



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
Fax: (707) 961-2802

## Meeting Agenda Public Safety Committee

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Tuesday, March 19, 2024

4:00 PM

Town Hall, 363 N. Main Street

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### SPECIAL MEETING

#### MEETING CALLED TO ORDER

#### ROLL CALL

#### COMMITTEE MEMBERS PLEASE TAKE NOTICE

*Committee Members are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.*

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<https://us06web.zoom.us/j/89795071914>

*Or Telephone: (\*6 to mute/unmute , \*9 raise hand)*

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*To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to [lgodinez@fortbragg.com](mailto:lgodinez@fortbragg.com).*

#### 1. APPROVAL OF MINUTES

- 1A. [24-592](#) Approve Minutes of the Public Safety Committee Meeting October 18, 2023.

**Attachments:** [PSCM 2023-10-18.pdf](#)

#### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

#### 3. CONDUCT OF BUSINESS

3A. [24-645](#) Receive Input on the Proposed City of Fort Bragg Emergency Operations Plan

**Attachments:** [City of Fort Bragg Emergency Operations Plan Draft .pdf](#)  
[State Certification Crosswalk EOP Draft.pdf](#)

3B. [24-646](#) Receive Input on the Emergency Operations Center Exercise

**Attachments:** [Exercise Plan EOC.pdf](#)

**4. MATTERS FROM COMMITTEE / STAFF**

4A. [24-648](#) Receive Oral Update From Staff on Departmental Activities

**ADJOURNMENT**

STATE OF CALIFORNIA     )  
  )ss.  
COUNTY OF MENDOCINO    )

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on Friday March 15, 2024.

\_\_\_\_\_  
Laura Godinez, Administrative Assistant-PD

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- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg’s website at <http://city.fortbragg.com> subject to staff’s ability to post the documents before the meeting*

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# City of Fort Bragg

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## Text File

File Number: 24-592

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**Agenda Date:**

**Version:** 1

**Status:** Business

**In Control:** Public Safety Committee

**File Type:** Committee Minutes

**Agenda Number:** 1A.

Approve Minutes of the Public Safety Committee Meeting October 18, 2023.



# City of Fort Bragg

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## Meeting Minutes Public Safety Committee

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Wednesday, October 18, 2023

3:00 PM Town Hall, 363 N. Main Street and Via Video Conference

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### MEETING CALLED TO ORDER

Meeting Chair Peters opened the meeting at 3:00 PM.

### ROLL CALL

**Present:** 2 - Lindy Peters and Jason Godeke

**Absent:** 1 - Bernie Norvell

### 1. APPROVAL OF MINUTES

1A. [23-344](#) Approve Minutes of the Public Safety Committee Meeting June 21, 2023.

Moved by Chair Peters and seconded by Council Member Godeke that the minutes be approved as presented.

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

### 3. CONDUCT OF BUSINESS

3A. [23-345](#) Continue Discussion Regarding Skunk Train Whistle and Quiet Zone Implementation

Police Chief Cervenka presented further information regarding the implementation of a "Quiet Zone" and the estimated cost for the changes at five different intersection. The estimated cost to make the adequate changes would be about one million dollars. Other challenges would be working with Caltrans on State Road 1 and and the biggest challenge would be that the City would be financially responsible for the changes to the intersections.

An inspector from the Federal Rail Authority (FRA) has been assigned to inspect the five intersections and he will conduct the on site inspection once Congress passes a permanent budge for their department. The inspector has been in contact with the Skunk Train Management and in his opinion he believes the Skunk Train is misinterpreting the regulation regarding the usage of whistle blowing. The inspector will be following up with the the FRA legal team to further discuss the legal interpretation of the regulation on whistle blowing.

Chair Peters comments regarding the whistle blowing excessively which is the cause and concerns the local residents have. Chief Cervenka mentioned that he has contacted the General

Manager of Skunk Train and was provided the manufacturers information for the whistles that they use for the decibel rating which are at a lower end compared to freight train whistles.

Chair Peters states that until there is further information regarding the legal interpretation on the regulation we will discuss the item further. Chief Cervenka mentioned that the General Manager plans to abide by what the FRA recommends after the legal interpretation is done. Chair Peters closed the agenda item by recommending that Chief Cervenka adds the item back on the agenda once there is an update from the FRA.

