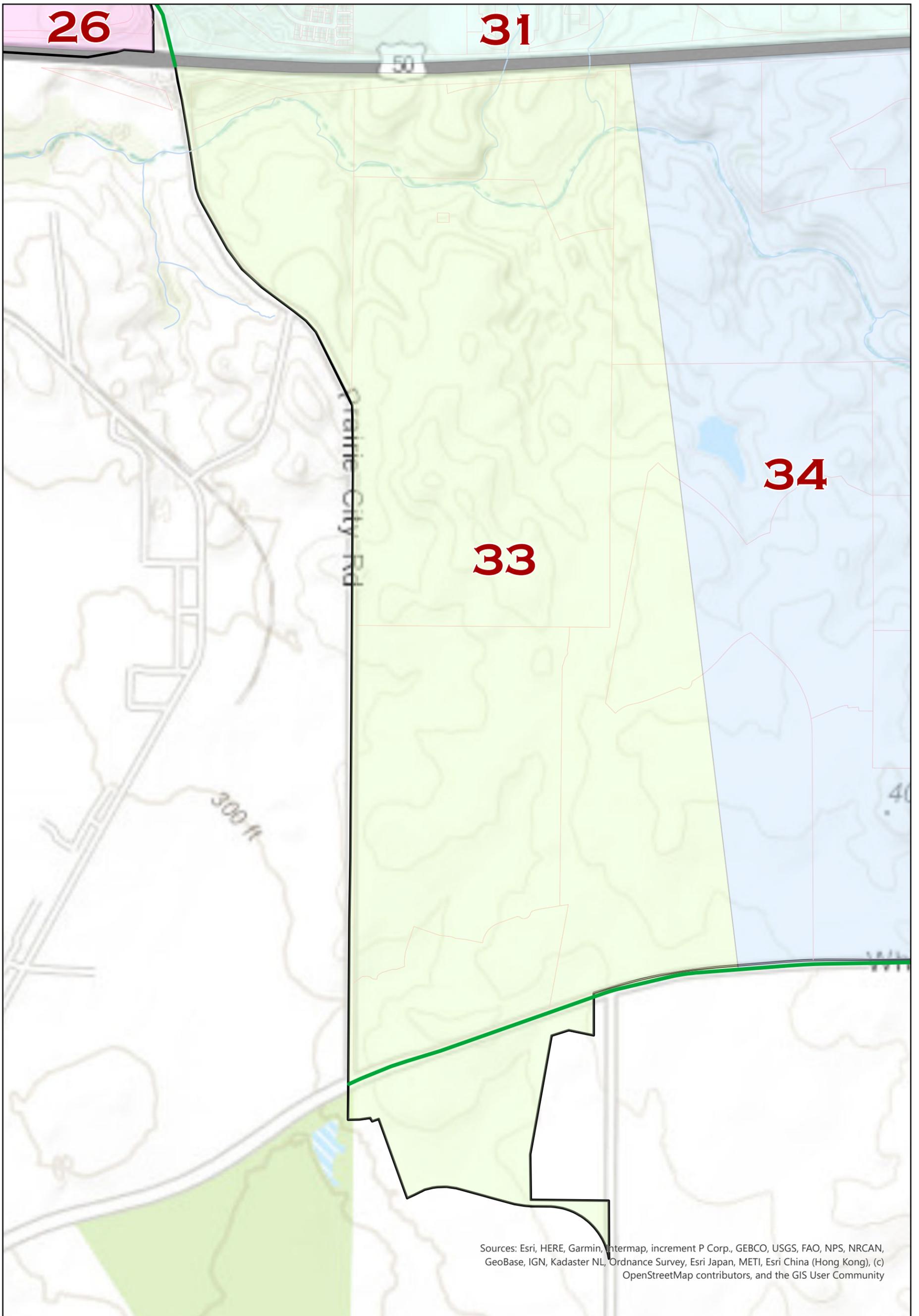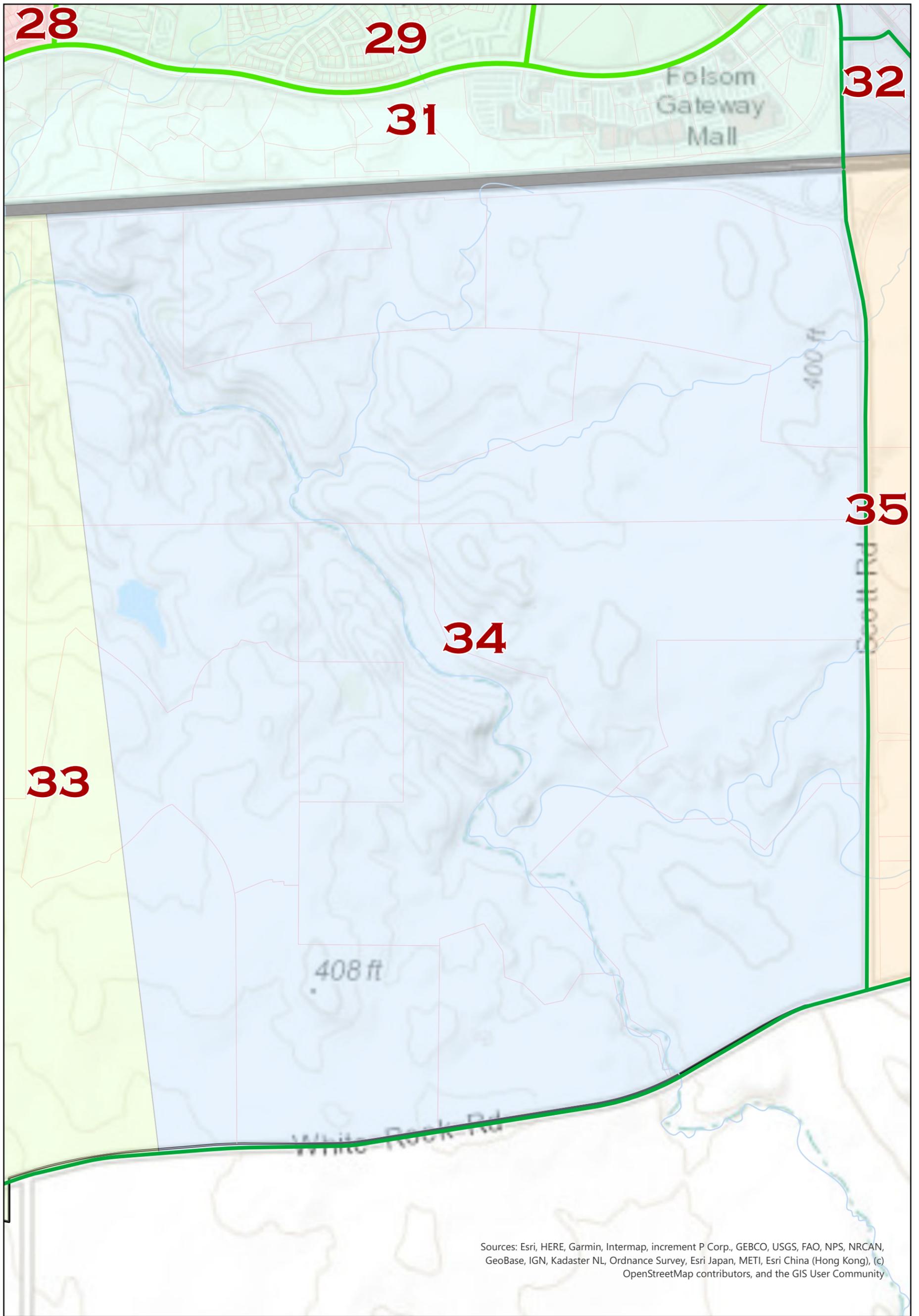
Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N
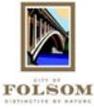
Evacuation Zone 32- Costco Hill

BOUNDARIES	North: Iron Point Rd. East: City Limits South: Hwy. 50 West: E. Bidwell St.
TRAFFIC CONTROL POINTS	1. Cavitt Dr. @ Iron Point Rd. 2. Serpa Wy. @ Iron Point Rd. 3. Carpenter Hill Rd. @ Iron Point Rd. 4. Placerville Rd. @ Hwy 50 5. Placerville Rd. @ E Bidwell St.
CRITICAL FACILITIES	1. Costco – 1800 Cavitt Dr.

Mady Way

23

25

Niesenan Community Park

Lefevre Dr

Stockma Cir

Listowe Dr

Handy Family Park

Serrados Way

Catterline Way

Tobrurry Way

Caversham Way

30

29

32

31

Costco

Iron Point Rd

50

Southern Pacific Placerville Rd

400 ft

34

Station XX

36

35

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

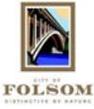CITY OF FOLSOM
EVACUATION PLAN MAPS

32

Costco Hill

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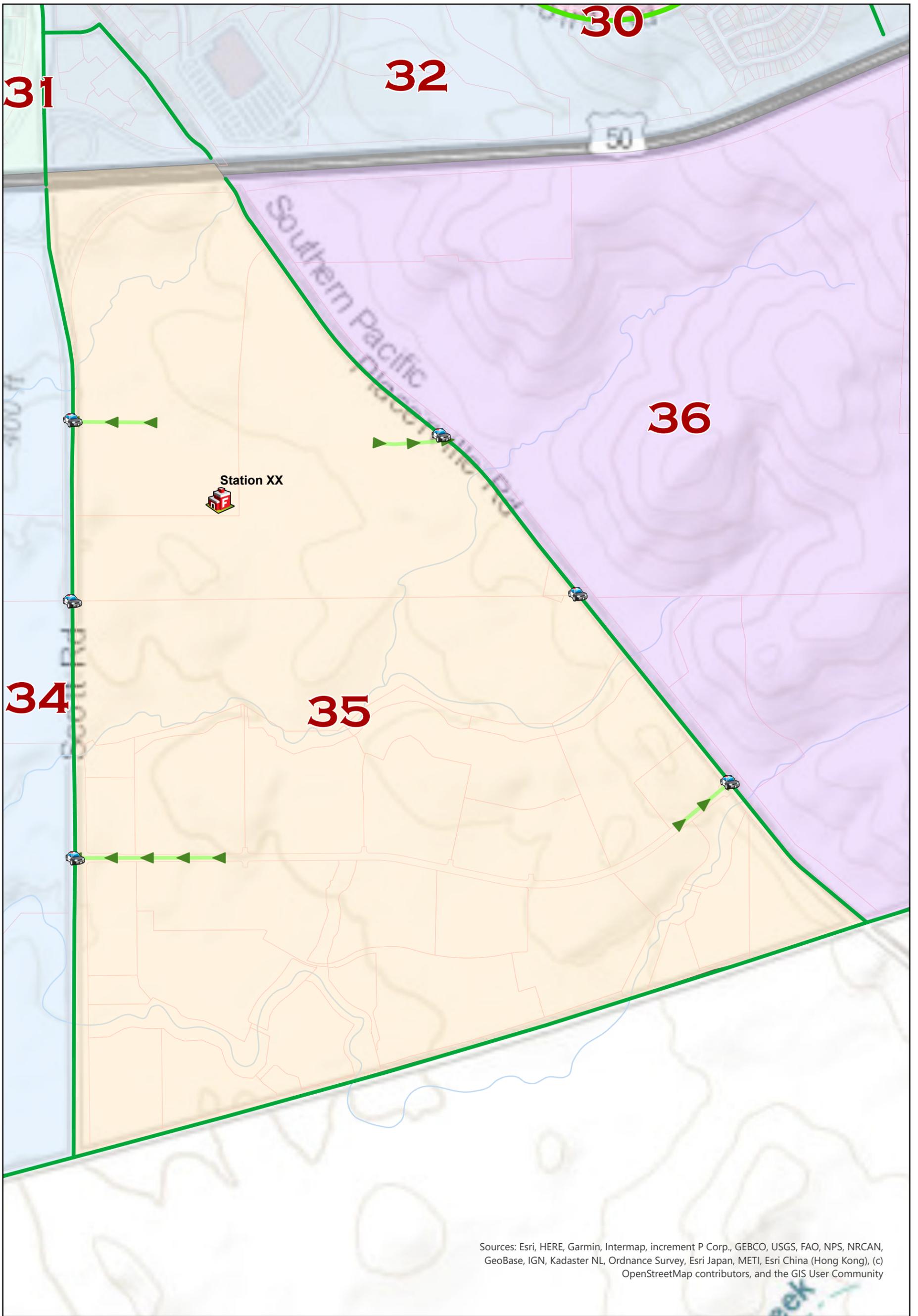
Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 33- Folsom Ranch West

