



EMERGENCY PLAN

Approved by City Council
January 11, 2016

This page was intentionally left blank.



Office of the City Manager
City of Fort Bragg
416 N. Franklin Street
Fort Bragg, CA 95437
(707) 961-2823

January 11, 2016

All Fort Bragg Residents and Visitors:

Keeping our city safe, healthy, and thriving are responsibilities that we all share. By working together, we can more easily meet these responsibilities and achieve successful outcomes. One example of shared responsibilities and collaboration is the work that we do to manage emergencies.

Often behind the scenes and in addition to our day-to-day duties, many people and organizations in our community, both public and private, regularly prepare for, respond to, and aid in recovery from emergencies. We all face a number of risks ranging from natural disasters like earthquakes, droughts and tsunamis, to human-caused disasters like fires, hazardous materials spills, and transportation accidents. No one is immune from disaster and everyone can help. In fact, everyone must help if we are to do our best.

I am pleased to introduce this revision of the City of Fort Bragg Emergency Plan. This plan creates a renewed focus on what emergencies can happen here and how we can best respond to them – together. Please join me in both supporting our emergency management organizations and committing to do our part to increase our disaster resilience at home, at work, and for our community.

Looking forward,

Linda Ruffing
City Manager

This page was intentionally left blank.



Plan Approval

This plan was presented to and approved by the Fort Bragg City Council on the January 11, 2016 by Resolution No. 3881-2016. Approval of this plan remains in effect until a change to this plan is presented to and approved by the City Council.

Maintenance of this plan is also hereby assigned to the Chief of Police and the Administrative Services Director, under the general direction of the City Manager. For the purpose of efficiently maintaining this plan and its associated appendices, City Council approval is required only of the base plan (not plan appendices). Any change to the base plan or appendices, however, must be cooperatively developed with and communicated to appropriate plan stakeholders.

This page was intentionally left blank.



Plan Distribution

Upon approval of this plan and completion of any subsequent changes, the City of Fort Bragg will transmit a copy of the plan to all City Departments and the following agencies:

American Red Cross
California Department of State Parks
California Department of Transportation
CalFire
California Highway Patrol
Fort Bragg City Council
Fort Bragg Fire Protection Authority
Fort Bragg Unified School District
Mendocino Coast District Hospital
Mendocino Coast Humane Society
Mendocino County Department of Transportation
Mendocino County Health and Human Services Agency
Mendocino County Office of Education
Mendocino County Office of Emergency Services
Mendocino County Sheriff's Office
Mendocino County Operational Area Fire Coordinator
North Coast Opportunities, Inc.
United States Coast Guard – Noyo River Station

This page was intentionally left blank.



Record of Changes

The following table describes changes made to the plan since it was introduced:

Date	Description of Change	Page or Section

This page was intentionally left blank.



Acronyms

AAR	After Action Report
ARES	Amateur Radio Emergency Service
CalEMA	California Emergency Management Agency
CalFire	California Department of Forestry and Fire Protection
CalCord	California On-Scene Emergency Coordination System
CalTrans	California Department of Transportation
CDPH	California Department of Public Health
CHP	California Highway Patrol
CDC	U.S. Centers for Disease Control and Prevention
CUEA	California Utilities Emergency Association
CEO	Mendocino County Chief Executive Officer
CESRS	California Emergency Services Radio System
CLEMARS	California Law Enforcement Mutual Aid Radio System
COG/COOP	Continuity of Government/Continuity of Operations
EAP	Emergency Action Plan
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EP	Emergency Plan
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
Hazmat	Hazardous Materials
HHSA	Mendocino County Health and Human Services Agency
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
IAP	Incident Action Plan
ICS	Incident Command System



IPAWS	Integrated Public Alert and Warning System
LHMP	Local Hazard Mitigation Plan
MCC	Mendocino County Code
MCSO	Mendocino County Sheriff's Office
NALEMARS	National Law Enforcement Mutual Aid Radio System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Services
OASIS	Operational Area Satellite Information System
OES	Mendocino County Office of Emergency Services
PDA	Preliminary Damage Assessment
RACES	Radio Amateur Civil Emergency Service
REHIT	Redwood Empire Hazardous Incident Team
RFC	NOAA River Forecast Center
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
TBD	To Be Determined
TICP	Tactical Interoperable Communications Plan
USFS	U.S. Forestry Service
USGS	U.S. Geological Survey



Table of Contents

1. Introduction.....	1
1.1. Purpose.....	2
1.2. Scope.....	2
1.3. Situation.....	3
1.4. Authorities	3
1.5. Assumptions.....	4
1.6. Plan Development and Organization	5
2. Concept of Operation.....	6
2.1. Mitigation	6
2.2. Preparedness	7
2.2.1. Planning.....	8
2.2.2. Training	8
2.2.3. Exercising.....	9
2.2.4. Equipping and Supplying	9
2.3. Response.....	9
2.3.1. California Standardized Emergency Management System	10
2.3.2. National Response Framework	10
2.3.3. Essential Facilities.....	11
2.3.4. Alerts, Notification, and Warning.....	11
2.3.5. Activation Levels.....	12
2.3.6. Communications	12
2.3.7. Roles, Responsibilities, and Assignments.....	13
2.3.8. Managing Policy	15
2.3.9. Sharing Information	16
2.3.10. Resource Management.....	16
2.4. Recovery	17
2.4.1. Damage Assessment.....	17
2.4.2. Short-Term Recovery.....	17



2.4.3. Long-Term Recovery..... 18

3. Continuity..... 19

3.1. Continuity of Government..... 19

3.2. Continuity of Operations..... 19

4. Plan Maintenance..... 20



1. Introduction

Some natural and human-caused hazards pose unavoidable risk to public health and safety in and around the City of Fort Bragg. One important role of the city is to mitigate this risk to the extent possible by anticipating hazards; mitigating vulnerability; and preparing for, responding to, and recovering from emergencies and disasters that cannot be mitigated. This emergency plan serves as the primary guide for mitigating risks within the city. It complies with local ordinances, state law, and state and federal emergency planning guidance. To promote the maximum coordination of emergency management effort possible within the county, the City of Fort Bragg Emergency Plan was developed along with emergency plans for Mendocino County and the cities of Point Arena, Ukiah, and Willits.

Several factors influenced the revision of this plan. The United States continues to experience catastrophic disasters that overwhelm government response capability. These disasters appear to be happening with increased frequency and severity. At the same time, the nation has experienced a significant economic downturn that has dramatically reduced the capabilities of government. This concomitant reality necessitates a review of how government deals with emergency management.

The world has also witnessed explosive growth in the use of social media and mobile telephone devices, which has created new expectations for better public health and safety information. The public's view of community involvement in emergency management and the ways public information is managed during an emergency has dramatically changed and continues to do so.

The nation continues to evolve a framework for homeland security that permeates all interagency public health and safety response activities. As the last iteration of this plan was developed, the National Incident Management System (NIMS) was being introduced. Use of NIMS has since become a requirement of all jurisdictions using homeland security grant funding.

This revised Emergency Plan addresses each of these major changes.

Specific to the increased demands on government and decreased capability nationwide, the Federal Emergency Management Agency (FEMA) has introduced two nationwide initiatives: Whole Community and Resilience. Whole Community recognizes the limited capacity of governments to completely mitigate disaster risk, immediately respond when disaster strikes, and help disaster victims fully recover after a disaster. The Whole Community initiative calls for the engagement of all parts of a community to manage disasters before, during, and after they occur. The City of Fort Bragg, as well as the county and other cities within the county, wholeheartedly embraces this collective approach to managing risk. Consequently, this plan reflects several new relationships



with non-governmental organizations that will now be integral to our emergency management efforts.

FEMA's Resilience initiative complements Whole Community activity by reinforcing that disaster risk can be viewed as cyclical and is therefore somewhat predictable and easier to manage. Emergencies and disasters need not be surprises. By anticipating and carefully preparing for them, communities can reduce their impact and shorten the time it takes to recover from them.

As entities come together to perform this work, the City of Fort Bragg will strive each time to pick-up where we left off, avoiding restarting an activity from scratch, and always learning from previous mistakes, whether they were made here or elsewhere. In this way, each action taken to reduce disaster risk is an investment in increased disaster resilience.

Going forward, the City of Fort Bragg will use this emergency plan as a means to implement emergency management policy. This plan provides an introduction in Section 1, presents the concept of operations in Section 2, describes the continuity of operations in Section 3, and addresses plan maintenance in Section 4.

Section 1 presents the purpose and scope of the plan, describes the area in which the City of Fort Bragg is situated, lists the authorities for this plan, provides assumptions used in the development of this plan, and discusses plan development and organization.