**3B. [23-346](#)** Continue Discussion Regarding Proposed Ordinance for Vacant Property Registration

Code Enforcement Officer George Leinen reintroduced the proposed ordinance and what was changed since the last meeting. He described the changes that the City's attorney suggested making to the ordinance including having the same consideration for both residential and commercial properties. A fee scheduled was also calculated for the ordinance by the City's Finance Department.

Code Enforcement Officer Leinen answered a question that has been brought up by many which was how the ordinance was going to be implemented and his response was that the public will need to be educated and informed by sending out registration packets to property owners.

Chair Peters expressed that the ordinance is solely to register vacant properties within City limits and Code Enforcement Officer Leinen affirmed that it is strictly only for vacant properties. Chair Peters commented that this ordinance will be a great incentive to property owners so that they sell the property to someone who will vacate and lower the housing crisis and bring in money to the City.

Chair Peters recommended to move the agenda item to City Council for further discussion.

Public Comments made by:

Paul Clark

Jenny Shattuck

**3C. [23-347](#)** Discuss Electrical Bicycles and Other Types of Mobility Devices Speeding on the Coastal Trail

Chief Cervenka began by stating that the Police Department has been spending more time at all points of the trail to gather data regarding speeders on the trail. Chief Cervenka went on to inform that if we were to compare the number of users on the trail versus the number of complaints is skew. There have been very few reports or complaints of people riding poorly on the trail the previous complaints made were regarding the same person who repeatedly went too fast on the trail which was caught and counseled on his behavior.

Chief Cervenka explained the challenges in implementing speed limits on a non roadway. He mentioned different options available to consider in order to prevent any further complaints or incidents involving reckless users. Chair Peters commented on possibly placing additional signage on the trail on the other had Chief Cervenka expressed his concern that unless the sign is related to an enforceable law then a sign should not be added. Chief Cervenka continued to state that an alternative to signage could be painting a short message on the roadway on the trail that would catch the attention of all users. Chief Cervenka will be conducting more research regarding painting on the roadway and will inform the committee at a later date.

Public comment made by:  
Jenny Shattuck

#### **4. MATTERS FROM COMMITTEE / STAFF**

##### **4A. [23-348](#) Receive Oral Update from Staff on Departmental Activities**

Fire Chief Orsi updated the committee on the new fire engine and rescue truck that are still on order. He stated that luckily they are not in dire need of the new vehicles but they were ordered to replace their older vehicles. Chief Orsi commented on a previous agenda item that was discussed in the June committee meeting and will be forwarded to City Council for discussion. He ended by stating that on November 4th the Fire Department will be holding a celebration of life for his father with a procession from Wall Street to the Fire Station.

Police Chief Cervenka began by providing an update on future personnel joining the Department. He briefly commented on attending the COPS WEST Training Event to introduce the Ford Lightning E-Truck to other agencies that attended the same event. Chief Cervenka closed his remarks by reminding the community that there will be a Trunk-or-Treat event at CV Starr Center on Halloween for all the kids that would like to attend.

#### **ADJOURNMENT**

**Chair Peters adjourned the meeting at 4:05 PM.**



# City of Fort Bragg

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## Text File

File Number: 24-645

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**Agenda Date:** 3/19/2024

**Version:** 1

**Status:** Business

**In Control:** Public Safety Committee

**File Type:** Staff Report

**Agenda Number:** 3A.

Receive Input on the Proposed City of Fort Bragg Emergency Operations Plan





# Emergency Operations Plan

Fort Bragg, California

Updated March 15, 2024





## Letter from the City Manager

Dear Residents and Business owners of Fort Bragg,

Ensuring the safety and well-being of our community is a paramount concern for me as City Manager of Fort Bragg. When I assumed this role at the beginning of 2024, I made Emergency Management, Planning, and Recovery a top priority. Witnessing the devastation caused by the disaster in Maui in 2023 reinforced the importance of being prepared for emergencies and ensuring our community's ability to recover economically from any challenges we may face. Given our city's location in one of the most beautiful yet rugged places in the world, we must be prepared for a variety of threats, from global warming to severe storms.

I am particularly proud that our Emergency Operations Plan (EOP) was developed with a Whole Community Concept in mind. This approach ensures that every segment of our diverse population is considered, and their concerns are addressed in our emergency planning efforts. Dozens of meetings were held with organizations and individuals throughout our community to ensure that their voices were heard and that our plan includes adequate protections for all residents.