BOUNDARIES	North: Hwy. 50
	East: Oak Ave. Pkwy. (Future)
	South: City Limits
	West: Prairie City Rd.
TRAFFIC CONTROL POINTS	
CRITICAL FACILITIES	None

26

31

50

34

Prairie City Rd

33

300 ft

40

**CITY OF FOLSOM
EVACUATION PLAN MAPS**

33

Folsom Ranch West

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⬛🅵 Fire Stations

⬟ Critical Facilities

🚓 Evacuation Control Points

▶ Neighborhood Evacuation Routes

— Minor_Evac_Routes

— Major Evacuation Route

☐ City Boundary

🅿 Police_Station

N
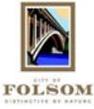
Evacuation Zone 34- Folsom Ranch

BOUNDARIES	North: Hwy. 50 East: E. Bidwell St. South: White Rock Rd. West: Oak Ave. Pkwy. (Future)
TRAFFIC CONTROL POINTS	
CRITICAL FACILITIES	None

28
29
31
Folsom
Gateway
Mall
32

35

400 ft

34

33

408 ft

White Rock Rd

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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CITY OF FOLSOM
EVACUATION PLAN MAPS

34

Folsom Ranch

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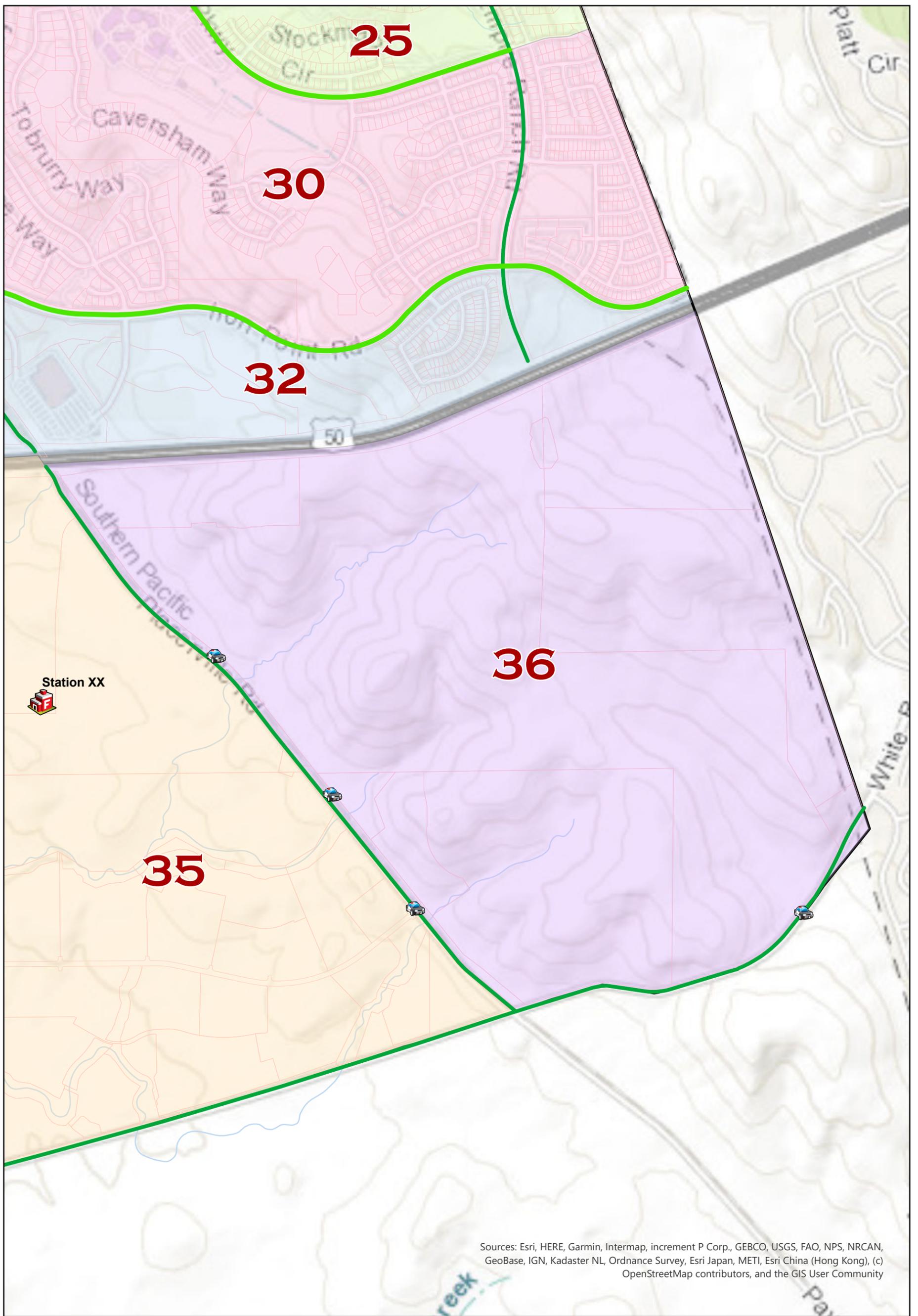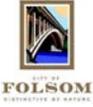
Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N

Evacuation Zone 35- Mangini Ranch/Russell Ranch

BOUNDARIES	North: Hwy. 50
	East: Placerville Rd.
	South: White Rock Rd.
	West: E. Bidwell St.
TRAFFIC CONTROL POINTS	1. Alder Creek Pkwy. @ E Bidwell St.
	2. Alder Creek Pkwy. @ Placerville Rd.
	3. Old Ranch Rd. @ Placerville Rd.
	4. Mangini Pkwy. @ Placerville Rd.
	5. Mangini Pkwy. @ E Bidwell St.
	6. Old Ranch Rd. @ E Bidwell St.
CRITICAL FACILITIES	None

31

30

32

50

Southern Pacific Railroad Rd

36

Station XX

34

35

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN,
GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c)
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**CITY OF FOLSOM
EVACUATION PLAN MAPS**

35

Mangini Ranch/Russell Ranch

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Fire Stations

Critical Facilities

Evacuation Control Points

Neighborhood Evacuation Routes

Minor_Evac_Routes

Major Evacuation Route

City Boundary

Police_Station

N
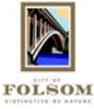
Evacuation Zone 36- Folsom Heights

BOUNDARIES	North: Hwy. 50
	East: City Limits
	South: White Rock Rd.
	West: Placerville Rd.
TRAFFIC CONTROL POINTS	1. Empire Ranch Rd. @ White Rock Rd.
	2. Mangini Pkwy. @ Placerville Rd.
	3. Grand Prairie @ Placerville Rd.
	4. Alder Creek @ Placerville Rd.
CRITICAL FACILITIES	None

CITY OF FOLSOM
EVACUATION PLAN MAPS

36

Folsom Heights

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Fire Stations
Critical Facilities
Evacuation Control Points
Neighborhood Evacuation Routes
Minor_Evac_Routes
Major Evacuation Route
City Boundary
Police_Station

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Station XX

25

30

32

35

36

COMMUNITY WILDFIRE PROTECTION PLAN (APPENDIX 2)

INTRODUCTION

The Healthy Forest Restoration Act of 2003 (HFRA) provided landmark legislation that directs the U.S. Forest Service (USFS) and the Bureau of Land Management (BLM) to acknowledge and follow established community wildfire protection plans. The act requires that the USFS and BLM: 1) Consider recommendations contained within community wildfire protection plans in developing annual programs of work to reduce hazardous fuels and increase protection for at-risk communities. 2) Consider projects recommended by community wildfire protection plans in the allocation of financial assistance to communities for work on non-federal land, and 3) To the maximum extent practicable, give priority to communities that have an approved community wildfire protection plan or have taken proactive measures to encourage willing property owners to reduce fire risk on private property.

REQUIREMENTS

The requirements for a Community Wildfire Protection Plan (CWPP) as described in the HFRA are:

1. Collaboration: A CWPP must be collaboratively developed by local and state government representatives in consultation with federal agencies and other interested parties.
2. Prioritized Fuel Reduction: A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential infrastructure.
3. Treatment of Structural Ignitability: A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout areas described by the plan.

This CWPP meets these requirements.
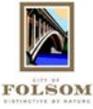
EXECUTIVE SUMMARY

This Community Wildfire Protection Plan (CWPP) is a collaborative effort between the City of Folsom, the Folsom Fire Department (FFD), California Department of Forestry and Fire Protection (CAL-FIRE), US Bureau of Reclamation (Reclamation), US Bureau of Land Management, and concerned Folsom residents and property owners. The Folsom Fire Safe Council (FFSC) has provided fundamental services to Folsom neighborhoods and facilitated homeowner participation in this effort. The plan has been developed in cooperation with and reviewed by the California Department of Parks and Recreation.

Folsom is located in the foothills on the western slopes of the Sierra Nevada mountain range and constitutes the eastern border of Sacramento County. With its roots in the historic California Gold Rush era, Folsom has a population of 81,610 residents and encompasses approximately 30.4 square miles. The California Department of Finance estimates Folsom has 28,889 housing units made up of 21,381 single family dwellings, 6,601 multiple family units and 907 mobile homes. Folsom boasts a public zoo sanctuary, scores of commercial buildings, retail centers, schools, hospitals, and medical facilities. The California Independent System Operator, which operates the State's high voltage power grid, is located in Folsom as is the Sierra Nevada Region Office of the Western Area Power Administrator which markets power to wholesale customers and Federal end-use customers. Folsom is also home to research and design facilities for technology giant Intel which employs nearly 6,000 technicians, engineers, marketing, sales, and support personnel at its Folsom campus.

Folsom is bisected by the American River and within the city boundaries are two California Department of Corrections and Rehabilitation prison facilities, Folsom Dam and portions of the Folsom Lake State Recreation Area (FLSRA); each under the management of different state and federal agencies. Folsom residents value the preservation of open space areas and within the community there are many areas where homes were constructed in close proximity to dense vegetation. Folsom is bordered by Folsom Lake and unincorporated Placer County to the north, unincorporated El Dorado County to the East, and unincorporated Sacramento County to the South and West. The Sacramento County Multi-Hazard Mitigation Plan identifies Folsom as having the greatest density of housing subject to wildfire in Sacramento County.