1.1. Purpose

This plan satisfies the following emergency management program requirements for the city:

- A state requirement to create and maintain an emergency plan.
- Specification of policies, roles, resources, and practices of the city and partner agencies as they conduct work before, during, and after an emergency.
- Acknowledgement of city adoption of the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

1.2. Scope

This plan applies to any extraordinary situation, regardless of cause, when conditions constituting a "State of Emergency" exist, as defined by state law. When it becomes necessary to implement this plan, individuals and organizations operating within the city are expected to execute this plan with maximum coordination, efficiency, and effect. Because this plan also provides a broad framework for coordination of any emergency activity, individuals, businesses, community-based



organizations, and other governments are encouraged to familiarize themselves with this plan and its use within the city. In this sense, it is a comprehensive emergency plan. It defines and guides emergency management activities before, during, and after disaster, for a multitude of hazards, and for all involved individuals and agencies.

1.3. Situation

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento. The City occupies 2.7 square miles of land along the Pacific coast, most of which is between the Noyo River on the south and Pudding Creek to the north. Fort Bragg is the largest city on the Mendocino coast and is a regional service and retail center. The mild climate, picturesque coastline, and historic downtown shopping district make the city a popular tourist and recreational destination.

The U. S Census reported a population of 7,273 in 2010, 3.4% more residents than were recorded in 2000. State Highway 1 is the predominant north-south transportation route through the city, and State Highway 20 is the predominant east-west route.

Fort Bragg is most vulnerable to earthquake, disease outbreak, fire, flood, landslide, severe winter storm, and transportation accident. Effectively managing risk and emergencies within the city is challenging because of the city's limited resources, rural setting, and vulnerable access—and thus requires close collaboration by entities within the city and, at times, help from outside the city.

1.4. Authorities

The following local, state, and federal statutes authorize emergency management activity and form the basis for this plan:

City of Fort Bragg

- Fort Bragg Municipal Code, Chapter 2.24

Mendocino County

- Mendocino County Code, Title 2, Chapters 2.28, 2.33
- Mendocino County Code, Title 5, Chapter 5.12
- Mendocino County Code, Title 7, Chapter 7.04
- Mendocino County Code, Title 8, Chapter 8.80
- Mendocino County Code, Title 9, Chapter 9.05
- Mendocino County Code, Title 15, Chapter 15.32



- Mendocino County Code, Title 20, Chapters 20.168, 20.020, 20.500, 20.532, 20.720
- Mendocino County Code, Title 22, Chapter 22.04

State of California

- California Emergency Services Act
- California Disaster Assistance Act
- California Code of Regulations, Title 19
- California Code of Regulations, Title 2
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Governor's Executive Order W-9-91

Federal

- Title 44, Code of Federal Regulations
- Federal Civil Defense Act of 1950 (Public Law, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Homeland Security Presidential Directive 5, 2005, National Incident Management System
- Homeland Security Policy Directive 8, 2011, National Preparedness

1.5. Assumptions

The following assumptions were deemed necessary during development of this plan:

- Any extraordinary set of circumstances that meets the definition of "State of Emergency" under state law is referred to in this plan as an "emergency." The terms "disaster" and "emergency" are considered synonymous.
- Normal systems of public health and safety response (i.e., law enforcement, fire and rescue, and emergency medical assistance) will respond according to their respective authorities and procedures. The focus of this plan is to facilitate coordination among agencies when resources are exhausted or severely limited, or when extraordinary multi-agency coordination is required.
- All jurisdictions, agencies, and personnel responding to a bona-fide emergency will do so in a manner consistent with statutes, policies, plans, and procedures, including SEMS and NIMS.
- The city will lead responses to emergencies that occur within the city. The county or state may lead the response to nearby incidents that lie outside of city boundaries. The county,



however, will be integral to city response. Other cities will provide support when requested, if they are able to do so.

- The city will exhaust or expect to soon exhaust resources available before asking for assistance.
- The city will implement this emergency plan before requesting extraordinary assistance.
- Each jurisdiction asked to provide mutual aid to another will do so, without promise of reimbursement, as long as this provision of aid does not jeopardize the health, safety, and security of a jurisdiction.

1.6. Plan Development and Organization

This plan has been designed for ease of reading, implementation, and maintenance. It can be read within 30 minutes which will help those unfamiliar with the city's emergency management program to facilitate or otherwise support a timely, effective, response to emergency.

The pages that precede the Table of Contents demonstrate plan approval, plan distribution, a record of plan changes, and acknowledgement of plan authors. The appendices are intended as complementary documents to be maintained by organizations within the city. The numbered sections of the plan provide policy and guide emergency-related activities common to all organizations within the city. The appendices are intended as specific tools for carrying out these activities.

The Fort Bragg City Clerk serves as the custodian of all emergency planning documents. A copy of any emergency planning document should be sent to:

Fort Bragg City Clerk
416 N Franklin Street
Fort Bragg, CA 95437
(707) 961-1694
jlemos@fortbragg.com



2. Concept of Operation

The City of Fort Bragg Municipal Code (FBMC) Chapter 2.24 established the Office of Director of Emergency Services and designated the City Manager as the Director. The FBMC further designates the Chief of Police as the Assistant Director.

No professional emergency management staff are assigned to this office. In practice, the City Manager attends to program management issues and the Chief of Police serves as the city's emergency services coordinator. The Fort Bragg Police Department maintains the city's Emergency Operations Center (EOC). The City Manager and Police Chief routinely work to address emergency management and work as a team.

2.1. Mitigation

Mitigation activities are designed to eliminate or reduce vulnerability before an emergency occurs. Mendocino County maintains a Local Hazard Mitigation Plan (LHMP) referred to as a "community" plan because it addresses all incorporated and unincorporated areas of the county. The county develops this plan collaboratively with the cities and other stakeholders and submits it to the California Emergency Management Agency (CalEMA) and Federal Emergency Management Agency (FEMA) for approval every 5 years. FEMA requires a LHMP plan for the county to remain eligible for certain post-disaster funds. These funds are used for reducing repetitive disaster loss and mitigating future risk. Without the plan, the county might forego a grant that may equal up to 15% of all FEMA-funding made available after a disaster.

The Mendocino County Multi Hazard Mitigation Plan was approved by FEMA on December 29, 2014 and adopted by the Fort Bragg City Council on December 14, 2015. This five-year plan incorporates Whole Community engagement and principles of Resilience to reduce the potential impacts of disasters.

The process of LHMP development involves an assessment of all natural hazards in the county and development of strategies to eliminate or reduce the vulnerability to those hazards. The plan identifies mitigation projects and establishes a work plan necessary to accomplish projects over the plan lifecycle. One added value of the mitigation planning process is that it yields detailed information about hazards, vulnerabilities, and impacts that might affect each city and the county.



For instance, past planning indicates that the Fort Bragg area is most susceptible to the following hazards:

- Communication failure
- Drought
- Earthquake
- Explosion
- Extreme weather
- Hazardous material spill
- Public health crisis
- Transportation accident
- Tsunami
- Wildland interface fire

The LHMP is predominantly focused on natural hazards. To address additional threats, four other organizations routinely examine hazards and risk. The Redwood Empire Hazard Incident Team (REHIT) facilitates hazardous material (hazmat) spill planning and response. The Mendocino County Health and Human Services Agency (HHS) provides planning and response for public health disasters. The Fort Bragg Police Department and Fort Bragg Fire Protection Authority also regularly assess hazards and their potential disaster impacts. These inputs are considered by emergency planners and solutions are proposed to county grant managers who determine how grant funds will be used.

The LHMP and the Homeland Security Grant Program (HSGP) are the two emergency management programs that contribute the most to mitigation. Given the limited reach of these programs, however, the city encourages all parties to consider risk reduction activities while making other investments. These mitigation activities can include promoting effective land use, implementing new building codes, relocating at-risk structures, creating barriers of protection around vulnerable properties, and increasing disaster awareness and preparedness through outreach campaigns.

2.2. Preparedness

Preparedness activities are designed to anticipate and prepare for response to an emergency that cannot be entirely mitigated. This section describes the planning, training, exercising, equipping, and supplying activities associated with preparedness.



2.2.1. Planning

Emergency planning typically involves the development of emergency operations plans and procedures for responding to an emergency. These include:

- Emergency Operations Plan (EOP) – A document that describes the conduct of emergency operations throughout the city.
- Standard Operating Procedures (SOP) – Documents that describe the roles, responsibilities, resources, and activities of people and organizations assigned to emergency management positions at an emergency operations center, incident command post, or other location. An SOP is included in Appendix A.5.
- Continuity of Government/Continuity of Operations Plan (COG/COOP) – A document that describes how essential government services will continue despite an emergency. The elements of a basic city COG/COOP are included in Section 3 of this plan.

Other emergency planning routinely occurs within and among other agencies. Representatives of those departments should be contacted directly regarding their respective plans. Their contact information appears in Appendix A.10. To maximize interagency coordination, the City of Fort Bragg strives to maintain a copy of all emergency planning documents at the EOC, and planners are encouraged to forward a copy of all plans and procedures related to multi-agency response to the Fort Bragg Police Department.

Because many qualified and ready individuals are necessary to implement emergency operations well, all City employees must also be prepared at home with individual and family disaster plans. Appendix A.15. includes a planning template that all employees can use to complete this personal planning.