I wish to express my heartfelt gratitude to the current City Council for their steadfast support throughout the process of revising our Emergency Operations Plan. Their dedication to increasing funding for our Emergency Planning Operations has significantly enhanced our preparedness efforts. This document represents the culmination of extensive collaboration by the management team and supporting staff. I want to extend a special acknowledgment to Captain Thomas O'Neal for his dedication and exceptional efforts in orchestrating the development of this plan.

In response to recent events and potential threats faced by our community, we have undertaken a comprehensive review and revision of our EOP. The updated plan incorporates best practices, lessons learned from past incidents, and input from various stakeholders to enhance our resilience and ability to mitigate, respond to, and recover from emergencies.

Key highlights of the updated Emergency Operations Plan include:

- 1. Comprehensive Risk Assessment:** We have conducted a thorough assessment of potential hazards and risks faced by our community, providing the foundation for our emergency preparedness and response strategies.
- 2. Enhanced Coordination and Collaboration:** The revised EOP emphasizes the importance of coordination and collaboration among city departments, emergency responders, community organizations, and other stakeholders to effectively mobilize resources and support during emergencies.
- 3. Clear Roles and Responsibilities:** The EOP outlines clear roles and responsibilities for city staff, emergency management personnel, and partner agencies to ensure a coordinated and efficient response to emergencies.
- 4. Community Engagement and Public Outreach:** Engaging with the community is essential for building resilience and fostering preparedness. The updated EOP includes provisions for community outreach,

public education campaigns, and collaboration with neighborhood groups to empower residents with the knowledge and resources needed to respond effectively to emergencies.

5. Training and Exercises: Training and exercises are vital for testing our emergency response capabilities and identifying areas for improvement. The EOP outlines a schedule of training sessions, drills, and tabletop exercises to ensure that city personnel are well-prepared to fulfill their roles during emergencies.

I encourage all residents and business owners to familiarize themselves with the revised Emergency Operations Plan and their role within the emergency management framework. Your contributions and commitment to our preparedness efforts are invaluable in safeguarding the well-being of our community.

If you have any questions or concerns regarding the Emergency Operations Plan or our emergency preparedness initiatives, please do not hesitate to contact Thomas O’Neal at [toneal@fortbragg.com](mailto:toneal@fortbragg.com).

Thank you for your dedication to serving our community and ensuring its safety and resilience.

Sincerely,

Isaac Whippy

City Manager

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## Promulgation, Approval and Implementation

This plan was presented to and approved by the Fort Bragg City Council on April ??, 2024, by Resolution No. ????. This plan supersedes all previous plans and took effect immediately upon City Council approval. Approval of this plan remains in effect until a change to this plan is presented to and approved by the City Council.

Our Emergency Operations Plan broken down into two primary sections: the basic plan and supporting appendices. Changes made to the basic plan require approval by the City Council with the exception that temporary changes may be made for no longer than seven days. Temporary changes shall expire after seven days if not approved by the City Council. The intent of temporary changes is to allow this plan to be flexible during emergencies and in light of new and developing information.

The Record of Distribution may be adjusted without approval as more organizations or stakeholders receive copies of this plan.

This plan is maintained by the City Clerk.

The supporting appendices are intended to be living documents that are updated as frequently as needed. Changes to supporting appendices may be approved by the City Manager or Chief of Police. As supporting appendices often contain sensitive information such as personal contact information or vulnerabilities related to City infrastructure, they are not releasable to the public.

The basic plan shall be reviewed by the City Manager or their designee on an annual basis no later than March 1<sup>st</sup>, with that review being documented in the Record of Changes.

The basic plan shall be reviewed and approved by City Council at least once every three years.

This document represents the official Emergency Operations Plan for the City of Fort Bragg and gives authority to Departments within the City to perform their duties during an emergency in accordance with Federal, State and local laws as well internal policies and Administrative Regulations.

While many organizations are mentioned in this document, it remains those organizations responsibilities to maintain their own Emergency Operations Plans, training, and exercise plans required to support the City's plan.