The varied topography, fuel loading, and history of wildland fire ignitions combined with extensive and diverse use activities has many of the elements for a wildfire occurrence of disastrous proportions. Severe fire seasons in the western United States led to the enactment of the Healthy Forest Restoration Act (HFRA) of 2003, which can provide funds for fuel treatment in communities at risk adjacent to federal Forest Service and Bureau of Land Management lands. The HFRA provides communities at risk with a tremendous opportunity to influence where and how federal agencies implement fuel reduction projects on federal and non-federal lands. A CWPP is the most effective way to take advantage of this opportunity. The City of Folsom is a registered Community at Risk from Wildfire with the Federal Register. The FFD has identified the greatest threat to the community from fire would be a fast-moving wildfire in the brush and oak woodland fuel

bed which line the American River that flows through Folsom.

Folsom is not immune to numerous types of grass and brush fires and any one of them may accelerate into a large urban interface wildfire. Such a situation could lead to evacuation of large portions of the population and the potential for significant loss of personal property, structures, and rangeland. The natural fuels available in the City vary greatly in the rate and intensity of burning. Fires in heavy brush and stands of trees burn with great intensity but more slowly than in dry grass and leaves. Dense fuels will propagate fire better than sparse fuels. The local fire season generally extends from May through November; but due to dryer climatic conditions in recent years, it can be year-round.

During extremely windy conditions, both small and large-scale fires will generate enough smoke to necessitate the closing of key transportation routes, including US Route 50. It may be necessary to close streets and/or re-route traffic to maintain traffic lanes and access for firefighting apparatus. Large parking areas may be cordoned off for the staging of various types of resources needed during large-scale emergencies.

This CWPP was originally prepared by the FFSC in 2012-13 and updated by the FFD in 2018-19. It addresses the hazards and risks within and adjacent to the community. The FFD provides community preparedness meetings within the community, staffs informational booths at various community events, and promotes the International Association of Fire Chiefs "READY, SET, GO" public education program (www.readyforwildfire.org).

Homeowners throughout Folsom neighborhoods must be ever diligent and cognizant of defensible space around their homes and structures. Fuels management on undeveloped parcels within neighborhood boundaries sometimes poses a greater risk to residents than wildland fuels in the interface. Enforcement of ordinances that require property owners to maintain fire safe vegetative conditions should be used when necessary. The ongoing need for maintenance of fuel reduction and defensible space treatments must remain a priority for both private landowners and land management agencies. The National Fire Protection Association (NFPA) "Firewise" program offers recommendations and a wealth of free information for wildfire safety through their website at www.firewise.org.

Ultimately, it is each homeowner's responsibility to establish and maintain the physical characteristics of a fire-safe interface property. Public and non-profit agencies such as the FFD, FFSC, and CAL-FIRE offer resources to assist individuals and neighborhoods in achieving the objectives of fuels reduction treatments such as those recommended within this report. Using a strategy of offering defensible space assessments to aid homeowners in improving defensible space, the FFD reminds homeowners – and the owners of undeveloped wildland parcels – that the safety of their individual property is directly related to property owners taking the initiative within their neighborhoods for ongoing fuel reduction and vegetation management.

Additional information for defensible space and home hardening is available through the California Fire Alliance: http://www.preventwildfireca.org/California-Fire-Alliance/.
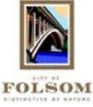
The City of Folsom also has a responsibility to ensure that future planning, zoning, and construction requirements for development adjacent to open space areas include sufficient provisions for the clearance required and construction methods to protect new and future structures. These provisions may include adequate setbacks, buffer areas, construction materials and design, or other measures to reduce the wildfire risk.

This CWPP is a dynamic, evolving document designed to continuously clarify and refine our community priorities for the protection of life, property, critical infrastructure, and natural resources from wildfire in the wildland-urban interface areas found within and surrounding Folsom. It is intended to serve as a vehicle to facilitate discussion among community members and participating organizations and agencies regarding pre-fire management options and the implications for the City of Folsom. The CWPP should be reviewed as necessary and updated every five years.
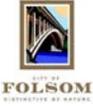
PURPOSE

The purpose of this CWPP is to protect human life and reduce loss of property, critical infrastructure, and natural resources due to wildfire. This document is intended to help agencies, businesses, and local homeowners define, plan, and prioritize types of actions that will limit the damage associated with a wildfire event. This plan can be used to reduce the risk of wildfire by the following actions:

1. Increased collaborative planning and cooperative actions that will build useful relationships between communities and agencies.
2. Reduction of hazardous fuels in the Wildland Urban Interface (WUI)
3. Creation and maintenance of defensible space for structures and properties.
4. Reduction of structural ignitability hazards and potential.
5. Planning of evacuation protocols.

The stakeholders in this effort believe that the work outlined above requires a collaborative approach that combines the following elements:

1. Development and implementation of strategic, cost effective, sustainable, and environmentally sensitive fuel management plans;
2. Educational programs that explain fire risk, promote voluntary citizen involvement, and emphasize long-term strategies for creating and maintaining a fire-resistant community;
3. Application of resources to areas and projects where efficacy is most probable.

To that end, stakeholder participation and regular review are central to maintaining the ideas and priorities of the CWPP in the future. The dynamic nature of the CWPP will reflect the changes in practices, technology, and information available to prevent and minimize loss resulting from a wildfire.
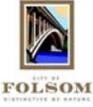
SCOPE

The scope of this document applies to land and property within the city limits of Folsom, CA and encompasses the following:

1. Describes the fire environment.
2. Identifies values at risk as defined by stakeholders.
3. Provides maps that shows fire hazard areas as defined by Federal, State, and local agencies.
4. Describes fire prevention strategies, including but not limited, to education, fuel management projects and treatment strategies, and outlines protocols for selecting and prioritizing projects when funds are available.
5. Describes measures property owners can take to reduce the ignitibility of structures.
6. Identifies best practices for the fuel reduction treatments identified in this plan.
7. Provides recommendations for hardening existing and future structures.

The plan authors of this CWPP make no guarantee, expressed or otherwise implied, and assume no liability that this CWPP will prevent wildfires from harming or threatening life, property, or natural resources. However, full implementation and maintenance of the CWPP mitigation measures will greatly reduce the exposure of the community to losses from wildfire.

It is up to individual homeowners and landowners to assume responsibility for protection of their property from wildfires.

STAKEHOLDERS

For the purposes of this CWPP, stakeholders are defined as those individuals, agencies, or business entities that would be directly impacted by a disastrous wildfire. The process of identifying stakeholders and their interests will be ongoing. It is the goal of the FFD to collaborate with as many stakeholders as possible. The following is a list of participating stakeholders:

- California Department of Corrections & Rehabilitation
- California Department of Forestry & Fire Protection (CAL-Fire)
- California Department of Parks & Recreation
- City of Folsom
- Folsom Fire Department
- Folsom Parks and Recreation Department
- Folsom Ridge Homeowners Association
- Folsom Bluffs Owners Association
- Pacific Gas and Electric Company
- Sacramento Municipal Utility District
- The Parkway at Folsom Owners Association
- US Bureau of Land Management
- US Bureau of Reclamation
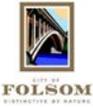
DEFINITIONS

CalFIRE – Refers to the California Department of Forestry and Fire Protection.

CWPP – Refers to the City of Folsom Community Wildfire Protection Plan (2013).

Defensible Space – Is the design and maintenance of natural and/or landscaped areas around a structure to reduce the danger from an approaching wildfire. Defensible space is intended to reduce the threat of wildfire spread from the wildland threat area to adjacent structures. It is also intended to provide access to firefighters for fire suppression actions and to provide a safe zone for them to work. Defensible space is based on three general concepts:
- Fuel removal or reduction within 100' of structures in all directions
- Thinning, pruning and removal of continuous and dense uninterrupted layers of vegetation
- Removal of ladder fuels within 8'-10' from the ground to prevent fire spread through tree canopies.
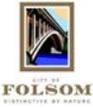
Fire Break - Is a strategy used where all vegetation and organic matter is removed down to mineral soil, thereby removing the fuel leg of the fire triangle. The purpose of a firebreak is to deny a fire any combustible material. Firebreaks are used to prevent advancing surface flames from coming in direct contact with outbuildings or other important resources on your property.

Fire Hazard/Threat – Is the dangerous accumulation of flammable fuels in open space areas and other wildland urban interface areas. It is typically described at the landscape (area) level. Usually referring to the density of live or dead vegetation that may be ignited by the various fire risks or causes that can increase a fire's intensity or rate of spread. Fire hazard is based on the vegetation types likely to be present over the next 50 years that contribute to fire severity and ember production, the topography of the area, and the average fire weather conditions present in the area.

Fire Risk – Is the potential damage a fire can do to buildings, critical assets/infrastructure, and other values at risk in individual open space areas and other wildland urban interface areas. Fire risk does consider modification that may affect susceptibility of property to damage such as defensible space, fire sprinkler systems, and building construction that can reduce the risk of burning embers igniting buildings. Fire hazard does not equal fire risk but is an important factor in determining fire risk.

Open Space - Isolated undeveloped lands within an urban area that can produce a wildland urban interface fire threat to the local neighborhoods. These areas are typically surrounded by local neighborhoods on two or more sides. They can include one or more of the following land types:
- Habitat conservation land
- Natural vegetation parklands

- Stormwater drainages held by a public entity
- Land that is not developable that is covered with natural vegetation
- Power line corridors

PG&E – Refers to the Pacific Gas and Electric Company.

Shaded Fuel Break – Is a strategy used whereby a strip of land containing fuel (for example, living trees and brush, and dead branches, needles, or downed logs) has been modified or reduced to limit the fire's ability to spread rapidly. Constructing a shaded fuel break is the process of selectively thinning and removing more flammable understory vegetation while leaving the majority of larger, more fire tolerant tree species in place.

SMUD – Refers to the Sacramento Municipal Utility District.

Snag – Refers to a dead or partly dead tree that is still standing.

WAPA – Refers to the U.S. Department of Energy, Western Area Power Administration.

Wildland fire – Describes an unplanned and uncontrolled fire spreading through vegetative fuels, including any structures or other improvements thereon.

Wildland Urban Interface Zone – Describes locations in which the local fire warden determines the topographical features, vegetation fuel types, local weather conditions, and prevailing winds can result in the potential for ignition of the structures within the area from flames and firebrands of a wildland fire.
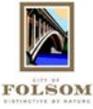
FIRE ENVIRONMENT

History

Folsom is on the CAL FIRE list of communities at risk from wildfires and registered on the Federal Registry, which takes into account factors such as Fuel Hazards, Probability of Fire, and Housing Density that would create WUI Fire Protection Strategy Situations.

FFD reports that multiple wildland fires occur in the Folsom area every year. Fortunately, most are quickly contained and extinguished. However, there have been incidents that could have easily resulted in disastrous wildfires.

In 2003, the Mountain Oak fire burned several acres and came within feet of occupied dwellings. That fire started off the American River Bicycle Trail on Reclamation managed lands in Natoma Canyon. Driven by winds it grew quickly and burned up the canyon toward north Folsom homes.

In 2008, the "Parkway" fire in the FLSRA burned 25 acres of land designated as having historical significance. The fire, which started in the FLSRA, spread to the City of Folsom Corporation Yard destroying one City owned building and damaging several others. Neighborhoods adjacent to the FLSRA were threatened and evacuations were briefly ordered for some.