2.2.2. Training

Training familiarizes people who will be involved in response with the policies, plans, tools, and procedures of conducting response activity. Because the City of Fort Bragg considers the knowledge and experience employees gain from training and exercises critical to a successful response, the city maintains an annual training plan. The plan recommends the training for each type of responder and specifies when and where that training will be available. Each department that employs staff in an emergency is responsible for providing them with adequate training in anticipation of response activities.

A description of required training and a summary of the annual training plan are attached as Appendices A.12 and A.13, respectively. The city strives to retain an adequate record of all



emergency management training, so city departments place training certificates in individual personnel files and notify the Administrative Services Department when training has been completed.

2.2.3. Exercising

Exercising is an important complement to training that allows individuals and organizations to practice what they have learned and to maintain proficiency. The City of Fort Bragg conducts drills and exercises (table-top, functional, and full-scale) according to the U.S. Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP presents a standard method for designing, conducting, and evaluating exercises. The city maintains a multi-year exercise plan that incorporates HSEEP methodology. A summary of that plan is included in Appendix A.14.

Within 90 days following an exercise or real-world disaster event, the Chief of Police develops an after-action report (AAR). The purpose of the AAR is to note strengths and weaknesses in city response, and to identify opportunities for improvement. After completion of AARs, the city retains copies for a minimum of 5 years so these reports may be used for subsequent planning, training, and exercising.

2.2.4. Equipping and Supplying

Various equipment and supplies are typically needed during an emergency. Necessary equipment can range from generators to front loaders and dump trucks. Supplies include batteries for handheld radios and emergency supplies of food and water for those who may have to work at remote locations during an emergency or for residents who may be isolated from normal means of supply.

Many pieces of equipment and supplies needed during emergencies are used day-to-day; others are obtained and stored for use during emergencies (e.g., mass casualty trailers and the medical supplies on-board these trailers). The city works with different agencies to identify and track the locations of key equipment and supplies that might be needed in an emergency. This catalog of equipment and supplies is attached as Appendix A.6. Each agency is responsible for maintaining their own equipment and supplies to ensure that these are adequately prepared or stocked.

2.3. Response

Response activities immediately follow an emergency, or occur when an imminent emergency requires immediate action. Response begins with notifications to response agencies and dispatching of their responders. Emergencies that meet the definition of a "State of Emergency" can



overwhelm available local resources and can necessitate extraordinary coordination. This section details how the city will provide the extraordinary level of direction, control, coordination, and communication necessary during States of Emergency.

2.3.1. California Standardized Emergency Management System

SEMS was enacted as a state law following the Oakland Hills fire in 1992. SEMS is intended to standardize, and thereby make more efficient, coordination of multi-agency response. SEMS includes:

- Incident Command System (ICS) – Common terminology and standard processes and tools. Local governments are required to use SEMS, which include the ICS, to be eligible for state reimbursement of certain response costs and to access to certain federal grant funds.
- Mutual Aid – A California tradition of neighbor jurisdictions helping each other in times of need, without promise of reimbursement. The California Master Mutual Aid Agreement dates back to the 1950s and has been signed by nearly all cities and counties. This concept of mutual aid remains prevalent in California despite the nation-wide introduction of the Emergency Management Assistance Compact (EMAC), a fee for service form of mutual aid.
- Operational Area Model – A concept that outlines a responsibility and hierarchy of response—presuming that all emergencies are local or have a local component, and that local governments are responsible for managing these with their field responders. As the needs of an emergency exceed the capabilities of local governments, requests to Operational Areas (counties), the state, or federal government are made.

The City of Fort Bragg has worked to comply with SEMS regulations since 1996. Individuals with questions about SEMS, NIMS, or ICS compliance should contact the Administrative Services Department

2.3.2. National Response Framework

The National Response Framework (NRF) consists of federal-level policies, plans, and tools for homeland security and emergency management. Sufficient for the purpose of this plan, these federal-level policies, plans, and tools include:

- National Preparedness Goal – A document that describes a vision of emergency management, defines core capabilities, and identifies key scenarios for which the nation should be prepared.
- NIMS – Policy, practices, and tools that effectively make ICS adoption national in scope.



- Numerous plans, appendices, guides, and resources – Tools to help local and state emergency management organizations conduct their work.

The City of Fort Bragg has been required as part of the HSGP and other grant programs to comply with parts of the NRF since 2006 and to participate in quarterly and bi-annual reporting of progress. Questions about NRF compliance and compliance with emergency management grant funding should be directed to the Administrative Services Director.

2.3.3. Essential Facilities

The City of Fort Bragg manages emergencies from the city's EOC. The EOC provides city-wide executive-level policy, information sharing, and coordination. The EOC may provide this in support of one or more Incident Command Posts (ICP) established by response agencies. ICPs and their Incident Commanders are delegated legal authority to command and control responses in the field. The EOC does not direct response but rather ensures that all ICPs are supported well and operating in conformance with city policy. Other facilities essential to emergency management activities also exist with the county. These include:

- Ukiah/Fort Bragg Dispatch
- Emergency Medical Services (EMS) Dispatch
- Fire Dispatch (all but Little Lake Valley)
- Sheriff's Office Dispatch
- County EOC
- Public Health Department Operations Center

Additional information regarding essential facilities appears in Appendix A.2.

2.3.4. Alerts, Notification, and Warning

Hallmarks of successful emergency management programs include around-the-clock awareness of emergency conditions throughout the city, the ability to communicate emergency information to key individuals and organizations, and the capability to respond quickly and effectively. Therefore, the city has designated the Ukiah/Fort Bragg dispatch facility as such a location, operating continually (24 hours per day/7 days per week/365 days per year) and from which timely emergency notifications can be relayed to response agencies, leaders, and (when necessary) the public. Any critical information intended for emergency management agencies should be directed to the facility using the contact information in Appendix A.2 or, in life-threatening situations, by



calling 9-1-1. The Ukiah/Fort Bragg dispatch facility operates in lieu of an emergency management duty officer. The facility maintains a comprehensive emergency management contact directory similar to that included in Appendix A.2 of this plan.

2.3.5. Activation Levels

Depending on the circumstances of an emergency, the City Director of Emergency Services (City Manager or his/her designee) may activate the EOC to provide city-level leadership, support, and coordination during an emergency. The Fort Bragg Police Department is responsible for ensuring readiness of the EOC. EOC activation will occur at one of the following activation levels:

- Level 1 EOC Activation – Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also be supported from a remote location (e.g., when a duty officer is working at another duty location or on-call from home.) At this level of activation, only one or two individuals are typically activated as EOC staff.
- Level 2 Activation – Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves continuous briefings and updates to ICS Command and General Section staff (approximately 5-10 individuals).
- Level 3 Activation – Implementation of full EOC capability and the full use of city resources. All ICS positions are filled (approximately 10-20 people). Alternate EOC teams may be assembled to relieve one another during 24-hour and multi-day activations.

Regardless of the level of EOC activation, persons are assigned to ICS positions. Operational periods (EOC shifts) are typically over 12 hours (except during a Level 1 Activation, when the period is typically 24 hours), and incident action plans are developed for each operational period. These and other EOC activities are conducted according to the Standard Operating Procedures included in Appendix A.5.

2.3.6. Communications

Communication activities are one of the two categories that most affect emergency management outcomes. To ensure effective communications with agencies external to the city, the EOC maintains all of the forms of communication listed below. This capability is tested on a quarterly basis (typically the last day of January, April, July, and October each year, or the last work day of those months, if the last day falls on a weekend). This communication capability includes:

- CalCord
- Fire Red (Command)
- RACES/ARES radio set



- CESRS
- CLEMARS 1-3
- Commercial Internet
- Commercial telephone
- EAS Encoder
- Fire Blue (Dispatch)
- Fire Tactical
- Fire White 1-3
- IPAWS
- Med 10
- NALEMARS
- OASIS network connection
- Video teleconferencing
- VCALL10
- VTAC 11-14
-

Detailed information about each communication system the city may use during emergencies, as well as other capability like communication vehicles and interoperability devices, can be found in the county's Tactical Interoperable Communications Plan (TICP), which is maintained by the Mendocino County Office of Emergency Services (OES).

2.3.7. Roles, Responsibilities, and Assignments

The Director of Emergency Services (City Manager) assigns individuals to EOC positions according to operational need, experience, and availability. Individuals assigned to work in the EOC must complete a minimum level of ICS training that includes ICS 100, 200, 700, and 800. EOC Command and General Staff must also complete ICS 300 and 400. Each individual assigned to the EOC will be a member of one of two teams. The EOC A-Team will be the first to activate the EOC. The EOC B-Team will staff the other 12-hour operational period or serve as the relief team. Individuals assigned to each EOC team are listed in Appendix A.2. Their roles are described in Standard Operating Procedures (Appendix A.5.).

The EOC organization includes a Director, Assistant Director, Public Information Officer, Safety Officer, Legal Counsel and Liaison Officer who, collectively, comprise the command staff. EOC general staff consist of section chiefs who lead Operations, Planning and Intelligence, Logistics, and Finance and Administration.