### **Mayor's Signature**

## Record of Changes

<b>ID</b>	<b>Date</b>	<b>Requestor</b>	<b>Description</b>	<b>Pages Effected</b>
<b>1</b>	<b>04/24</b>	<b>T. O'Neal</b>	<b>Update EOP IAW Current CPG 101 and EMAP Standards</b>	<b>All</b>

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Record of Distribution

Date	Organization	Received by	Distributed by	Format

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## Best Practices for Reviewing this Emergency Operations Plan

When reviewed in printed format, this guide is intended to provide a basic overview of the City of Fort Bragg's Emergency Operations Plan (EOP) for stakeholders, employees and members of the public. The goal is that within one hour the reader should have a basic understanding of the various components related to emergency planning at the local government level. When reviewed in a digital format, there are multiple [hyperlinks](#) that will allow the reader to delve deeper into certain topics. Efforts were made to hyperlink complex topics the first time they appear in this plan. If the reader encounters a term or concept that they are unfamiliar with or want to learn more about and there is no hyperlink, the reader should search backwards in the document to find the first time the concept was introduced and look for that hyperlink.

Managers and employees in positions with specific responsibilities as outlined in this document should at a minimum take the time to review the materials hyperlinked that relate to their specific roles.

When reviewing external documents accessed via hyperlink the reader may need to use a search function to locate the desired topic within the external document.

You should notify the current Emergency Manager for the City of Fort Bragg if you identify a hyperlink that is broken or incorrect. The current Emergency Manager can be identified on the City of Fort Bragg's [website](#).

## Purpose

This plan satisfies the following emergency management program goals and requirements for the county:

- A state requirement to create and maintain an EOP as described in the [California Emergency Services Act](#).
- Provide information on the City of Fort Bragg's emergency management structure and how the emergency management team is activated.
- Specify policies, roles, resources, and practices of the City and partner agencies as they conduct work before, during, and after an emergency.
- Sets forth lines of authority and organizational relationships and shows how actions will be coordinated.
- Assign responsibility to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency.
- Acknowledgement of City's adoption of the [Standardized Emergency Management System \(SEMS\)](#), [Incident Command System \(ICS\)](#), and [National Incident Management System \(NIMS\)](#). This plan accomplishes the following:

- Establishes the emergency management organization necessary for response to any emergency or disaster affecting the City of Fort Bragg.
- Establishes the overall operational concepts associated with the management of emergencies.
- Provides a flexible platform for planning and response to all hazards and emergencies that are likely to affect the City of Fort Bragg. It is applicable to a wide variety of anticipated emergencies including, but not limited to: earthquake, wildland/urban interface fires, floods, terrorism, tsunami, severe storm, and public health emergencies or other biological incidents. The City of Fort Bragg also maintains stand-alone annexes, plans, and standard operating procedures (SOPs) that supplement this plan to address those and other hazards. These annexes are intended to be used in conjunction with this basic plan.

## Scope

This plan defines and guides emergency management activities before, during, and after disaster for all involved individuals and agencies. This EOP is designed to be flexible and scalable based on the size and complexity of the event. This EOP is also intended to be adaptable based on the type of hazard of emergency.

Individuals and organizations operating within the city are expected to execute this plan with maximum coordination and should familiarize themselves with their respective roles as outlined within the EOP.

This EOP was developed with input from key partners within the city's jurisdiction, the surrounding areas, and our partners at the [Operational level \(County\)](#). A thorough multijurisdictional planning and review process with members of the community focusing on inclusivity ensures the EOP meets the needs of all communities within the City of Fort Bragg. More information about the overall community approach and review process can be seen in the [Whole Community Approach](#) and Plan Maintenance sections.

## Whole Community Approach

"Whole Community" is a means by which emergency management and government officials, organizational and community leaders, and residents collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. A Whole Community approach attempts to engage the full capacity of the private and nonprofit sectors, businesses, faith-based and disability organizations, and local, state, and tribal governments to fulfill three guiding principles:

- Understand and meet the actual needs of the entire community;
- Engage and empower all parts of the community; and
- Strengthen what works well in the community on a daily basis.

By utilizing a Whole Community approach to emergency management, the City of Fort Bragg can ensure that the interests of special populations are adequately represented throughout both this EOP as well as other emergency planning documents.