In 2010, disaster was again averted when a residential fire broke out in a Folsom Bluffs condominium at the top of the same Natoma Canyon area. This fire could easily have spread to adjacent State Park land had the Folsom Bluffs Owners Association not taken steps to create defensible space before the fire season began.

In 2017, Independence Day fireworks on the 4th of July caused an approximate five-acre fire on Carpenter Hill. It was contained before it reached the structures and communications towers.

Weather

The City of Folsom has what is described as a Mediterranean-type climate which features hot, dry summers and cool, moist winters. From May to November conditions are typically ideal for wildfires. Annual plants die and perennial plants lose moisture content becoming highly flammable. Fires burning late in the dry season can be intense and resistant to suppression efforts. These fires threaten lives, property, and natural resources. At some point nearly every summer, the Pacific High Pressure System moves eastward over California further aggravating conditions by bringing extreme high temperatures coupled with low humidity. The area is also occasionally subject to strong north or easterly winds during the fall or early winter months that can easily spread a wildfire.

Under similar conditions, the North Auburn wildfire in late August 2009 destroyed 63

homes and the Oakland Hills fire in 1991 which claimed 25 lives, burned 1,520 acres, and destroyed 3,354 single family dwellings and 437 apartments. Most recently, in 2017, Santa Rosa, CA suffered the loss of 22 lives and 5,643 structures due to the Tubbs Fire which burned 36,807 acres. In 2018, Redding, CA suffered the loss of eight lives and 1,604 structures due to the Carr Fire which burned 229,651 acres. In 2018, during the most-destructive fire in California's history, Paradise, CA suffered the loss of at least 81 lives and 17,148 structures due to the Camp Fire which burned 152,250 acres. These close-in-proximity events clearly demonstrate the potential for disastrous loss from a wildfire in Folsom.

Fuels

Maps developed by CAL FIRE show the vegetation type in the Folsom area to be predominantly Annual Grassland and Pine and Oak Woodland. CAL FIRE identifies three High Fire Hazard Severity Zones within city limits; the American River Canyon from Folsom Dam to Lake Natoma Crossing, in the Southeast corner of the city in the Broadstone and Empire Ranch developments, and in the Folsom Plan Area. The remainder of the city is designated to have a low to moderate hazard rating.

The natural environment of Folsom contains a variety of natural resources. Environmental considerations have been taken during development protecting hillsides, riparian habitats, vernal pools, local streams, and other localized environmentally sensitive areas. Much of these areas have been preserved in open space.

Vegetation Communities

The Folsom area includes the following vegetation communities:

- Chamise Chaparral
- Interior Live Oak Woodland
- Blue Oak Woodland and Savanna
- California Annual Grassland
- Cottonwood/Willow Riparian
- Freshwater Marsh
- Seasonal Wetlands
- Vernal Pools
- Lake Shoreline Fluctuation Zone
- Ruderal and Barren Areas

Threat Areas

Folsom has many areas that are susceptible to small fires that could grow into some form and size of a WUI fire. These areas can be divided into four main areas: 1) American River/Lake Natoma corridor, 2) various parkways and easements, 3) natural areas involving wetlands and dredger tailings, and 4) open fields and rangelands.

1) American River/Lake Natoma Corridor

The American River flows from the base of Folsom Dam into Lake Natoma. The property adjacent to the river and Lake Natoma is owned by the US Bureau of Reclamation. The California Department of Parks and Recreation (DPR) manages public use and recreation on these federal lands as part of FLSRA through a 25-year Managing Partner Agreement (MPA) with Reclamation. DPR also owns fee title lands adjacent to the federal lands along Lake Natoma that are also part of FLSRA. The area is mostly natural habitat accessed through limited roadways, a bicycle/horse trail, and numerous footpaths. These means of ingress provide access to remote areas in which fires can begin and access for fire equipment is difficult.

The area upstream from the Rainbow Bridge is mostly rough and steep terrain with very limited access. This creates an opportunity for fires to grow at a rapid rate and gain momentum while continuing to burn towards the residential structures that are scattered about the edge of the beltway. The natural growth, type of construction, and roofing materials provide ample opportunity for fire to spread into residential areas. The Negro Bar, Folsom Powerhouse, and Willow Creek units of FLSRA are downstream of the bridge. At the west end of Negro Bar are bluffs that are 300 feet high in some locations.

Adjacent to the Negro Bar area is the bluff area on Greenback Lane and an area known as the Orangevale Cut. Both locations have very steep terrain with dry, flashy, rapid burning fuels. They directly interface with residential and multi-family structures with wood-shake roofs. Additionally, these areas are known to have homeless encampments where cooking or warming fires are common. The areas also have occasional fires throughout the fire season and require continuous monitoring and aggressive fire suppression activities to prevent a disastrous event from occurring.

2) Parkways and Easements

Throughout the City, there exist numerous un-maintained alleyways, easements, and rights-of-way. In many locations, some of which are trail corridors for the City's system of paved bike trails, these provide easy access to residential structures or other types of vegetation, which could increase the likelihood that a fire may rapidly spread beyond the capabilities of responding units. Areas of concern include the Hinkle Creek, Willow Creek, Humbug Creek, and Blue Ravine Parkway beltways. The paved bike trails can provide access for fire apparatus and equipment and thus must be maintained.

3) Natural Areas, Wetlands, and Dredger Tailings

Continuous development of the City has created many landlocked areas,

mandatory wetland areas, and the preservation of pre-existing dredger tailings. Areas of this nature tend to be surrounded by residential developments and are difficult to access. Their proximity to development provides an opportunity for ideal fire conditions to spread fire via flying embers/brands and consumption of small stands of trees. Future development adjacent to these areas must provide access for fire suppression efforts.

4) Open Fields and Rangelands

The eastern and southern areas of Folsom provide the greatest opportunity for a large wildfire to spread uncontrollably into developed areas or into the community of El Dorado Hills. The areas also provide the potential for fire to spread from the community of El Dorado Hills to Folsom, especially with an easterly wind. The vegetation within these areas primarily consist of annual grasses and oak trees.

The undeveloped areas within city limits are considered a Local Responsibility Area (LRA) with the FFD having responsibility for emergency response. The hilly, rocky terrain with its numerous rock outcroppings around developed areas along the Sacramento/El Dorado County line will increase the difficulty to contain a fire before it rapidly grows and threatens structures. This portion of the City is also where numerous transmission towers and repeater antennas are located on the ridge tops. They can be both a source of ignition for a wildland fire and an exposure from a fire starting in lowlands.

In February 2012, Folsom annexed 3,520 acres of land south of US Highway 50. The area, known as the Folsom Plan Area, is bordered by Highway 50 on the north, White Rock Road to the south, Prairie City Road to the west, and the El Dorado County line to the east. The area is adjacent to the State Responsibility Area which is located south of White Rock Road. The proposed land use plan calls for 11,000 homes, 130 acres of parks, 30 miles of paths and bike trails, five schools, two fire stations, and one police department annex. In its current undeveloped state, the land is categorized as a high fire hazard threat on the CAL Fire fire threat data map. It will be important to carefully monitor the area and work closely with developers to ensure that fire safe principles described throughout this CWPP, specifically adequate setbacks and construction materials, are incorporated into any future development.

VALUES AT RISK

Based on information contained in the 2017 Sacramento County Multi-Hazard Mitigation Plan update, the following values are identified as to be at risk from wildfire. In addition to these values there are numerous cultural and historic resources in the Folsom area.

City of Folsom Fire Threat Zones
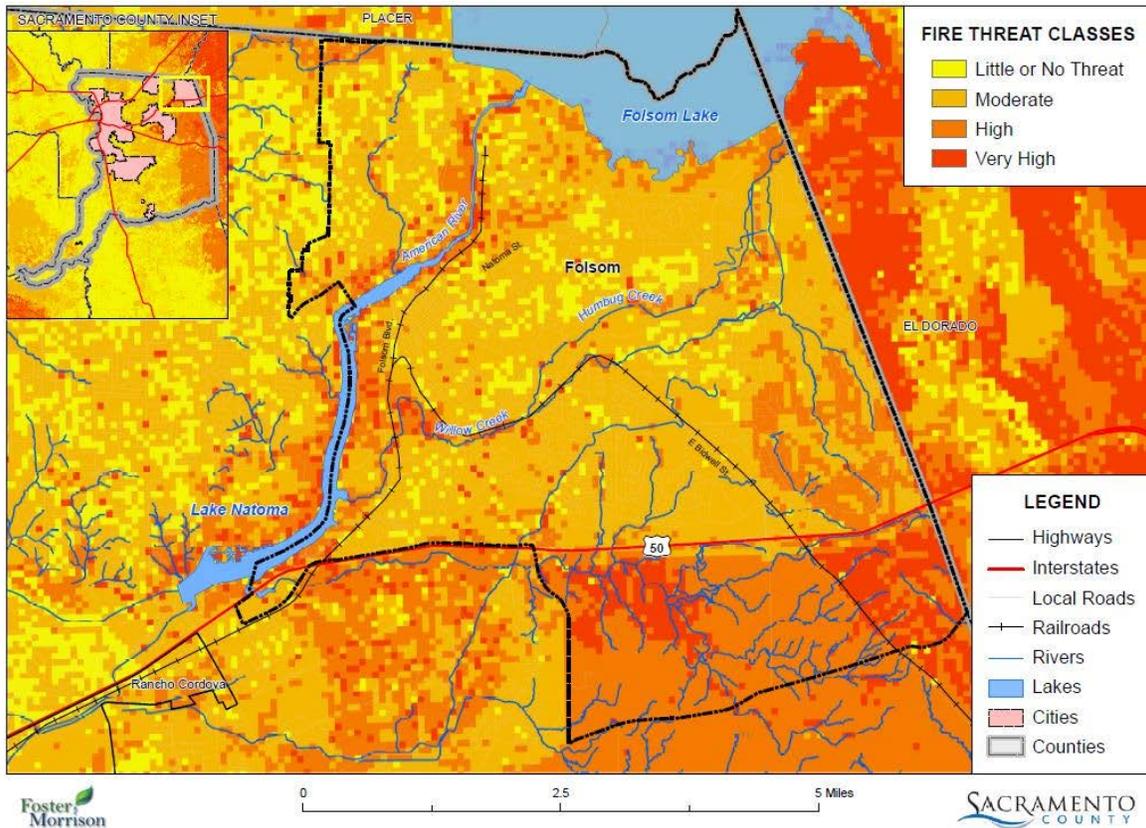
Data Source: Sacramento County GIS, Cal-Atlas, Cal-Fire 2004 Fire Threat Data; Map Date: 05/2016.