Types of EOC activity cover a total of 12 separate emergency functions (e.g., fire and rescue, law enforcement, public health) and each type is assigned a department or organization to lead it. Each assignment of emergency function is described in more detail in Appendix A.4. Typically, individual EOC assignments resemble the following organizational chart:



Figure 1 - City of Fort Bragg EOC Organization



The overall operation of the EOC involves three primary functions:

1. Managing emergency policies (e.g., declare emergencies, order evacuations, prioritize limited resources)
2. Sharing information with emergency organizations, elected leaders, and the public
3. Brokering resources (e.g., requesting outside assistance and directing it to local response agencies))

Each of these EOC functions is described in this section.

2.3.8. Managing Policy

Although field-level management (command and control) of incident response does not typically occur at the EOC, the EOC plays a critical role in managing emergencies. Sharing information, coordinating resources, issuing formal declarations of emergency, ordering mandatory evacuations, and determining priorities are all activities that fall within the domain of EOC activity.

Generally, the EOC first establishes priorities and objectives during an action planning process. Typically, EOC priorities are to protect:

1. Life
2. Human health and safety
3. Property, especially critical infrastructure
4. Environment
5. Economy

The action planning process results in an incident action plan (IAP) each operational period. The process follows NIMS and is often described as the “Planning P.” Annex A.7 contains forms used to create IAPs.

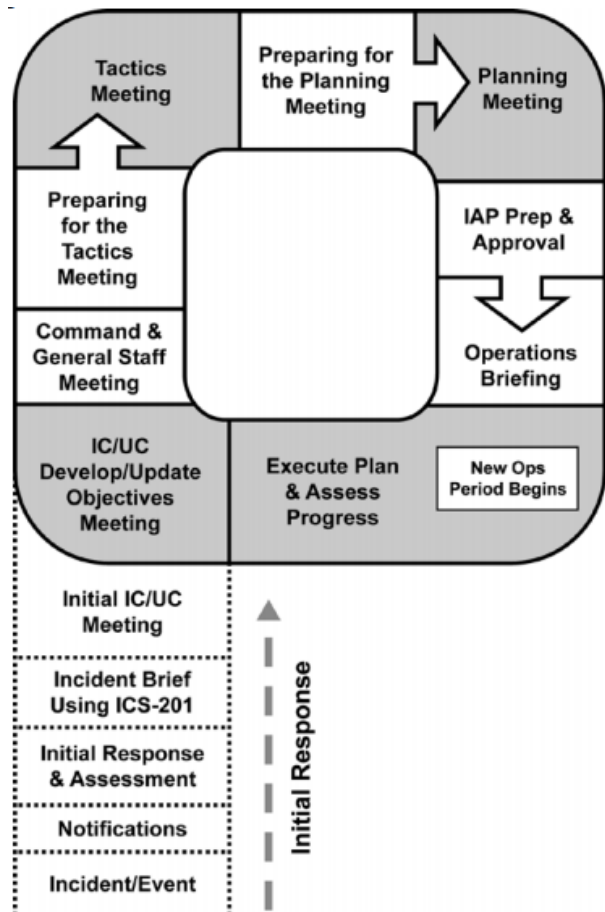


Figure 2 - The Planning "P"



2.3.9. Sharing Information

The second of the three important EOC roles is sharing information about emergency with agencies, government leaders, and the public. Conveyance of information to the public occurs most often through media outlets. To effectively share information, the EOC maintains robust communication capabilities described earlier in Section 2.3.6 of this plan. The EOC also uses traditional paper message forms (e.g., ICS 213) and information technology such as the state's Response Information Management System (RIMS) to share critical information about the incident.

Collecting accurate, timely information from responders is necessary for the EOC to meet response agency requirements for support. Sharing this information from the EOC with other agencies, especially those able to provide resources to support an emergency in the city, is essential to obtaining additional help. Continuously collecting, confirming, and sharing intelligence is vital to the safety, efficiency, and overall effectiveness of response activities. A Public Information Officer is assigned to the EOC to develop and coordinate information sharing with the media and, ultimately, the public.

All EOC staff members are trained in the use of information-sharing tools as part of their EOC orientation. During additional training and exercising, they have opportunities to practice using these tools before an EOC activation. Responsibilities, tools, and processes for sharing of information are described in Standard Operating Procedures (Appendix A.5.).

2.3.10. Resource Management

The third of the three important roles of the EOC is to broker resources. A city emergency may require a dispatch of city resources. Depending on the circumstances, but especially if needed resources are scarce, the EOC may have to carefully manage the assignment of resources to several emergency scenes or from one department to another. At other times, the EOC may facilitate movement of resources to or from the city (e.g., facilitating support between the cities of Fort Bragg and Willits). In these cases, the EOC serves as the conduit for resources requests.

To best manage resources, the EOC maintains a current emergency resource catalog (Appendix A.6), an emergency contact directory (Appendix A.2), and at least one active RIMS terminals that can be used to coordinate resource requests. The tools and processes for accomplishing this work are described further in Standard Operating Procedures.



2.4. Recovery

The final area of city emergency management activity is recovery. Recovery is the process of returning to normal an area affected by a disaster. Recovery may sometimes occur within a matter of hours—for example, restoration of electricity and telephone service. After major disasters, recovery can take years. Two activities essential to effective recovery are to complete a plan for recovery before an emergency occurs and to begin recovery as soon as possible after an emergency. Sometimes, recovery activities begin before response activities conclude. In any case, recovery begins with damage assessment, followed by short-term and long-term recovery activities. These three activities are described in the sections below.

2.4.1. Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to determine to what extent state and federal assistance may be available. Several resources are available within the city to perform a PDA. The American Red Cross conducts cursory assessments sometimes called windshield surveys. Windshield surveys are named as such because they are performed by one or more individuals driving through neighborhoods and collecting information from inside the vehicle. The City of Fort Bragg contracts with Mendocino County for building inspectors who can perform comprehensive damage assessments. When additional help is needed, a form of statewide mutual aid is also available to provide assistance.

Damage assessments must occur quickly and accurately in order to obtain timely assistance from state and federal agencies. For this reason, the City Manager assigns damage assessment responsibilities to the Advance Planning Branch of the EOC Planning and Intelligence Section. Tools and processes used for conducting damage assessments are described in Appendix A.5 and A.7, respectively.

2.4.2. Short-Term Recovery

The establishment of priorities is just as important in recovery as in response to ensure a timely and orderly restoration. Short-term recovery objectives are typically established in the EOC while response is winding down. These recovery objectives usually include:

- Opening transportation routes
- Restoring utility service
- Securing damaged areas



- Removing hazardous materials and debris
- Providing temporary housing
- Accomplishing cost recovery
- Establishing long-term recovery objectives
- Implementing immediate environmental protection measures

2.4.3. Long-Term Recovery

Attainment of long-term recovery objectives generally does not occur until long after closure of an EOC. Long-term recovery activities include:

- Performing environmental assessments
- Rebuilding infrastructure (e.g., highways, bridges)
- Rebuilding homes
- Restoring industry and commerce
- Restoring the natural environment

Tools and processes associated with recovery activity are described in Appendix A.5 and A.7.



3. Continuity

Emergencies can threaten to destroy or delay the ability of government to carry out executive functions and provide essential services. This section summarizes the Continuity of Government and Continuity of Operations planning for the City of Fort Bragg.

3.1. Continuity of Government

State law requires appointment of a standby officer for each member of a governing body. This law also applies to officers who head departments responsible for maintaining law and order, or that provide public services relating to health and safety. The law requires procedures to ensure continued operation of political subdivisions in the event the governing bodies, including stand-by officers, are unavailable to serve.

The Fort Bragg City Council and the City Manager have developed and continue to maintain a continuity plan that identifies a primary and alternate location for the vital city operations, and a line of succession should one or more members of City Council and the City Manager become unavailable during an emergency. Copies of this plan are kept in the City Council chambers, in the City Manager's office, and in the EOC. This plan is exercised every 3 years.

3.2. Continuity of Operations

Each city department has also developed plans to restore essential department services following an emergency interruption. These plans are exercised each year and include:

- A line of succession for department leadership
- A list of essential services and descriptions of acceptable tolerance for interruption
- A strategy to mitigate interruption of each essential service
- A strategy to restore each essential service, should it become interrupted
- Definition of a continuity team for the department with assignments for each member
- A list of vital records and a strategy for preserving and maintaining access to vital records
- A record of training and exercises performed to maintain department plans

Because continuity of operations is vital to most departments, the city incorporates continuity of operations objectives during design and implementation of each annual emergency management exercise.



4. Plan Maintenance

This plan will be maintained by the Chief of Police and the Administrative Services Director and reviewed by the City Manager annually. As changes are needed to plan appendices, the Administrative Services Director will facilitate these changes, coordinating and communicating this work with appropriate stakeholders. When changes are needed to the basic plan (not including appendices), these changes will be directed, reviewed, and approved by the City Council.