The City of Fort Bragg is dedicated to ensuring that this EOP and all corresponding annexes are inclusive to populations who may have special needs during a disaster or emergency situation. This document and corresponding annexes reflect the following considerations:

- Integration of cultural competency into emergency preparedness and planning, outreach, mitigation, response, and recovery activities.
  - Cultural competency is defined as the ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to culturally diverse communities.
  - Activities include but are not limited to public information, warnings and other emergency communications; sheltering; evacuation; general community preparedness; mitigation planning; and disaster recovery.
- Integration of populations with access and functional needs into emergency preparedness and planning, outreach, mitigation, response, and recovery activities.
  - Access and functional needs populations consist of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.
  - Activities include but are not limited to public information, warnings and other emergency communications; sheltering; evacuation; general community preparedness; mitigation planning; and disaster recovery.
    - Emergency communications are supplemented with the use of interpreters, translators, and assistive technology.
    - Evacuation resources are compliant with the federal Americans with [Disabilities Act of 1990 \(ADA\)](#) for individuals who are dependent on public transportation, while designated shelters are compliant with ADA regulations for accessible entrances, showers, and bathrooms.



- All personnel carrying out federal major disaster or emergency assistance functions, including the distribution of supplies, the processing of applications, and other relief and assistance activities, should perform their work in an equitable and impartial manner, without discrimination on the grounds of race, religion, sex, color, age, economic status, physical and sensory limitations, limited English proficiency, or national origin.
- The [Pet Evacuation and Transportation Standards \(PETS\) Act of 2006](#) amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that state and local government EOPs address the needs of individuals with household pets and service animals after a disaster. The PETS Act is operational when a federal disaster declaration is made and can provide reimbursement for allowable, documented services used in the declared emergency. Eligible costs related to pet evacuations and sheltering is in [FEMA's Public Assistance Program and Policy Guide \(PAPPG\)](#).

Creating a Whole Community approach not only establishes relationships that facilitate more effective mitigation, preparedness, response, and recovery activities, but also leads to increased individual and collective preparedness through the entire city and its surrounding areas. This plan was developed and vetted through a Whole Community partnership that strives for equity and inclusion. All updates to this EOP are presented for comment through the Whole Community partnership.

## Situation Overview

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 [2020 U. S Census](#) reported a population of 6,983 in 2020, 4.0% fewer residents than were recorded in 2010. The base population numbers for Fort Bragg fail to take into consideration four additional critical factors:

1. Fort Bragg serves as hub for the entire Mendocino coast including supplying the bulk storage of food supplies (grocery stores), being the primary medical care provider (hospitals and ambulances), as well as representing the home station of core fire and law enforcement protection (MCSO Station #2, Cal Fire, and Fort Bragg Fire Department).

2. Fort Bragg and the surrounding Mendocino Coast remain a tourist destination with thousands visiting annually and up to 10,000 vacationing in the area at one time during peak seasons. This number does not include those visitors coming to the Mendocino Coast for day trips to visit the beaches or other amenities. Tourists and visitors represent a unique problem for emergency planning, as they typically do not have the means to support themselves during unexpected emergencies (i.e. lack of medications, food, clothing, etc.)
3. Fort Bragg is home to a significant population of individuals who are elderly and/or have disabilities. The 2020 U.S. Census estimated that 25.0% of Fort Bragg citizens were 65 years of age or older. This is approximately 10% higher than the State and Ukiah. Also of note, 13.6% of citizens under age 65 in Fort Bragg live with a disability. This is nearly double the State average. This means that approximately 1/3 of Fort Bragg's population may have difficulty caring for themselves adequately during an emergency. Finally, the Mendocino County Department of Social Services reported in 2024 that at least 450 residents on the Mendocino Coast require In-Home Health Services care.
4. 25.0% of homes in Fort Bragg reported that a language other than English is spoken at home and 15.2% of the population is reported as a foreign-born person. These statistics combined with 33.2% of the population reported as being Hispanic or Latino means that any emergency planning must include provisions for individuals who do not speak English or who primarily speak Spanish.

State Highway 1 is the predominant north-south transportation route through the city, and State Highway 20 is the predominant east-west route. Both of these routes are susceptible to closure during various types of emergencies due to slope slides, bridge failures, wildfire, etc. Of additional consideration is the number of [Disaster Service Workers](#) (City employees) who reside outside of the City limits and may be prevented from responding during emergencies due to road closures.

Another critical issue related to the emergency planning for Fort Bragg is the potential for supply disruptions of critical resources. Fort Bragg has a limited amount of food, fuel (propane, diesel and gasoline), medical supplies (oxygen, dialysis, medications). Disruptions of either Highway 1 or Highway 20 could cause immediate short-term resource concerns.

According to the [Local Hazard Mitigation Plan \(LHMP\)](#) developed in 2020 Fort Bragg is most at risk to climate change, drought, earthquake, flood, extreme weather, pandemic, slope failure, and wildfire. Additional concerns developed since the 2020 include communication failures, power outages, and supply disruptions.