Total Assets at Risk by Property Use

Property Use	Total Parcel Count	Improved Parcel Count	Total Land Value	Improved Structure Value	Total Value
Agricultural	17	0	$56,930,100	0	$56,930,100
Care/Health	33	27	$30,572,662	$139,628,498	$170,201,160
Church/Welfare	34	30	$9,231,139	$50,689,315	$59,920,454
Industrial	39	34	$28,569,542	$97,359,974	$125,929,516
Miscellaneous	685	1	$635,638	$65,000	$700,638
Office	218	199	$148,632,665	$763,788,850	$912,421,515
Public/Utilities	424	-	0	0	0
Recreational	17	13	$15,543,139	$38,863,089	$54,406,228
Residential	20,433	19,930	$2,376,060,690	$5,877,871,359	$8,253,932,049
Retail/Commercial	362	345	$289,631,149	$712,877,748	$1,002,508,897
Vacant	810	18	$218,249,715	$2,499,240	$220,748,955
No Data	-	-	0	0	0
Total	23,072	20,597	$3,174,056,439	$7,683,643,073	$10,857,699,512

Source: Sacramento County 2016 Parcel/2015 Assessor's Data

Residential Population at Risk in the Moderate, High, or Very High Threat Zones

Threat Zone	Improved Residential Parcels	Population*
Moderate	14,991	39,127
High	1,594	4,160
Very High	345	900
Total	16,930	44,187

Source: Sacramento County Hazard Mitigation Plan, Sacramento County 2015 Parcel/Assessor's Data, CAL Fire
*Average household population for Folsom (2.61) from the 2010 US Census were used

Critical Facilities at Risk in the Moderate, High, or Very High Threat Zones

Critical Facility	Moderate Threat	High Threat	Very High Threat
Essential Services	20	2	1
At Risk Population	48	1	1
Total	68	3	2

Source: Sacramento County Hazard Mitigation Plan, CAL Fire, Sacramento County GIS

WILDLAND URBAN INTERFACE (WUI)

Healthy Forests Restoration Act (HFRA) (Section 110, paragraph 16) defines Wildland Urban Interface as follows:

WILDLAND-URBAN INTERFACE.—The term "wildland urban interface" means—

A. An area within or adjacent to an at-risk community that is identified in recommendations to the Secretary in a community wildfire protection plan; or

B. In the case of any area for which a community wildfire protection plan is not in effect—

1. An area extending ½ mile from the boundary of an at-risk community;

2. An area within 1 ½ miles of the boundary of an at-risk community, including any land that—

   a) has a sustained steep slope that creates the potential for wildfire behavior endangering the at-risk community;

   b) has a geographic feature that aids in creating an effective fire break, such as a road or ridge top; or

   c) is in condition class 3, as documented by the Secretary in the project-specific environmental analysis; and

3. An area that is adjacent to an evacuation route for an at-risk community that the Secretary determines, in cooperation with the at-risk community, requires hazardous fuel reduction to provide safer evacuation from the at-risk community.

In lay terms, WUI can be described as an area in which wildlands and communities are sufficiently close to each other to present a credible risk of fire spreading from one to the other. The importance of the WUI is increasing as more homes are built in rural settings adjacent to public lands.

For the purposes of this CWPP, the CAL FIRE Fire Hazard Severity Maps are used to determine where significant fire hazards exist. The FFD has also produced a Draft Fire Hazard Severity Zone for Local Responsibility Area (2008 LRA Draft FHSZ Map).
The housing density and geography of Folsom is such that certain areas of the city are considered WUI. Some locations are considered Moderate and High Hazard areas and are at significant risk for loss of life and property if a fire were to occur on a normal or extreme weather day. When used in this CWPP, WUI shall refer to all lands within the city limits of Folsom regardless of ownership.

Folsom is listed in the Federal Registry of Communities-At-Risk from Wildland Fire.

FUEL REDUCTION STRATEGIES

Fuel Management is the practice of removing or modifying vegetation in order to reduce wildfire ignition, rate of spread, and intensity. Fuel management requirements depend on the vegetation type, location, condition, and configuration. Given the dynamic nature of these fuels, a single treatment type or prescription is typically not effective. Rigorous oversight, active management, and an adaptive approach are required to achieve fuel management goals.

Generally, five fuel management methods can be used within the WUI:

1. Manual (e.g. hand labor such as pulling or cutting)
2. Mechanical (e.g., mowing, selective cutting of trees, chipping)
3. Prescribed herbivory (targeted grazing by goats, sheep, or cattle)
4. Herbicides (chemical treatment)
5. Prescribed burns

When funding is available, fuel reduction projects with the following attributes should be given the highest priority:

1. The project reduces hazardous fuels that if left untreated would generate high intensity burning adjacent to structures or produce large quantities of airborne burning embers that would carry into other important resources.
2. The project reduces hazards along strategic emergency access and evacuation routes or other critical infrastructure.
3. The project includes vegetation modification treatments that will reduce the threat of unacceptable impacts of high intensity fire to high value ecosystems, sensitive watersheds, and high concentration recreation areas including regional parklands and state and federal lands.

ENVIRONMENTAL CONSIDERATIONS

California Environmental Quality Act (CEQA)

The California Environmental Quality Act (CEQA), Public Resources Code §21000, requires the preparation of an Environmental Impact Report (EIR) in connection with public or private activities that may alter the condition of land, water and/or vegetation. Guidelines for CEQA implementation have been codified in the California Code of Regulations (CCR).

However, with respect to fuel management projects within the WUI, CEQA guidelines provide an exemption to the EIR process. The following are excerpts from CCR Title 14, Division 6, Chapter 3, Article 19:

§15300. Categorical Exemptions.

Section 21084 of the Public Resources Code requires these guidelines to include a list of classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA.

In response to that mandate, the Secretary for Resources has found that the following classes of projects listed in this article do not have a significant effect on the environment, and that they are declared to be categorically exempt from the requirement for the preparation of environmental documents.

§15304. Minor Alterations to Land

Class 4 consists of minor public or private alterations in the condition of land, water, and/or vegetation which does not involve removal of health, mature, scenic trees except for forestry and agricultural purposes. Examples include but are not limited to:

i.   *Fuel management activities within 30 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare, or threatened plant or animal species or significant erosion and sedimentation of surface waters. This exemption shall apply to fuel management activities within 100 feet of a structure if the public agency having fire protection responsibility for the area has determined that 100 feet of fuel clearance is required due to extra hazardous fire conditions.*

Environmental Compliance on Reclamation Lands

Projects and activities occurring within the FLSRA on Reclamation fee title and managed lands are required to comply with the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), National Historic Preservation Act, and any other applicable Federal Laws Acts or Regulations such as those established by the U.S. Council on Environmental Quality and the U.S. Department of Interior.

Hazardous Fuel Reduction Projects are categorically exempted if the project or activity complies with Section 43 Code of Federal Regulations (CFR) Section 46.210 (k) which is outlined below:

43 CFR 46.210

(k)   Hazardous fuels reduction activities using prescribed fire not to exceed 4,500 acres, and mechanical methods for crushing, piling, thinning, pruning, cutting, chipping, mulching, and mowing, not to exceed 1,000 acres. Such activities:

>*(1) Shall be limited to areas –*

>>*(i) In wildland-urban interface; and*

>>*(ii) Condition Classes 2 or 3 in Fire Regime Groups I, II or III, outside the wildland-urban interface;*

>*(2) Shall be identified through a collaborative framework as described in "A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment 10-Year Comprehensive Strategy Implementation Plan;"*

>*(3) Shall be conducted consistent with bureau and Departmental procedures and applicable land and resource management plans;*

>*(4) Shall not be conducted in wilderness areas or impair the suitability of wilderness study areas for preservation as wilderness and;*

>*(5) Shall not include the use of herbicides or pesticides or the construction of new permanent roads or other new permanent infrastructure; and may include the sale of vegetative material if the primary purpose of the activity is hazardous fuels reduction. (Refer to the ESM Series for additional required guidance.)*

Coordination with Reclamation

Projects or activities occurring on Reclamation lands will require the project proponent

to coordinate with the Bureau of Reclamation to ensure compliance with the NEPA and other regulations referenced above. Additionally, the project proponent will need to apply for a Land Use Authorization from the Bureau of Reclamation prior to commencement of activities.

TREATMENT OF STRUCTURAL IGNITABILITY

The presence of structures within the WUI exposes both the natural and developed environment to increased risk of destruction by wildfire. In areas where the accumulation of flammable vegetation coexists with residential development, an ignition can lead to a disastrous fire. Mitigation of hazards that can contribute to structural ignitability can reduce the potential of fire loss. Current property owners should follow California Building Code Chapter 7A, especially when remodeling or retrofitting, which provides the latest standards for maximum protection of structures from wildfire. All new structures should be constructed in accordance with these requirements.

The keys to reducing this risk are the design of structures, materials used in construction and the presence of defensible space. Studies have identified basic factors that affect the risk of a structure burning in a wildfire. A weakness in any of these areas can lead to a destroyed or severely damaged home or building. The factors are:

Flammability of the Roof

At minimum, a home should have a Class-A rated fire resistant roof cover and preferably one that is self-extinguishing once a falling ember burns out. Self-extinguishing means that a firebrand will not burn through to the roof deck and flames will not spread to other parts of the roof. Without a fire-resistant roof, all other approaches toward mitigation will fall short of protecting the structure.

Overhanging Structures

Eaves, alcoves, entryways, patio covers, decks, porches, and exterior stairways all have the potential to "trap" heat under them or create areas where burning embers can accumulate.

Structural Openings

Areas where there are direct pathways to the attic, house, or crawl space provide an easy entry point for embers and flames. These can include vents, soffits, or windows prone to breaking when exposed to wildfire conditions (usually unprotected single pane glass). Window fans, pet doors, fireplaces, and chimneys can also allow firebrands to enter if left open or unscreened.

Fuel Hazards

Any fuel sources that will bring flames close to the structure can be a hazard. It is imperative to have a defensible space around all structures of at least 30 feet (100 feet for high-hazard areas). Trees should be trimmed at least 10 feet away from roofs. Examples include flammable plants close to a wall, dead foliage that builds up under normally fire resistant plants, certain types of mulch, or a combustible fence located close enough to permit flames to contact the overhanging roof above.

Fuel sources within the "defensible space" areas that support a high intensity spot fire are especially problematic. These can include any trees that quickly become a fire torch, such as an untrimmed palm tree, a wooden trellis made of common lumber, playground equipment made with wooden pieces, or piles of firewood on the ground or in a rack or wheelbarrow. (See Appendix E for a copy of a CAL FIRE Notice of Fire Hazard Inspection. This form outlines the specific requirements of Public Resource Code §4291 pertaining to defensible space and is an excellent guide to follow)

Access

If firefighters and their equipment cannot gain access to the property or water sources, there is little chance they can protect the structure. Access also affects the property owners ability to evacuate the site should the need arise. The minimum unobstructed vertical height requirement within a driveway is 13' 6" and the horizontal width is 20'.

IMPROVING THE SURVIBILITY OF STRUCTURES

Protecting structures exposed to wildfire is not a simple matter. Structures can ignite due to direct exposure to flames, from radiated heat, or from airborne embers. All three sources must be addressed in order to increase the chances the structure will survive. The following measures should be taken:

1. Reduce the amount of heat the structure will be exposed to through construction design, managing vegetation, and creating defensible space.
2. Limit the time the structure may be exposed to heat through vegetation management and construction design.
3. Use fire resistant building materials and construction methods.
4. Remove combustible materials stored near the structure.
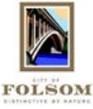
EVACUATIONS

Residents are directed to know at least two ways out of their neighborhood. Additionally, they are directed to abide by all evacuation warnings from emergency personnel. In the event a wildfire requires the City of Folsom to open an evacuation center, locations approved in accordance with the Sacramento County Evacuation Plan and the American Red Cross are as follows:

Evacuation Center/Shelter	Address	Capacity Day/Night
Andy Morin Sports Complex	66 Clarksville Road, Folsom, CA	1,087 /543
Folsom High School	1655 Iron Point Road, Folsom, CA	835 / 417
Vista Del Lago High School	1970 Broadstone Parkway, Folsom, CA	1,380 / 690
Folsom Middle School	500 Blue Ravine Road, Folsom, CA	1,880 / 940
Sutter Middle School	715 Riley Street, Folsom, CA	1,256 / 628
Folsom Lake College	10 College Parkway, Folsom, CA	275 / 137
Oak Hills Church	1100 Blue Ravine Road, Folsom, CA	700 / 350
Lakeside Church	745 Oak Avenue, Folsom, CA	780 / 390
The Gathering Place Church	330 Plaza Drive, Folsom, CA	440 / 220

The designated evacuation center(s) will be opened depending on the location of the emergency, if applicable, and the amount of space needed.