Annual training will be provided either as a new orientation or refresher training to all city staff that may be expected to participate in an emergency response. A record of this training will be retained in employee records.

An annual exercise should be conducted to maintain the ability to execute this plan well. The Chief of Police will facilitate design, execute, and evaluate these exercises, drawing support from other agencies as it may be required. The exercises may take the form of a table-top, functional, or full-scale exercise, although a functional exercise will occur at least every 3 years.

Each year, an annual report of emergency management program accomplishments, needs, and improvement planning shall be presented to the City Council by the Chief of Police and/or the City Manager.



Appendices and Annexes

- A.1. General Flow of Response
- A.2. Emergency Operations Contact List
- A.3. Hazard-Specific Procedures
 - A.3.1. Communication Failure
 - A.3.2. Drought
 - A.3.3. Earthquake
 - A.3.4. Explosion
 - A.3.5. Extreme Weather
 - A.3.6. Hazardous material spill
 - A.3.7. Public Health Crisis
 - A.3.8. Transportation Accident
 - A.3.9. Tsunami
 - A.3.10. Wildland/Urban Interface Fire
- A.4. Emergency Functions
- A.5. Standard Operating Procedures
- A.6. Resource Catalog
- A.7. Emergency Forms
 - A.7.1. Incident/Situation Reporting
 - A.7.2. Incident Command System Forms
 - A.7.3. Emergency Proclamation
 - A.7.4. Resource Ordering/Tracking
 - A.7.5. Initial Damage Assessment
 - A.7.6. After-Action Reporting
- A.8. Continuity of Operations/Continuity of Government
- A.9. Hazard Identification and Risk Assessment
- A.10. Emergency Planning Contact List (non-responders)
- A.11. Annual Work Plan
- A.12. Recommended Training Courses
- A.13. Annual Training Plan
- A.14. Three-Year Emergency Exercise Plan
- A.15. Employee Emergency Preparedness Handbook

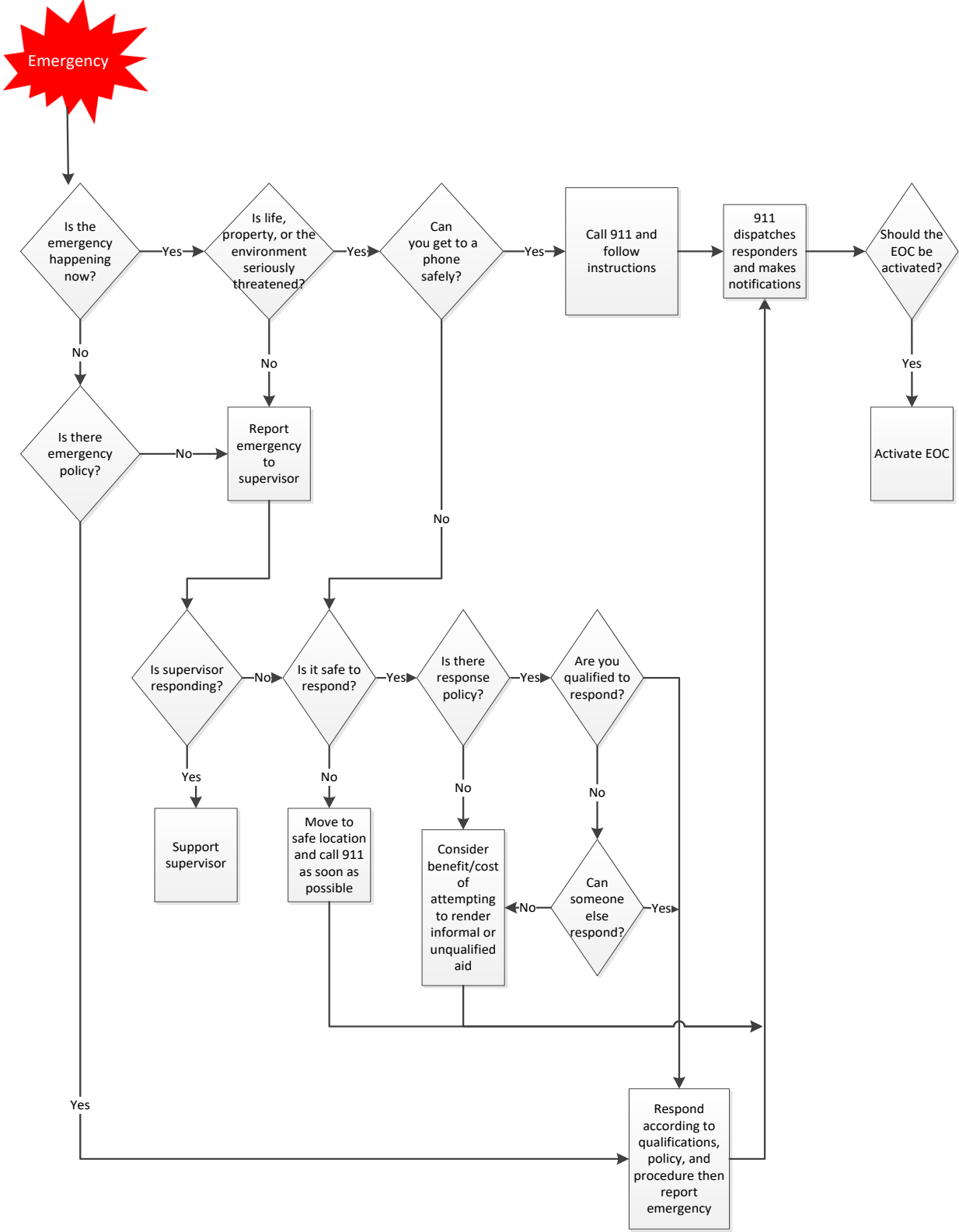


A.16. Access and Functional Needs

A.17. Maps



A.1. General Flow of Response





A.2. Emergency Operations Contact List

#	Name	EOC Role	Agency	Title/Role	Home Address	Office Phone	Cell Phone	Home Phone	Email
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									

Primary EOC staff
Secondary EOC staff



A2.2 Essential Facility Contact List

Essential Facility	Primary Location	Alternate Location
Fort Bragg Emergency Operations Center	250 Cypress Street Fort Bragg, CA 95437	Fort Bragg Town Hall
County Emergency Operations Center	951 Low Gap Road Ukiah, CA 95482	17500 N. Highway 101 Willits, CA 95490
Sheriff's Dispatch	589 Low Gap Road Ukiah, CA 95482	17501 N. Hwy 101 Willits, CA 95490
EMS Dispatch	17501 N. Hwy 101 Willits, CA 95490	TBD
Fire Dispatch (All but Little Lake Valley)	17501 N. Hwy 101 Willits, CA 95490	TBD
Fire 2 Dispatch (Little Lake Valley)	125 E. Commercial, #150 Willits CA 95490	589 Low Gap Road Ukiah, CA 95482
Ukiah/Fort Bragg Dispatch	300 Seminary Ave. Ukiah, CA 95482	125 E. Commercial, #150 Willits, CA 95490
Willits Dispatch	125 E. Commercial #150 Willits, CA 95490	589 Low Gap Road Ukiah, CA 95482
Public Health Department Operations Center	1120 South Dora St. Ukiah, CA 95482	TBD



A.3. Hazard-Specific Procedures

- A.3.1. Communication failure
- A.3.2. Drought
- A.3.3. Earthquake
- A.3.4. Explosion
- A.3.5. Extreme weather
- A.3.6. Hazardous material spill
- A.3.7. Public health crisis
- A.3.8. Transportation accident
- A.3.9. Tsunami
- A.3.10. Wildland interface fire



Scenario: Communication failure

- Priorities:**
1. Assess need for and activate EOC, if necessary
 2. Implement alternate communications
 3. Test communications with all potentially affected areas
 4. Dispatch damage assessment team
 5. Activate ARES/RACES staff, if necessary
 6. Request mutual aid (i.e. communications vehicle, mobile repeater)
 7. Implement cost accounting system
 8. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. If communications are quiet, is this because there is nothing happening or because communications are not working?
 2. What is the critical path to restoring communications? Is it recovery of a system or migration to another system?
 3. Will mutual aid be available during the incident duration? If not, what are the costs and source of funds to maintain support?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire Coordinator
 3. Operational Area Law Enforcement Coordinator



Scenario: Drought

- Priorities:**
1. Define situation, including least and worst-case scenarios
 2. Develop mitigation strategies to limit the effects of drought before health and safety impacts result
 3. Collaborate with other agencies to maximize effect
 4. Define plans for response before health and safety impacts are imminent
 5. Communicate threat, impact, mitigation and response activities to the public

- Issues to expect:**
1. What help will the city need to respond?
 2. What sources of funding are available to manage an emergency before health and safety threats are imminent?