Effectively managing risk and emergencies within the city is challenging because of the city’s limited resources, rural setting, and vulnerable access routes—and thus requires close collaboration by entities within the city and, at times, help from outside the city.

### Hazards, Threats and Vulnerabilities

Hazard/Threat	Vulnerability and Potential Impacts
Climate Change	While climate change poses a myriad of issues to Fort Bragg, sea level rise or coastal flooding threaten the City’s fresh water sources by causing salt water to move further upstream in the rivers.
Communication Failure	Communication failures as the result of human errors, wildfires, and power outages have the ability to immediately disrupt the supply chain in Fort Bragg. This can include losses to phone, internet, and credit/debit card access.
Drought	Drought continues to be a threat to Fort Bragg despite numerous hazard mitigation efforts pursued by the City. The potential for supply chain disruptions exasperates this hazard.
Earthquake	Fort Bragg sits between the San Andreas (coastal) and Maacama (mountain) fault lines. Both fault lines pose catastrophic risks to the city and surrounding areas. Of additional concern is the number of critical facilities that require seismic upgrades including the Fort Bragg Fire Department, the Hospital, and Corporation Yard. Additionally, a significant number of residential and commercial buildings were constructed prior to 1979 and may require additional retrofitting.
Extreme Weather	Extreme weather continues to be a major concern for Fort Bragg due to the potential for prolonged droughts, heavy rainfall in short periods of time, and high winds resulting in power outages and property damage.
Flood	Both the Harbor District and Ocean Lake Adult Mobile Home park are susceptible to flooding, tsunamis, and sea level rise.
Slope Failure	Slope failures commonly occur in connection with other major natural disaster such as earthquakes and floods; however, slope failures can be caused by normal, seasonal rainfall or erosion. Slope failures represent threats to the road access to Fort Bragg and to the City of Fort Bragg’s water supply as many of its water delivery systems traverse steep slopes in multiple areas.

<p>Power Outage</p>	<p>The Mendocino Coast receives electric energy over interconnected high voltage transmission lines owned and operated by PG&amp;E. These transmission lines pass through rugged heavily wooded terrain that is susceptible to wildfires and slope failures. This causes the Mendocino Coast and Fort Bragg to be at risk of power outages effecting the entire coast or portions of it during extreme weather.</p> <p>In an effort to protect communities from wildfire, PG&amp;E exercises precautionary measures by de-energizing lines when extreme fire danger conditions exist. These Public Safety Power Shutoffs (PSPS) can cause the entire Mendocino Coast to go without power for several days.</p> <p>During past extended power outages, one of the three major food retailers in Fort Bragg was unable to maintain its food stock and several gas stations were forced to close due to limited backup power capabilities.</p>
<p>Pandemic</p>	<p>Disease outbreak can cause illness and result in significant casualties. In 2020 an outbreak of respiratory disease caused by a novel coronavirus COVID-19 was identified and the World Health Organization declared the outbreak a “public health emergency of international concern” and Health and Human Services declared a public health emergency for the United States. COVID-19 was characterized as a pandemic and declared by the President a national emergency. Mendocino County declared a local health emergency and shelter in place orders were established. The City of Fort Bragg declared a local emergency. Mendocino County experienced deaths, increased hospitalizations and outbreaks due to the virus.</p>
<p>Wildland/Urban Interface Fire</p>	<p>The terrain, vegetation, and weather conditions are favorable for the ignition and rapid spread of wildland fires. Wildland fire hazards areas are identified by determining the amount of fuel in a given area. Wildfires are moderately likely to occur.</p>

## Planning Assumptions

The following circumstances were assumed during plan development:

- 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. These terms are not meant to replace the formal definitions of “[emergency](#)”, “[major disaster](#)”, and “[catastrophic incident](#)” as defined by federal doctrine.
- Normal systems of public health and safety response (e.g., 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.
- Emergency activity may exhaust or exceed the capability of one or more organizations. Extraordinary efforts to manage scarce resources, especially among multiple organizations, may be required.
- The City will lead response to emergencies that occur within our area of primary responsibility.
- The State, Federal Government, or another local jurisdiction will lead response to incidents that occur within their jurisdiction
- [Unified Command](#) will be established to lead response where jurisdictions coincide.
- The City will provide and request aid during an emergency, pursuant to automatic and mutual aid agreements.
- The City will exhaust or expect to exhaust available resources before asking for assistance from other jurisdictions.
- The City will implement this emergency plan before requesting emergency assistance.
- Mitigation efforts can reduce disaster-related losses. Detailed planning, training, and exercises improves readiness levels within the city.
- A major disaster can occur at any time or place. Dissemination of warning to the public and the implementation of readiness measures may be possible. However, emergency situations may develop with little or no warning.
- The City of Fort Bragg realizes that policies and plans can have unintended or adverse impacts. It is the goal of this plan to limit these impacts, and strive to create a culture that allows for diversity, equity, and inclusion through all aspects of emergency management in Fort Bragg.

- Fort Bragg is a diverse community and individuals may have different needs with respect to their unique situation or circumstances.

## Concept of Operations

In accordance with state and federal laws, the City of Fort Bragg has officially adopted and integrated the following emergency management, response, and coordination systems:

1. Incident Command System (ICS)
2. Standardized Emergency Management System (SEMS)
3. National Incident Management System (NIMS)

Together, these operational systems outline how critical incidents, emergencies, and disasters will be coordinated in the field, at the local level, and up through the county, region, state, and federal levels. As the cornerstone of California's emergency response system, SEMS integrates the concepts and principles of both NIMS and ICS. Jurisdictions within the State are required to adopt its use. SEMS unifies all elements of California's emergency management community into a single integrated structure. SEMS ensures that local communities retain the authority and responsibility for managing and coordinating responses within their jurisdictions, while promoting situational awareness and facilitating the prioritization of resource requests.

## SEMS Levels

The five SEMS coordination levels expand outward from the impacted area at the field level, with each successive level representing a larger geographic area. The six coordination levels include Field Response, Local Government, Operational Area, Regional, State, and Federal.

1. Field Response
  - As mandated by both SEMS and NIMS, the City utilizes ICS to manage response activities in the field and in the [Emergency Operations Center \(EOC\)](#). ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be expandable as the needs of an incident expand or contract.
  - Field response includes on-scene activities and coordination, consistent with ICS, and includes the use of an [Incident Command Post \(ICP\)](#). Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies or the local EOC if activated.



## 2. Local Government

- The City of Fort Bragg, as the local government, retains the responsibility and authority for managing response activities within its jurisdiction. To support these efforts, the City may activate its EOC and Department Operations Centers (DOCs)<sup>1</sup>. The EOC provides agency coordination, provides logistical support, establishes common operating procedures, identifies overarching priorities, and prioritizes available resources. Additionally, the EOC coordinates with the [Mendocino County Operational Area \(OA\) / County EOC](#).

## 3. Operational Area (OA)

- The OA provides response coordination for all political subdivisions within the county's geographic borders. The OA coordinates response activities within the county's geographic area through the County EOC, if activated. The OA also serves as a link to regional level and all other OAs within the region.
- The City of Fort Bragg is part of the Mendocino County OA and coordinates closely with the Mendocino County Office of Emergency Services (OES). The City participates in Mendocino County OA planning and, during a critical incident, coordinates with the OA through either the Mendocino County OES or the Mendocino County EOC, if activated.

## 4. Regional

- The State of California is divided into three regions that each maintain [Regional Emergency Operations Centers \(REOC\)](#) to coordinate resource requests, support mutual aid, and promote situational awareness between their respective OAs. The City of Fort Bragg and the Mendocino County OA are within the [Coastal Administration Region](#).

## 5. State

- When required, [California's State Operations Center \(SOC\)](#) is activated to facilitate state agency response, mobilize mutual aid, and coordinate with other regions, states, and the federal government.

## 6. Federal

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<sup>1</sup> A DOC is the same as an EOC except the a DOC is used for specific disciplines such as law enforcement, fire, or Public Works. The DOC reports to the EOC when the EOC is activated.