EMERGENCY ALERTS

The City of Folsom urges its residents to sign up for alerts and important safety notifications in the event of an emergency. Register at folsom.ca.us/emergencyalerts.

PROJECT SELECTION

As funding becomes available through grants and fund raising campaigns, education efforts, mitigation projects, and workshops proposed by stakeholders will be prioritized based on the following:

1. Will the project protect life, property, and infrastructure within the WUI where risk of disastrous wildfire has been identified as most severe?

2. Will the project reduce the risk of fire spreading from private lands to open space, state, or federal lands, or to areas where significant cultural resources or values are at risk?

3. Does the project create a plan for fire prevention or mitigation in a new area or
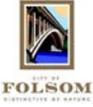
support ongoing, previously planned efforts?

4. Does the project involve stakeholders at all levels; that is, is there strong community support as well as support from all applicable agencies and landowners? The intensity of local support will be weighted heavily in selecting projects to be funded.
5. How well have those proposing the project demonstrated the capacity to continue to plan, execute, manage, and maintain the project effectively?

PROJECT PRIORITIES

While any wildfire protection project is important, the reality of funding constraints requires priorities to be established among types of projects. Given the information within this document, the types of projects that are determined to be of the highest priority, in order of priority, are:

1. Vegetation management projects where a potential wildfire threatens life, property, critical infrastructure, and/or emergency ingress/egress in and around Folsom;

2. Vegetation management projects where a potential wildfire threatens watershed, riparian areas, or other sensitive ecosystems or high-traffic recreation areas;

3. Wildfire Safety Education Programs that provide homeowners and other community members with information on defensible space, fire resistant landscaping, structural ignitability, emergency procedures and related topics, and Planning or Preparedness projects that improve citizen and/or firefighter safety in the event of a wildfire.

The following describes wildfire protection projects for the City of Folsom in order of priority:

Wildfire Protection Priorities
(listed in order of priority)

Concern	Parties Involved	Priority Notes
Lake Natoma Canyon fuel reduction/modification adjacent to Crestridge Lane	Folsom Bluffs Owners Assn., State Parks, Reclamation	High Weed abatement and clearing recently performed in 2018
Lake Natoma Canyon fuel reduction/modification adjacent to Grant Lane	Folsom Ridge HOA, State Parks, Reclamation	High
Folsom Zoo Sanctuary defensible space and fuel reduction	Folsom Zoo, Folsom Parks, Folsom Fire Safe Council, State Parks, Reclamation	High Vegetation Management Project completed April 2018
American River Canyon East defensible space and fuel reduction	City of Folsom, State Parks, SMUD, Private Homeowners on North Granite Circle	High
East Natoma Trail/City Corporation Yard Vegetation Management	City of Folsom, State Parks Reclamation	High
Hinkle Creek Nature Area Vegetation Management	City of Folsom	High
Orangevale Cut Vegetation Management	City of Folsom, Private Homeowners, State Parks	High
Folsom Ranch/Gray Canyon Drive Vegetation Management	City of Folsom, Folsom Ranch Apartments, American River Canyon HOA	High
Public Outreach, Home Evaluations, Ready-Set-Go Program	Folsom Fire Dept., Folsom Fire Safe Council	Moderate
Trowbridge Ln/ Hawk Court; Vegetation Management in areas adjacent to	City of Folsom, Private Homeowners, Empire Ranch HOA	Moderate
Nisenan Community Park vegetation management	City of Folsom	Moderate Priority subject to change as this area is developed
Municipal Complex vegetation management	City of Folsom	Moderate
Fundraising Activities	Folsom Fire Safe Council	Moderate Council will continually need to raise funds for matching grants, providing educational materials and funding wildfire safety projects
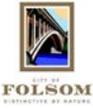
GUIDELINES FOR THE PROTECTION OF STRUCTURES FROM WILDLAND FIRE
California Department of Parks and Recreation

INTRODUCTION:

Vegetation modification around Department structures is required by State Law. Vegetation modification of Department wildlands in the vicinity of neighboring private structures is discretionary. This document is a guideline for vegetation modification actions wherever the Department conducts these activities.

SCOPE:

- Applies to DPR managed vegetation up to 130 feet of DPR buildings made of ignitable materials.

- Does not apply to miscellaneous ignitable structures (e.g., fences, signs, boardwalks, etc.).

- Applies to aboveground fuel tanks and fueling stations.

- Applies to DPR wildland vegetation up to 130 feet of a neighbor's habitable home or business. Does not apply to neighbor's non-habitable buildings or structures.

- Does not influence the production or deposition of aerial flaming embers onto structure.

OBJECTIVES:

- These specifications are designed to significantly reduce the probability that DPR structures in close proximity to flammable vegetation will ignite and burn during a wildland fire even with no support from fire suppression personnel or equipment.

- These specifications are designed to minimize the cumulative radiant and convective heat generated by DPR vegetation impinging a neighbor's habitable structure. However, without concurrent fuel reduction actions by the neighbor on their property, these specifications are not designed to unilaterally reduce the probability that the neighbor's habitable structure will ignite and burn during a wildland fire on DPR lands.

ASSUMPTIONS:

- Fire suppression equipment/personnel not present during passage of flaming front.

- Structure itself incorporates building materials, systems and/or assemblies for exterior design and construction consistent with the 2007 California Building Code Chapter 7A Materials and Construction Methods for Exterior Wildfire

Exposure.

♦ Private owner of habitable structure has complied with the appropriate flammable vegetation clearance laws (i.e., PRC § 4291 or GC § 51182).

BACKGROUND:

Piloted Ignition (Definition): *When wood is sufficiently heated, it decomposes to release combustible volatiles. At a sufficient volatile-air mixture, a small flame or hot spark can ignite it to produce flaming; thus, a piloted ignition.*

Wildland-Urban Interface Fire Area or WUI (Definition): *A geographic area identified by the state as a "Fire Hazard Severity Zone" in accordance with Public Resources Code § 4201 – 4202 and Government Code § 51175- 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfire.*

STRUCTURE:

The design and maintenance of the structure itself is the most important factor in building survivability during a wildland fire. Lofted burning embers, radiant, conductive and convective heat transmission and direct contact by flames are the principal methods of igniting the exterior of a structure or gaining access to the ignitable portions of the interior of the structure.

COMBUSTIBLES AROUND STRUCTURE:

The process of raising exterior building materials or interior furnishings to ignition temperature from radiant, conductive, and convective heat is a time-temperature relationship (e.g., low heat for a long time or high heat for a short time). Even well-maintained structures can be vulnerable if heat sources close to the structure burn for many minutes. Furthermore, lofted burning embers are an indirect threat, if the embers ignite small accumulations of dry organic matter and combustible synthetic material that are touching burnable parts of the structure.

The management techniques necessary to enhance the survivability of an existing structure are: a) to eliminate **all** flammable materials touching the structure and b) to eliminate **most** flammable materials close to the structure. This area, called the DEFENSIBLE SPACE ZONE (DSZ), begins at all exposed building surfaces and extends into the surrounding area for **up to, but usually less than,** 130 feet.

Minimizing flammable fuels in the DSZ has two purposes: 1) to enhance the survivability of the building, and 2) to provide a safe working environment for firefighters and their equipment. The DSZ must be wide enough so that the unmodified vegetation outside this zone cannot generate sufficient cumulative heat to jeopardize a well constructed and maintained structure or firefighters and their equipment operating in the DSZ.
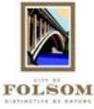
MITIGATION ACTIVITIES

All tasks are designed to lessen the fire intensity and the flame duration within the zone. The fuels that remain after mitigation may ignite, but the cumulative generated heat will not ignite the roof, siding, decks, railing, or interior furnishings, or implode the windows, nor will it endanger firefighters or their equipment operating in this zone.
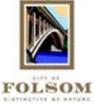
DEFENSIBLE SPACE ZONE (DSZ)
Width of DSZ around structure (based upon vegetation type
Slope distance if vegetation is uphill or sidehill of structure.
Horizontal distance if vegetation is downhill of structure.

These tasks must be accomplished throughout the DSZ in the following order:

1. Fell dead trees (*see resource management goals*)

2. Fell live trees with poor vigor or poor structure.

3. If any remaining live trees have overlapping driplines, fell least desirable tree (*see resource management goals*).

4. Fell additional trees for spacing if tree crown cover exceeds 1/3 of treatment area.

5. Cut dead limbs on retained plants up to 10 feet above ground.

6. Prune live foliage of retained trees up to 10 feet above ground or up to 1/3 of the tree's total live foliage,
whichever is less.

7. Cut dead shrubs and poor vigor live shrubs.

8. If live shrub overlaps dripline of retained tree, cut shrub unless sensitive species (*see resource management goals*).

9. Thin live shrubs until spacing between shrubs/shrub islands exceeds 2 times shrub's height.

10. Remove or pile/burn all downed woody fuel that is greater than 1 inch diameter. Piles (*see resource management goals*) must be at least 30 feet away from structure.

11. Scatter twigs less than 1-inch diameter (*see resource management goals*).

These additional tasks must be accomplished on the structure itself or within 30 feet of the structure

♦ Remove dead organic matter and synthetic combustible materials on, under, or in contact with the structure including decks, building overhangs, gutters, and foundations.

♦ Pull, grind or flush cut tree stumps in contact with structure.

♦ Remove all live plant parts in contact with ignitable portions of the structure.

♦ Remove live tree limbs within 10 feet of chimney outlet.

♦ Cut grass to 4 inches high or less.

♦ Remove dead organic matter under, attached or trapped within retained live

plants.

Resource Management Goals

♦ Remove *exotic plant species unless historic.*

♦ Retain *sensitive native plant species.*

♦ *Retain* shade *intolerant native tree species / cut shade tolerant native tree species.*

♦ Retain *litter/duff up to 2-inch depth (except remove humus layer in contact with wooden part of structure.*

♦ Retain *1 wildlife snag per acre if the retained snag will not hit the structure.*

♦ Retain *1 down wildlife log per acre if log is more than 30 feet from structure and more than 5 feet away from a retained tree.*

♦ *No abrupt/linear edge – feather outer boundary.*

♦ Circular *piles shall not exceed 4 feet in diameter and 4 feet height.*

♦ Windrows *shall not exceed 4 feet high, 4 feet wide and 100 feet long.*

Mitigation Frequency

♦ Grass dominated vegetation types = Annual.

♦ Shrub dominated vegetation types = When shrub crown cover exceeds 1/2 of treatment area.

♦ Tree dominated vegetation types = When tree crown cover exceeds 1/2 of treatment area.

♦ Vegetation types with significant shrub and tree components = When the combined tree crown cover and shrub cover exceeds 1/2 of treatment area.

Other Maintenance Tasks

♦ Remove / repair any decayed wooden structure (e.g., interpretive signs, fences, tool sheds).

♦ Relocate large flammable bone-yard materials to locations greater than 30 feet from structure (e.g., tables, food lockers, posts).

♦ Relocate above ground fuel tank to locations greater than 30 feet from structure. Remove all combustible materials within 10 feet of tank.