- Organizations to call for support:**
1. County OES
 2. U.S. Department of Agriculture, National Resource Conservation Service



Scenario: Earthquake

- Priorities:**
1. Assess need for and activate EOC, if necessary
 2. Establish communications with affected areas
 3. Monitor and ready for tsunami threat
 4. Provide initial and continuous emergency public information
 5. Identify additional response requirements
 6. Assess condition of major transportation routes
 7. Request mutual aid
 8. Activate mass care and shelter
 9. Mobilize damage assessment teams
 10. Implement cost accounting system
 11. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Is our house/building safe?
 3. How will we sustain 24/7 operations
 4. What should earthquake victims do? Shelters?

- Organizations to call for support:**
1. County OES
 2. Coastal Region Fire and Rescue Mutual Aid Coordinator
 3. U.S. Geological Survey (USGS)



Scenario: Explosion

- Priorities:**
1. Secure the affected area
 2. Treat the injured
 3. Assess need for and activate the EOC, if necessary
 4. Facilitate mutual aid, if necessary
 5. Provide initial and continuous emergency public information
 6. Initiate accident or criminal investigation

- Issues to expect:**
1. Was this a criminal act or accident? If a criminal act, what should you tell the public without jeopardizing an investigation?
 2. Are we safe from additional threat?
 3. What sources of funding are available to manage this incident?

- Organizations to call for support:**
1. County OES
 2. Coastal Region Law Enforcement Mutual Aid Coordinator



Scenario: Extreme Weather

- Priorities:**
1. Participate in National Weather Services (NWS) and River Forecast Center (RFC) weather briefings
 2. Warn people to prepare for storm
 3. Activate sheltering for those in need
 4. Place response staff on alert and pre-position resources
 5. Assess condition and restore major transportation routes damaged by weather
 6. Provide initial continuous emergency public information
 7. Establish contact and coordinate with the California Utilities Emergency Association (CUEA)
 8. Identify additional response requirements
 9. Request mutual aid
 10. Activate mass care and shelter
 11. Mobilize damage assessment teams
 12. Implement cost accounting system
 13. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. How will we sustain 24/7 operations?
 3. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. County OES
 2. California Utilities Emergency Association (CUEA)



Scenario: Hazardous Material Spill

- Priorities:**
1. Determine the nature, extent, and impact of the spill
 2. Assess need for and activate EOC, if necessary
 3. Ensure REHIT dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. CalEMA Coastal Region Fire and Rescue Mutual Aid Coordinator
 3. U.S. Environmental Protection Agency (EPA)



Scenario: Public Health Crisis

- Priorities:**
1. Determine the nature, extent, and impact of the public health event
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with affected areas
 4. Define mitigation and response strategies
 5. Engage and collaborate with all appropriate agencies
 6. Provide initial and continuous emergency public information
 7. Identify additional mitigation and response requirements

- Issues to expect:**
1. What are the nature, extent, and impact of the event?
 2. What help will the city need to respond?
 3. How will we sustain continuous EOC operations?
 4. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. California Department of Public Health (CDPH)
 2. County OES
 3. U.S. Centers for Disease Control and Prevention (CDC)



Scenario: Transportation Accident

- Priorities:**
1. Determine the nature, extent, and impact of the accident
 2. Facilitate or support Mass Casualty Incident (MCI) operations
 3. Assess need for and activate EOC, if necessary
 4. Establish communications with affected surrounding areas
 5. Provide initial and continuous emergency public information
 6. Identify additional response requirements
 7. Request mutual aid
 8. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. What transportation routes are affected and what detours have been established?
 3. How long will transportation routes be closed?
 4. What sources of funding are available to manage this incident?

- Organizations to call for support:**
1. County OES
 2. CalTrans



Scenario: Tsunami

- Priorities:**
1. Monitor for Alaska and Pacific Tsunami Warning Center messages following reports of a major earthquake within the Pacific Rim
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with potentially affected areas
 4. Activate public warning
 5. Place emergency staff on stand-by and pre-stage resources
 6. Implement evacuation of low-lying coastal areas
 7. Provide initial and continuous emergency public information
 8. Monitor tsunami impacts
 9. Identify additional response requirements
 10. Assess condition of major transportation routes
 11. Request mutual aid
 12. Activate mass care and shelter
 13. Mobilize damage assessment teams
 14. Implement cost accounting system
 15. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Will there be more tsunami waves?
 3. How do I reconnect with friends and family thought to be in tsunami inundation area?
 4. Where should I go as a resident or business if I need assistance?
 5. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. County OES
 2. NOAA
 3. USGS



Scenario: Wildland/urban interface fire

- Priorities:**
1. Determine the nature, extent, and impact of the fire(s)
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with affected areas
 4. Convene conference call of Operational Area Fire Chiefs to discuss threat, priorities, and strategy
 5. Establish liaison with incident and/or area commanders
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Assess need and issue order evacuation, if necessary
 10. Activate mass care and shelter
 11. Implement cost accounting system
 12. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. Will evacuations be necessary?
 2. What help will the city need to respond?
 3. Is our house/building safe?
 4. How will we sustain 24/7 operations?

- Organizations to call for support:**
1. County OES
 2. Coastal Region Fire and Rescue Mutual Aid Coordinator
 3. USFS



A.4. Emergency Functions

This table represents the assignment of organizations to Emergency Functions and their related activity in the Fort Bragg EOC during a State of Emergency.

	Emergency Function	Lead	Concept of Operation
1.	Care and Shelter	American Red Cross (ARC)	The City of Fort Bragg and ARC will sign a Memorandum of Agreement (MOA) that formalizes the ARC's role in managing mass care and shelter operations during emergencies. In coordination with the Mendocino Health and Human Services Agency (HHSA), ARC pre-identifies shelter locations and organizes, trains, exercises shelter teams. During emergencies, the ARC will staff the county's Emergency Operations Center (EOC). The Mendocino County Department of Social Services (DSS) provides a care and shelter Branch Director for the Operations Section of the EOC and directs all county support for care and shelter activities. Depending on need, the city's EOC may request an ARC representative to coordinate care and shelter activities within the city



	Emergency Function	Lead	Concept of Operation
2.	Finance	Fort Bragg Finance Department	In order to effectively manage emergency expenditures and maximize emergency and disaster cost recovery, the Finance Director will assign and train a minimum of two individuals to finance and recover the costs of emergency operations. The requisite knowledge and training of these individuals will include understanding (1) emergency funding authorization; (2) local, state, and federal disaster response and recovery programs; (3) managing finances during an emergency as the EOC's Finance and Administration Section Chief; and (4) the National Incident Management System. In order to staff all section activities, these individuals may also be required to provide just-in-time training and to supervise additional staff.
3.	Fire and Rescue	Fort Bragg Fire Protection Authority	The Fort Bragg Fire Protection Authority (or their qualified designee) will assign a Fire and Rescue Branch Director to the city EOC. In this capacity, the individual will facilitate coordination of city-wide fire and rescue resources as well as the integration of other, local, state, and federal fire and rescue resources, typically as the Fire and Rescue Branch Director of the EOC Operations Section.
4.	Law Enforcement and Evacuation	Fort Bragg Police Department	The Fort Bragg Police Department (FBPD) will assign a Law Enforcement Branch Director at the city EOC. In this capacity, the individual will facilitate coordination of citywide law enforcement and evacuation activities as well as the integration of other, local, state, and federal law enforcement resources, typically as the Law Enforcement Branch Director of the EOC Operations Section.



	Emergency Function	Lead	Concept of Operation
5.	Legal Counsel	Fort Bragg City Attorney	The Fort Bragg City Attorney will serve as counsel during emergencies. The attorney will serve as the main consultant for all city emergency-related activities and report to the EOC Director. The requisite knowledge and training of this individual includes understanding (1) local, state, and federal emergency powers; and (2) proclamations of local emergency. During EOC activations, this individual may facilitate development or execution of emergency proclamations; therefore the City Attorney will anticipate and develop, in advance, any documents that may be required.
6.	Logistics	Fort Bragg Public Works Department	The Fort Bragg Public Works Department will identify, train, and otherwise prepare to deploy all staff members who could be necessary to provide the EOC with general service and facility support during emergencies. This support may include providing equipment, supplies, telecommunications and information technology, transportation, personnel management, facilities, and other logistical support. The Public Works Director (or their qualified designee) will assign and train a minimum of two individuals who can serve as EOC Logistics Chief.
7.	Management	City Manager	The City Manager (or his/her qualified designee) will serve as EOC Director and work directly on behalf of the City Council during an emergency.