♦ Remove/cover wooden tools, burnable furniture, or all stored combustible materials (e.g., firewood, lumber) on decks.

REFERENCE PUBLICATION FOR FUEL TYPES
Aides to Determining Fuel Models for Estimating Fire Behavior.
http://www.fs.fed.us/rm/pubs_int/int_gtr122.pdf

GRASSLANDS

Grass dominated communities produce flames as a fast-moving crown fire of very short duration. The cumulative heat from these fires at 30 feet distance is far below that necessary to ignite building exteriors or interior furnishings or implode windows. Scattered shrubs and /or trees present in these grass types do not significantly increase the energy released provided their combined cover is less than 1/3 of treatment area. The foliage of scattered live trees may be scorched (killed), but heat load is usually not sufficient to evaporate foliage moisture which is necessary before tree foliage can be consumed. Scattered aromatic shrubs may experience flare-ups. Maximum heat pulse from grassfires is less than 15 seconds.

Defensible Space Zone Treatment Width for All Grassland Types is 30 feet.
   Note -   Slope distance if vegetation is uphill or sidehill of structure; Horizontal distance if vegetation is downhill of structure

National Fire Danger Rating System (NFDRS) Fuel models included in the grassland types are:

NFDRS Model A – Western annual grasslands (short grass averaging 1-foot height)

   Western grasslands dominated by annual grasses and forbs. Scattered shrubs or trees may be present but occupy less than one third of the area. Examples of types where Fuel Model A should be used are cheatgrass and medusahead. Open pinyon-juniper, sagebrush-grass and desert shrub associations may appropriately be assigned this fuel model if the woody plants meet the density criteria. The quantity and continuity of the ground fuels vary greatly with rainfall from year to year.
   BEHAVE Model 1

NFDRS Model L – Western perennial grasslands, (tall grass averaging 2.5 feet height)

   This fuel model represents western grasslands dominated by perennial grasses. The principal species are courser and loadings heavier that those in Model A fuels. Otherwise, the situations are very similar; <u>shrubs and trees occupy less than one third of the area</u>. The quantity of fuel in these areas is more stable from year to year. In sagebrush areas Fuel Model T may be more appropriate.
   **BEHAVE Model 3**

NFDRS Model N – Marsh grasses

Although specifically constructed for the sawgrass prairies of south Florida, fuel model N may be used in marsh situations where the fuel is coarse and reed-like. This model assumes that one-third of the aerial portion of the plants is dead. Fast spreading, intense fires can occur even over standing water due to high hydrocarbon content of the marsh plants.

♦   Reed/sedge marsh at Anderson Marsh SHP
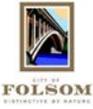
VEGETATION COMMUNITIES DOMINATED BY SHRUBS AND SHORT TREES

Crown fires in contiguous or the nearly contiguous shrub/short tree canopies. Foliage of scattered tall trees will be consumed.

Table 1. Defensible Space Zone widths for vegetation types dominated by shrubs and/or short trees.

National Fire Danger Rating System & BEHAVE Fuel Models	Defensible Space Zone Treatment Width
Open Shrub – Grass averaging 1 foot height (NFDRS Fuel Model T) The shrubs burn easily and are not dense enough to shade out grass and other herbaceous plants. <u>The shrubs must cover from 1/3 to 2/3 of the area</u>. ➢ Sagebrush-grass types of the Great Basin/ Intermountain West. ➢ Immature scrub oak and desert associations in the west. BEHAVE Model 2	**0 - 40 feet from structure** [A] Red Flag fires have variable flame lengths of longer duration than grassland types due to shrub cover.
Brush / Short Tree: Average < 6 feet height (NFDRS Fuel Model F) ➢ young closed mixed chaparral (< 30 years old) ➢ mature open stands of California mixed chaparral (> 30 years old) ➢ Coastal scrub, pure chamise, montane, desert, and serpentine chaparral, ➢ Dense conifer saplings. ➢ open stands of pinyon-juniper. BEHAVE Model 6	**0 - 100 feet from structure** [A] Red Flag fires rapidly consume live foliage and live and dead aerial branchwood. Flame length/Fire intensity in contiguous young chaparral moderately high for moderate duration; Flame length/Fire intensity highly variable in open old chaparral. Both situations produce lower total heat load on buildings than mature dense chaparral.
Mature Tall Dense Chaparral: Average > 6 ft height (NFDRS Fuel Model B) ➢ Mixed chaparral (> 30 years old) where > ¼ of aerial fuels are dead and the live foliage burns readily. <u>Woody plants occupy > 2/3 of site</u>. BEHAVE Model 4	**0 - 130 feet from structure** [A] Red Flag fires rapidly consume live foliage and aerial live and dead branchwood. Flame length/Fire intensity very high for moderate duration. Heat Load on buildings and windows very high.

A -   Slope distance if vegetation is uphill or sidehill of structure; Horizontal distance if vegetation is downhill of structure.

FOREST / WOODLAND COMMUNITIES

Fire is carried through the ground fuels under cool, moist conditions in all tree cover types. As the conditions become drier and warmer, parts of the tree canopy can ignite when ladder fuels are present to transmit the heat. Leaves and woody twigs under 1 inch diameter generate the maximum intensity. The maximum heat pulse can last up to 120 seconds.

Table 2. Defensible Space Zone widths for vegetation types dominated by tall trees.

National Fire Danger Rating System & BEHAVE Fuel Models	Defensible Space Zone Treatment Width
Open Pine – Grass & Forbs (NFDRS Fuel Model C) Perennial grasses / forbs are the primary ground fuel, but significant needle and branch wood present. Scattered shrubs are not significant. ➤ Open ponderosa, jeffrey, and sugar pine forests. BEHAVE Model 2	**0 - 40 feet from structure** [A] Red Flag fires have variable flame lengths of longer duration than grassland types due to accumulation of pine needles and branches.
Closed Canopy Short-Needle Conifer Forests (NFDRS Fuel Model H) Short needles (< 2 inches long) create compact litter/duff layer. ➤ Mixed conifer forests of true fir, cedar, douglas-fir, lodgepole pine Closed Canopy, Evergreen Hardwoods (NFDRS Fuel Model R) BEHAVE Model 8	**0 - 70 feet from structure** [A] Red Flag fires (high winds) will produce fast moving short duration flames, unless shrub layer, down wood piles, or snags are present.
Closed Canopy Long-Needle Pine Forests (NFDRS Fuel Model U) Long needles (> 2 inches long) and branch wood create loose litter/duff layer that burns rapidly. ➤ Closed ponderosa, jeffrey and sugar pine dominated forests. **Hardwood-Mixed conifer forests (NFDRS Fuel Model E)** Hardwood leaf litter is primary fuel ➤ Hardwood-mixed conifer if hardwoods dominate. BEHAVE Model 9	**0 - 100 feet from structure** [A] Red Flag fires are frequent after leaf fall. Tree torching likely. Probability of a sustained tree crown fire increases as the amount of ladder fuels and woody fuel accumulations increase.
Dense Conifer Forests (NFDRS Fuel Model G) Any forest type with heavy accumulation of woody material > 3 inches diameter, Deep litter/duff layer, often damaged by insect, disease, wind, ice.	**0 - 130 feet from structure** [A] Red Flag fires are high intensity with long duration flames. Tree torching very likely. Sustained tree crown fire likely with

➤ Beetle killed lodgepole pine & mixed conifer forests. BEHAVE Model 10	ladder fuels and woody fuel accumulations.

A - Slope distance if vegetation is uphill or sidehill of structure; Horizontal distance if vegetation is downhill of structure.

FOREST / WOODLANDS FOLLOWING LOGGING OR STORM DAMAGE

Slash fuel models are included here for those rare occasions when a wind, snow or ice storm breaks and uproots numerous trees in one location. Forest management projects that the Department undertakes will always include clean up, so slash will never be intentionally left on a managed site next to a structure.

Fire is conveyed through a contiguous or semi-contiguous layer of slash. The slash is very flammable the first year, but with the passage of time, the dead foliage will detach, woody fuels will settle, and grasses forbs and shrubs will invade the forest floor making the fuel complex less flammable and the fire intensity lower. Larger fuels ignite after flaming front has passed and will burn intensely for a long time with many lofted firebrands.

Table 3. Defensible Space Zone widths for slash dominated fuels storm damaged forests.

National Fire Danger Rating System & BEHAVE Fuel Models	Defensible Space Zone Treatment Width
Light Thinning Partial Cut Logging Slash (NFDRS Fuel Model K) Scattered slash under an open overstory in conifer or hardwood. Fuel loading of < 6-inch diameter wood is less than 15 tons / acre BEHAVE Model 11	**0 - 70 feet from structure** [A] Red flag fires will torch some trees.
Clearcut or Heavy Thinning Conifer Slash (NFDRS Fuel Model J) Fuel loading of < 6-inch diameter wood is between 15 to 25 tons / acre. BEHAVE Model 12	**0 - 100 feet from structure** [A] Foliage is not attached. Woody fuels have settled. Grass forbs and shrubs are invading. Red Flag fires will torch all trees in a thinned forest.
Mature Tall Dense Chaparral: Average > 6 ft height (NFDRS Fuel Model B) ➤ Mixed chaparral (> 30 years old) where > ¼ of aerial fuels are dead and the live foliage burns readily. <u>Woody plants occupy > 2/3 of site</u>. BEHAVE Model 4	**0 - 130 feet from structure** [A] Red Flag fires rapidly consume live foliage and aerial live and dead branchwood. Flame length/Fire intensity very high for moderate duration. Heat Load on buildings and windows very high.

A - Slope distance if vegetation is uphill or sidehill of structure; Horizontal distance if vegetation is downhill of structure.
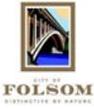
TABLE 4. Slope Correction Distances.

SLOPE		Correction Factor	Downhill slope distance required to achieve horizontal distance				
%	Degrees		30' horizontal	40' horizontal	70' horizontal	100' horizontal	130' horizontal
0	0	1.000	30	40	70	100	130
10	6	1.005	30	40	70	101	131
20	11	1.020	31	41	71	102	133
30	17	1.044	32	42	73	104	136
40	22	1.077	32	43	75	108	140
50	27	1.118	34	45	78	112	145
60	31	1.166	35	47	82	117	152
70	35	1.220	37	49	85	122	159
80	39	1.280	38	51	90	128	166
90	42	1.345	40	54	94	135	175
100	45	1.414	42	57	100	141	184
110	48	1.487	45	59	104	149	193
120	50	1.562	47	62	109	156	203

CEQA Exemption

California Code of Regulations Article 19, §15304 (i): "Fuel management activities within 30 feet of structures to reduce the volume of flammable vegetation, provided that the activities will not result in the taking of endangered, rare, or threatened plant or animal species or significant erosion and sedimentation of surface waters. This exemption shall apply to fuel management activities within 100 feet of a structure if the public agency having fire protection responsibility for the area has determined that 100 feet of fuel clearance is required due to extra hazardous fire conditions."

Note: This activity shall not be exempt if the activities will disturb cultural sites.