	Emergency Function	Lead	Concept of Operation
8.	Health and Emergency Medical Services	Mendocino County Health and Human Services Agency	<p>The Mendocino County Health and Human Services Agency (HHSA) will identify and train at least two people to staff the county EOC and to facilitate and coordinate (1) Emergency Medical Services; (2) Hazardous Material Response; (3) Disaster Public Health; (4) Disaster Behavioral Health; and (5) Emergency Pet and Animal Care. Any of the staff may serve as the Operations Section Branch Director to coordinate EOC activity in their domain of expertise. Due to certain domain activities (i.e., emergency medical services, hazardous material response) performed by outside organizations, HHSA may delegate responsibility for coordinating one or more domain-related activities to an appropriate organization. The City of Fort Bragg may request one or more HHSA representatives to support city EOC activities.</p>
9.	Planning & Intelligence, Mitigation and Recovery	<p>Fort Bragg Community Development Department</p> <p>Mendocino County Department of Planning & Building</p>	<p>During emergencies, the Fort Bragg Community Development Department will staff the city EOC Planning and Intelligence Branch where individuals will coordinate damage assessment and recovery planning. Following closure of the EOC, the department works on behalf of the city to coordinate all recovery field activities. The City of Fort Bragg may request one or more County Planning and Building Department representatives to support city EOC activities.</p> <p>The Mendocino County Department of Planning & Building will lead all hazard identification and pre-event mitigation of emergencies caused by natural and/or technological disasters. This work will be performed while developing and maintaining the Mendocino County Community Local Hazard Mitigation Plan.</p>



	Emergency Function	Lead	Concept of Operation
10.	Preparedness and Response	Chief of Police Fort Bragg Administrative Services Department	The Chief of Police will maintain the EOC and all emergency-related planning, facilitate training, and administer all exercise and emergency management program development activities. The Administrative Services Department will assist with coordination of training, updating the Emergency Plan, etc. During activations of the EOC, the Administrative Services Director will also typically serve as the Public Information Officer.
11.	Public Works	Fort Bragg Public Works Department	The Fort Bragg Public Works Department will identify and train at least two people to staff the city EOC to facilitate and coordinate (1) debris removal and (2) restoration of transportation infrastructure. Any of these individuals may serve as an Operations Section Branch Director to coordinate EOC activity in their domain of expertise.
12.	Volunteer and Donations Management	North Coast Opportunities, Inc. (NCO)	The City of Fort Bragg and North Coast Opportunities, Inc. (NCO) will sign a Memorandum of Agreement (MOA) that will formalize the NCO role in managing all volunteer and donations management activity on behalf of the city during disaster. A representative of NCO will staff the city's Logistics Section during activation. The Chief of Police will serve as the day-to-day emergency planning contact for NCO.



A.4. Summary of Emergency Function Assignments for the City of Fort Bragg

	American Red Cross	Fort Bragg Finance Department	Fort Bragg Fire Protection Authority	Fort Bragg Police Department	Fort Bragg City Attorney	Fort Bragg Public Works Department	Fort Bragg City Manager	Mendocino County Health and Human Services Agency	Fort Bragg Community Development Department	Fort Bragg Administrative Services Dept	North Coast Opportunities
Care and Shelter	X							X			
Finance		X									
Fire and Rescue			X								
Health and Emergency Medical Services								X			
Law Enforcement and Evacuation				X							
Legal Counsel					X						
Logistics						X					
Management				X			X			X	
Planning & Logistics, Mitigation and Recovery									X		
Preparedness and Response				X			X			X	
Public Works						X					
Volunteers/Donations											X



A.5. Standard Operating Procedures



A.6. Resource Catalog

#	Resource	Description	Quantity Available	Location	Owner/ Operator	Office Phone	Cell Phone	Home Phone	Email	Notes
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										
21.										
22.										
23.										



A.7. Emergency Forms

- A.7.1. Incident/Situation Reporting
- A.7.2. Incident Command System Forms
- A.7.3. Emergency Proclamation
- A.7.4. Resource Ordering/Tracking
- A.7.5. Initial Damage Assessment
- A.7.6. After-Action Reporting



A.8. Continuity of Operations/Continuity of Government

Succession of Leadership

Chief Elected Official	City Manager	Police Chief
1. Mayor	1. City Manager	1. Police Chief
2. Vice-Mayor	2. Administrative Services Director	2. Police Lieutenant
3. Councilmember	3. Police Chief or Public Works Director	3. Most Senior Sergeant

Essential Functions

Priority	Function	Continuity Goal	Continuity Strategy	Assigned To
1.	Public Safety	Immediate	Ensure public safety	Police Chief
2.	Water treatment-storage tanks & plant	Immediate	All staff on hands to assess	PW Director
3.	Water distribution system	Immediate	All staff on hands to assess	PW Director
4.	Utilities (Power, propane, etc.)	Immediate	Operate generators/assess	Asst PW Director
5.	Communications	Immediate	Access to internet, emergency personnel	Admin Services Director
6.	Roadway Emergency Access	Immediate	Assess/Coordinate with outside agencies	PW/Police/CalTrans
7.	Raw water supply	Immediate	Assess/Respond/Implement	PW water personnel
8.	Financial systems	2 days	Assess/Respond/Implement	City Treasurer
9.	Recordkeeping	2 days	Assess/Respond/Implement	City Clerk
10.	Access to remote high value locations (lift stations, outfall)	3 days	Assess/Respond/Implement	Asst PW Director
11.				
12.				

Vital Records

Record	Location	Protection Strategy	Assigned To
1.	Municipal Code	Online, City Hall	City Clerk
2.	GIS Maps, Land Records	Online, City Hall	Comm Dev Director
3.	Permits/Licenses	???	????



4.	Payroll, A/P, A/R	Off-site back-up, City Hall, online access	City Treasurer
5.			

A.9. Hazard Identification and Risk Assessment



A.10. Emergency Planning Contact List (non-responders)

Name	Title	Agency	Jurisdiction/ Discipline	Address	Telephone	Email



A.11. Annual Work Plan

#	Project	Purpose	Duration	Budget	Project Manager	Notes
1.	Complete Plan	Prepare for emergencies			Admin Services Dir	Complete by 12/31/17
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						



A.12. Recommended Training Courses

Course	Type	Location	Pre-requisite	This course allows people to	Who takes this
ICS-100	Self-guided	www.fema.gov	None	Provides the foundation for higher-level ICS training. Describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.	All
ICS-200	Self-guided	www.fema.gov	ICS 100	Enables personnel to operate efficiently during an incident or event within the ICS. Provides training and resources for personnel who are likely to assume a supervisory position within the ICS.	Management, Section Chiefs, Unit Leaders
ICS-300	Classroom	www.fema.gov	ICS 100, ICS 200	Provides training and resources for personnel who require advanced knowledge and application of the ICS. Expands upon information covered in ICS-100 and ICS-200.	Command and General Staff, Unit Leaders
ICS-400	Classroom	www.fema.gov	ICS 100, ICS 200, ICS 300,	Provides training and resources for personnel who require advanced application of ICS. Expands upon information covered in ICS-100 through ICS-300.	Command and General Staff, Unit Leaders
IS-700	Self-guided	www.fema.gov	None	Introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.	All
IS-800	Self-guided	www.fema.gov	IS-700	Introduces participants to the concepts and principles of the NRF.	All



A.13. Annual Training Plan

Course	Targeted Audience	Purpose/Value of Training	Estimated Date of Delivery	Course Provider	Course Manager	Notes
ICS 100, 200, 700	All staff not already certified		Sept 2016	County EOS	Rick Ehlert	
ICS 300, 400	Management not already certified		Oct 2016	County EOS	Rick Ehlert	
CPR Training	All Non- PD Staff		Sept & Oct 2016	City of Fort Bragg	Rick Davis	
ICS 100, 200, 700	All Staff not already certified		Nov 2016	County EOS	Rick Ehlert	
EOC Management Training	Management		Jan 2017	County EOS	Rick Ehlert	
ICS 100, 200, 700	All staff not already certified		Feb 2017	County EOS	Rick Ehlert	
ICS 300, 400	Management not already certified		March 2017	County EOS	Rick Ehlert	
Tsunami and Shelter Training			March 2017	County EOS	Rick Ehlert	
EOC Management Training	Management		March 2017	County EOS	Rick Ehlert	
ICS 100, 200, 700	All staff not already certified		April 2017	County EOS	Rick Ehlert	
EOC Specific Training			May 2017	County EOS	Rick Ehlert	
EOC Position Section Training	Management		May 2017	County EOS	Rick Ehlert	
ICS 100, 200, 700	All staff not already certified		Aug 2017	County EOS	Rick Ehlert	



A.14. Three-Year Emergency Exercise Plan

Estimated Month/Year of Exercise	Exercise Type	Scenario	Objectives	Agencies Involved	Exercise Director	Notes
Oct 2016	Great Shakeout				County EOS	
May 2017	HAM Exercise				County EOS	
Aug 2017	EOC Tabletop Exercise				County EOS	
Oct 2017	Great Shakeout				County EOS	
Nov 2017	EOC Tabletop Exercise				County EOS	



A.15. Employee Emergency Preparedness Handbook

Section i - introduction

A. GENERAL PROCEDURES

The Employee Emergency Preparedness Handbook is written to comply with Title 8, Section 3220 of the California Code of Regulations. Its purpose is to provide guidelines for employee involvement in emergency preparedness by providing the following:

Written procedures for emergency procedures and escape routes.

Written procedures for employees who remain to operate critical plant operations before they evacuate.