PROJECTS

1. Lake Natoma Canyon/Folsom Bluffs and Folsom Ridge Project Area Description

2. Folsom Zoo Sanctuary Project Area Description

3. Municipal Complex Project Area Description

4. Hinkle Creek Nature Area Project Description

5. Orangevale Cut Project Area Description

6. East Natoma Trail Project Area Description

7. Folsom Ranch/Gray Canyon Drive Project Area Description

8. Trowbridge Court Project Area Description

9. Nisenan Community Park Project Area Description

Upper Lake Natoma Canyon/
Folsom Ridge and Folsom Bluffs Project Area
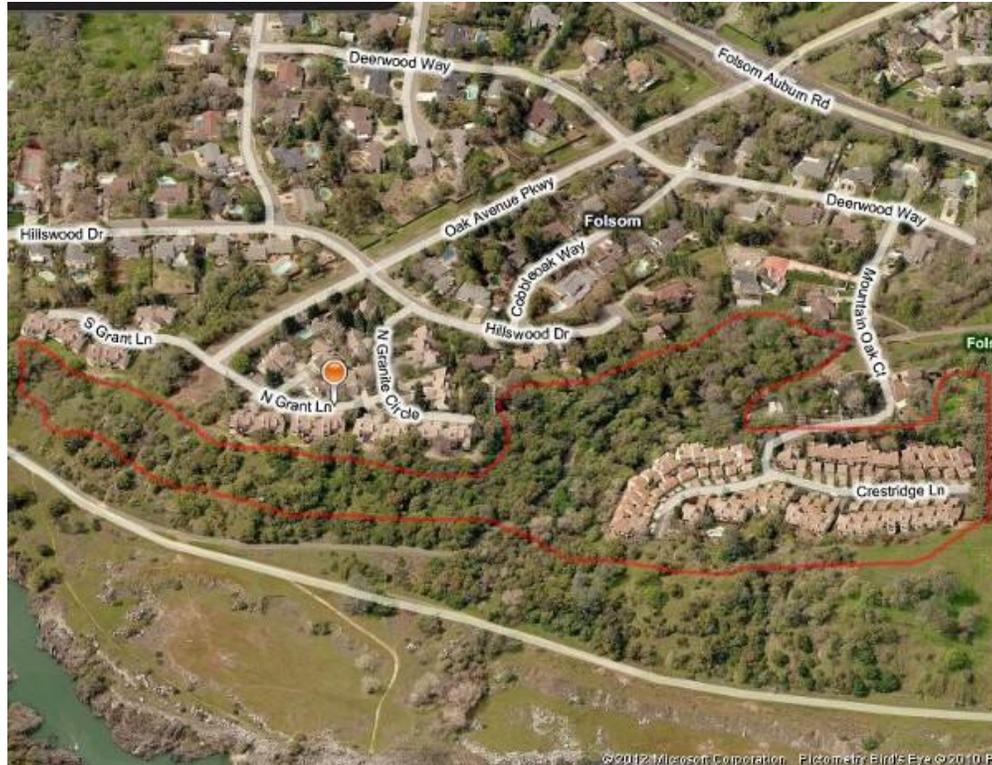
This project area is comprised of private, State Parks and Bureau of Reclamation land adjacent to residential developments known as Folsom Bluffs (Crestridge Lane) and Folsom Ridge (Grant Lane). The area is located on the west side of the upper Lake Natoma Canyon. Access is via Oak Avenue Parkway off Folsom-Auburn Road. The American River Bicycle Trail (a public multi-use trail running from Downtown Sacramento to Beals Point at Folsom Lake) transits the steep, heavily wooded canyon that leads up from the American River and through the residential area. The area has had a history of recent fires and both Folsom Bluffs Owners Association and Folsom Ridge Homeowners Association are actively working to reduce fuels and to create and maintain defensible space.

The mitigation efforts recently conducted by and at the expense of Folsom Bluffs Owners Association demonstrate a model project completed with the cooperation of private and public landowners. The fuels reduction activities were performed by private wildfire industry professionals after consultation with the Owners Association, Folsom Fire Safe Council, State Parks, Bureau of Land Management, Bureau of Reclamation and Folsom Fire Department. The plan called for treatment of up to 130' from any home and in general provided for removal of trees under 10 inches DBH (diameter at breast height), clearing of up to 90% of all brush species and pruning of trees to a maximum of 8 feet. Cut material was chipped and spread onsite. The results can be seen in the following illustrations:

BEFORE

AFTER

BEFORE

AFTER

Folsom Zoo Sanctuary Project Area
403 Stafford Street

The Folsom Zoo Sanctuary is located behind Folsom City Hall on the southeast rim of the Upper Lake Natoma Canyon; a steep, heavily wooded canyon that is part of the Folsom Lake State Recreation Area. Uncontrolled tree and brush growth along the perimeter fences create a hazard not only to structures but to the animals housed within the Zoo Sanctuary. In May 2012, a vegetation management project to reduce ground ladder fuels was completed by Cal Fire inmate crews. In 2018, mitigation was completed to reduce ladder fuels. Regular maintenance must continue to prevent this area from becoming overgrown and posing a threat to City infrastructure.

City of Folsom Municipal Complex
50 Natoma Street

Like the Zoo Sanctuary previously described, the entire Folsom Municipal Complex including City Hall, Community Center, Senior and Arts Center, Police Department and City Park are located along the south rim of the Upper Lake Natoma Canyon. The vegetation in the area has been allowed to remain in a natural state and in many areas has grown close to occupied structures. Additionally, access by emergency equipment to these woodland areas in the event of a fire would be extremely difficult.

Although no specific projects have been identified, it will be important to consider this area for projects that address creation and maintenance of defensible space and improving access.

Hinkle Creek Nature Area Project Area
Oak Avenue & Baldwin Dam Road

As a nature preserve, this area is meant to be enjoyed and in its natural state. However, this also means that trees and other vegetation have been permitted to grow unchecked. The problem is that hundreds of homes literally surround the preserve. A public access trail follows the narrow canyon and a fire originating from the trail could quickly burn uphill toward dwellings.

Projects to be considered for the area include fire safety education for residents of the area with private property owners being strongly encouraged to create defensible space for their own structures as well as utilizing home hardening practices. Where possible the Fire Safe Council will work with the City of Folsom to keep fuel loading to a minimum while maintaining the natural elements perhaps through volunteer "trail days" or cleanup days.

Orangevale Cut Project Area
Orangevale Avenue & American River Canyon Drive

The Orangevale Cut, as it is called locally, is a narrow canyon that climbs from the American River at Lake Natoma, upward through a Folsom neighborhood and on into the community of Orangevale. Numerous homes have been built overhanging the Cut and the drainage below has been for the most part unmaintained for years. Projects considered for this area include FireSafe Education for residents and after determining property ownership, working with owners to create defensible space, reduce fuels and improve defensibility of affected structures.

East Natoma Trail/City Corporation Yard Project Area
1300 Leidesdorff Street

The City Corporation yard, located on the east shore of upper Lake Natoma, has already been exposed to the threat of wildland fire in recent years. Within the yard are vehicle and equipment maintenance facilities and fuel storage as well as various city cars, trucks, and other types of heavy equipment. These resources would be at risk in the event of a fire in the adjacent State parklands. Public access to the area is facilitated by a paved multi-use trail known as the East Natoma Trail. Vegetation in the area has been allowed to grow up to the fence line in some parts of the corporation yard creating a hazardous condition. Any work done in this area will have to be coordinated with State Parks but because of easy access to the area, it lends itself well to Fire Safe Council sponsored volunteer projects.

Folsom Ranch/Gray Canyon Drive Project Area
Folsom Ranch Road
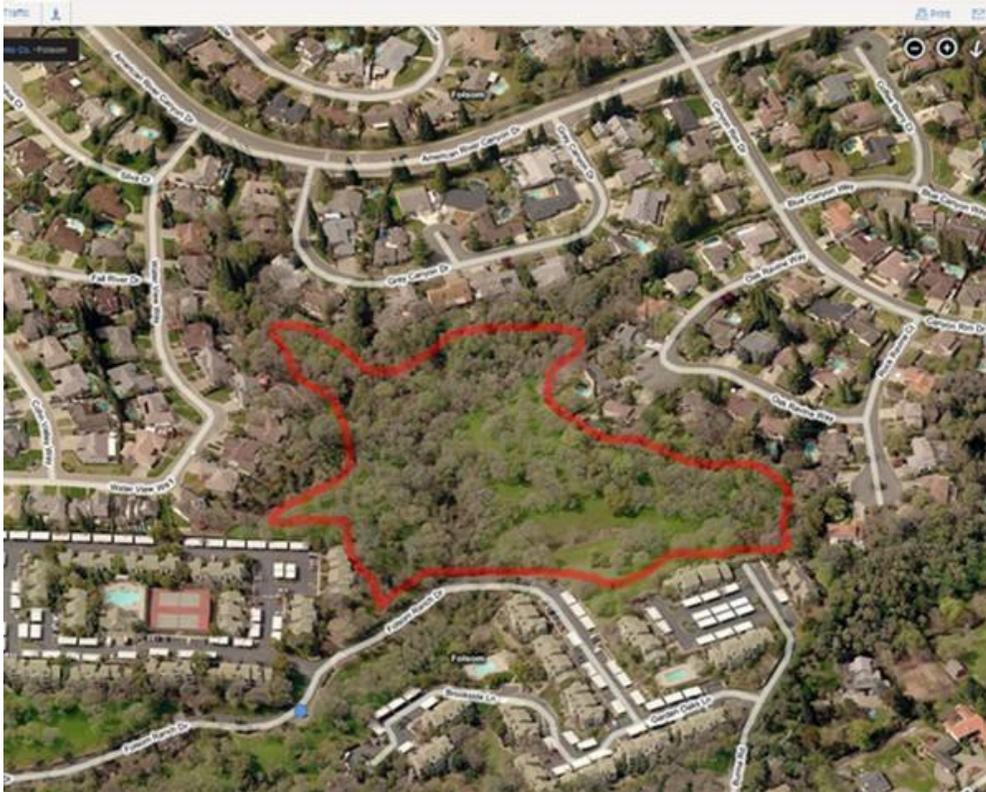
This project area is an open space island lying between Folsom Ranch Apartments and single family homes in the American River Canyon neighborhood. The area slopes upward from Folsom Ranch Road to numerous structures; both apartments and homes. Its location also has limited access for fire fighting personnel and equipment. Potential projects would include fire safety education and fuel reduction projects.

Trowbridge Lane/Hawk Court Project Area
Trowbridge Lane near Silberhorn Drive

This project area covers a hillside neighborhood with a history of grass fires. Hawk Court follows a narrow ridgeline to the top of a small hill surrounded by open space. The terrain and vegetation, a combination of grasses and trees have demonstrated the potential for fast moving fire endangering the homes on this hillside.

Nisenan Community Park Project Area
Golf Links Drive & Broadstone Parkway

This project area is within one of Folsom's newest city parks, but will need to be monitored as development progresses in the Empire Ranch area. The area is designated open space but is crisscrossed with walking trails and fairly heavy vegetative growth exists. In addition, high winds frequent this hillside at the eastern end of the city.
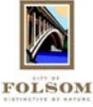
ADDITIONAL RESOURCES

www.sacramentoready.org – Emergency information for Sacramento County including County Emergency Plan and Evacuation Plan

www.readyforwildfire.org – This site, sponsored by CAL FIRE, utilizes the Ready-Set- Go program and provides homeowners with information about defensible space, home hardening and emergency preparation

www.firewise.org – sponsored by the National Fire Protection Association, USDA Forest Service, US Department of the Interior and National Association of State Foresters

http://www.preventwildfireca.org/California-Fire-Alliance/– California Fire Alliance tips on living in the Wildland Urban Interface