Written procedures to account for employees after emergency evacuation has been completed.

Rescue and first-aid duties for employees who are qualified to perform them.

Preferred method for reporting fires and other emergencies.

Names or job titles of personnel to contact for more information.

Training requirements for this plan.

B. Responsibility

All employees are responsible for:

Becoming familiar with, and following the procedures outlined in this Plan.

Assisting with an immediate emergency response in their work area consistent with the training received.

Notifying the proper authorities of an emergency situation as outlined in this Plan.

Section ii - ELEMENTS

A. EMERGENCY ESCAPE PROCEDURES AND ROUTES

Should it become necessary to evacuate the facility, the order will be given via local alarm, radio, or runner.

Upon receiving the order to evacuate, everyone will immediately shut down only those machines appropriate to do so and leave by the nearest exist. A copy of the exit plan for each City facility is posted throughout the buildings. Only designated evacuation routes and exits should be used since they were designed for this purpose. In the event that employees are working with large equipment when the evacuation order is received, the employee should place the equipment in a location so as to not interfere with the evacuation of others.



All employees will report to their supervisors at the designated evacuation area. The designated evacuation area for each facility is listed below:

Facility	Designated Evacuation Area
City Hall	Just south of the Franklin Street entrance to the parking lot
Corporation Yard	East gated entrance next to dumpsters
Police Department	Northwest parking lot
Water Treatment Facility	East gated entrance next to dumpsters
Wastewater Treatment Facility	At gate to facility

During the evacuation, all employees are to follow the general safety considerations below:

No employees will remain inside.

Roll call will be taken at the designated evacuation site.

Do not block access routes for emergency vehicles.

Avoid interference with emergency response personnel.

When instructed to, leave the area immediately. Do not stop to take any item with you. The main purpose of the evacuation alarm is to clear the building as soon as possible. No item is worth the chance that you could be trapped inside.

Supervisors and other designated individuals should position themselves at the exits to ensure that everyone continues to move to the outside and the exit way remains open.

Personnel will need to assist visitors in the facility – help those who might not know our evacuation procedures. Everyone is responsible to assist their own visitors during the evacuation.

B. PROCEDURES FOR EMPLOYEES WHO REMAIN TO OPERATE CRITICAL PLANT OPERATIONS BEFORE THEY EVACUATE

Public Works Department

The Public Works yard has no critical operations that need to be addressed in an evacuation.

In the event of fire:

If time permits, shut power off to the building. The power shut off is located on the north wall of the ground floor, just east of the entry door.

If the fire is small and not located in the vehicle storage area, and if time permits, drive the Camel Vac. Truck, Backhoe, and Service truck out of the building.

C. PROCEDURES TO ACCOUNT FOR ALL EMPLOYEES AFTER EVACUATION HAS BEEN COMPLETED



Once employees arrive in the assembly area, they should not leave it until told to do so by emergency personnel. Supervisors will account for their respective employees as well as others who are evacuated.

D. RESCUE AND MEDICAL DUTIES FOR THOSE EMPLOYEES WHO ARE TO PERFORM THEM

Employees who are trained and certified to administer first aid should administer first aid to injured employees and/or visitors **after** calling 9-1-1.

E. PREFERRED MEANS OF REPORTING FIRES & OTHER EMERGENCIES

The prompt and accurate reporting of an emergency is often a key factor in how well that emergency is handled. A delay in calling for help, or providing inaccurate information, can sometimes make the difference between life and death.

FOR ANY EMERGENCY – DIAL 9-911 (9 is required to get an outside line) **AND STAY ON THE LINE!**

You should be prepared to provide the emergency operator with the following information:

Type of emergency

Scope of emergency (number of people involved, size of problem).

Location of the emergency (be as specific as possible).

Your name and the phone number you are calling from.

Any other details emergency response personnel should be aware of.

Be prepared to stay on the line until the emergency operators indicate that they have all the necessary information. Let the emergency operators be the first to hang up.

ADDITIONAL TELEPHONE NUMBERS:

LOCAL PUBLIC SAFETY

FIRE DEPARTMENT 9-911

PARAMEDICS/AMBULANCE 9-911

POLICE 9-911 or 9-964-0200



FIRE ALARM COMPANY

Company	Phone Number
Deep Valley Alarm	(707) 462-5200

MEDICAL ASSISTANCE

Emergency – Dial 9-911

Mendocino Coast District Hospital – 24 hours
700 River Drive
Fort Bragg, CA 95437
707-961-1234

F. PERSONS TO BE CONTACTED FOR FURTHER INFORMATION OR EXPLANATION OF DUTIES UNDER THE PLAN

Contact your Supervisor or the Employee Safety Coordinator for further information regarding this Plan.

Section iii – alarm system

The City of Fort Bragg utilizes an alarm system monitored by Deep Valley Alarm in several of the City's facilities. Said alarm system complies with Article 165 (Employee Alarm Systems) of Group 27 (Fire Protection) of Subchapter 7 (General Industry Safety Orders of Title 8 Code of Regulations, in that it:

Has a distinctive and recognizable signal to notify employees of the need to evacuate the work area.

Provides manual pull box alarms for employee use in an emergency.

Is monitored and tested by Deep Valley Alarm Company.

If an alarm system is available, employees should pull the manual pull box alarm to notify other employees of the emergency situation and should then follow evacuation procedures.

If an alarm system is not available at a specific facility, the intercom system or a runner should be used to notify employees of the emergency.

Section IV – evacuation PROCEDURES

A. Earthquake



EARTHQUAKE PREPAREDNESS AND RESPONSE

Earthquakes occur without warning and can be of any magnitude. For this reason, they can be very frightening. There are precautions that can be taken to lessen an earthquakes effects:

Ensure that cabinets are stable and anchored. Spread the material throughout the drawers evenly.

Ensure that paper, books, etc. are not stacked on top of cabinets.

Ensure that boxes, electrical cords, etc., will not become tripping hazards in case the lights fail.

DURING THE EARTHQUAKE

IF YOU ARE INSIDE

Try to take cover under a table or other sturdy furniture. Kneel, sit or stay close to the floor. Try to hold onto furniture legs for balance. Be prepared to move with your cover.

Doorways may not be the safest location for protection. Violent motion could cause doors to slam against your body, crush your fingers, or inflict other serious injuries. More importantly, while standing in a doorway, you could become a target for flying objects.

Move away from large windows, bookcases, and unsecured heavy objects.

Stay inside if you are inside. Do not try to run outside.

IF YOU ARE OUTSIDE

Move to an open area away from buildings, power lines, poles, and large limbed trees.

Seek available shelter to avoid falling objects. If there is no safe open area, get low to the ground and balance yourself.

IF YOU ARE IN A CAR OR OTHER VEHICLE

Stop the vehicle as safely as possible

Try not to stop under bridges or power lines. Try not to drive over bridges that may be damaged.

Stay in the vehicle during and after the earthquake.

Listen for radio reports.

AFTER THE EARTHQUAKE

After a major earthquake, emergency services like fire, police, and medical services may be unavailable for an extended period of time.

Think before moving. Remain in a safe position until shaking stops. Move slowly and carefully.

Immediately check for injured and/or trapped people.

Immediately check for fire; extinguish with a fire extinguisher if possible, and if trained in the use of fire extinguishers.



Check for spilled industrial or office chemicals.

Check phones; they may be out of service or knocked off their cradles during the earthquake. After the earthquake, make sure all phones are properly hung up. **DO NOT USE THE TELEPHONE EXCEPT FOR EMERGENCIES.**

Evacuate with caution. Use alternate routes if primary exit is blocked. Meet at designated evacuation area.

B. Fire

HAZARDS OF FIRE & SMOKE

Fires in buildings produce extreme heat and toxic gases and smoke. Most deaths are directly attributed to the inhalation of the gases and smoke; even small amounts of gases and smoke can be fatal and must be avoided.

FIRE SCENE PRIORITIES

Evacuate – Remove anyone in immediate danger following the Emergency Escape Procedures and Routes in Section II-A.

Report – Dial 9-911, give location and facts regarding the fire. Activate the building alarm if applicable or give verbal warning.

Confine – Confine the fire by closing all doors and windows in the affected area, if possible.

Extinguish – Attempt only if trained and can be done safely.

C. person with weapon

Seek cover or leave the room.

Call 9-911; stay on the line with the 911 operator.

State that there is a person with a weapon

State the location of the building

Give a description of the person and weapon

Give your name

Give a callback telephone number

Advise the operator of the subject's movements

Warn others in immediate area.

Close and lock doors and alert others to do the same.

Stay in protected office area.

Advise Police of additional information as it becomes available.



SECTION V – training

A. Frequency of Training

Before implementing the Emergency Action Plan, the City shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. Additionally, the City shall advise each employee of his/her responsibilities under the plan at the following times:

Initially when the plan is developed;

Whenever the employee's responsibilities or designated actions under the plan change; and

Whenever the plan is changed.

The City shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.



A.16. Access and Functional Needs



A.17. Maps