- NIMS provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. The majority of NIMS requirements applicable to the City of Fort Bragg, including the adoption of ICS, are satisfied by the adoption of SEMS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.
- The [National Response Framework \(NRF\)](#) is built upon the premise that incidents are typically handled at the lowest jurisdictional level. The NRF provides the framework for federal interaction with state, local, tribal, private sector, and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

### Mutual Aid

The California Mutual Aid System operates within the framework of the [California Master Mutual Aid Agreement \(MMAA\)](#) and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, OAs, regions, and the state with the intent to provide requesting agencies with adequate resources. Mutual aid is utilized by four primary response disciplines:

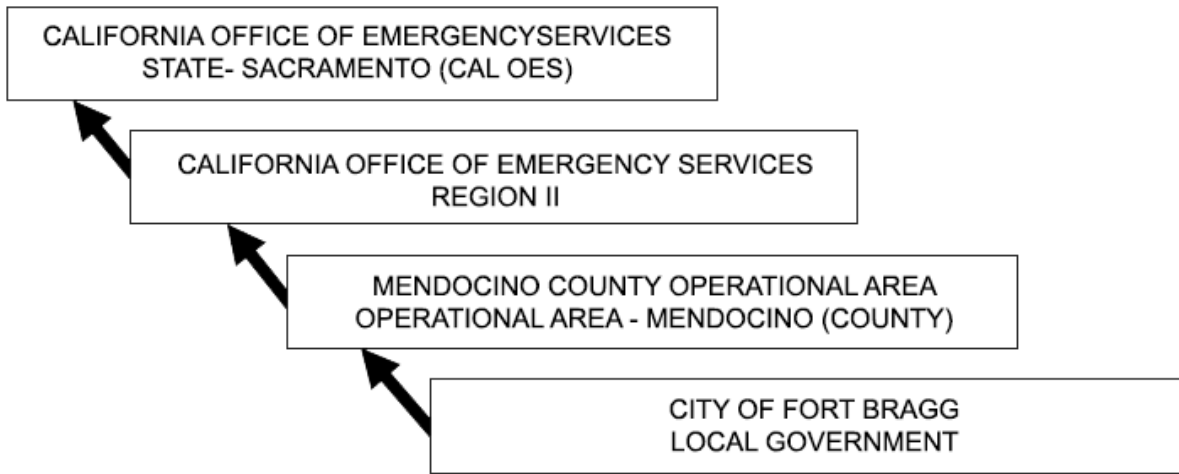
- Fire and Rescue
- Law Enforcement
- Coroner
- Emergency Management

The California Mutual Aid System includes six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of the Coastal Administration Region, the Mendocino County OA and the City are part of Mutual Aid Region II<sup>2</sup>. The system includes a number of discipline-specific mutual aid systems that operate through designated mutual aid coordinators at the OA, regional, and state levels. Mutual aid requests are coordinated within their geographic area before unfilled requests are forwarded to the next level. See Figure 1 (Mutual Aid Request Process) on the following page.

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<sup>2</sup> Mutual Aid Region II is synonymous with Coastal Administration Region

**Figure 1**  
**Mutual Aid Request Process**



Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system and by emergency management staff at the local government, OA, regional, and state levels.

The City will assume responsibility for the support of mutual aid personnel and their equipment.

## Phases of Emergency Management

### Mitigation

The mitigation phase includes actions and measures taken to reduce or eliminate the degree of long-term risk from natural and technological hazards. Whereas preparedness activities increase the City's ability to respond to the impacts of a hazard, mitigation activities reduce the potential for those impacts in the future, thereby reducing overall risk.

The City participates in local and regional mitigation activities such as the development of risk assessments and mitigation plans. The County's Local Hazard Mitigation Plan (LHMP) contains detailed hazard assessments and potential mitigation strategies. The City's Comprehensive Plan (General Plan) also includes mitigation approaches and elements.

## Preparedness

The preparedness phase of emergency management includes activities undertaken prior to an emergency in order to improve the City's ability to coordinate, respond, and recover from a critical incident. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. The City's preparedness activities emphasize emergency planning, training, and exercises as well as public education and outreach. The City conducts drills and exercises regularly in order to validate ongoing activities, identify areas for improvement, and prioritize or justify future effort and funding. Development of a multi-year exercise plan for City staff is the responsibility of the Assistant Director of Emergency services. The City follows the best practices of the Homeland Security Exercise and Evaluation Program (HSEEP). Training and exercise plans are maintained in the appendices.

## Planning

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the EOP and many of its associated hazard-specific or functional annexes, while operational and tactical planning includes more detailed information such as standard operating procedures (SOP), checklists, personnel assignments, notification rosters, resource lists, and forms.

All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives. This includes the development of department-specific SOPs required to meet the objectives outlined for each department.

## Response

The response phase includes any actions taken immediately before, during, or directly after a critical incident in order to minimize the potential or existing impacts of the incident.

### Pre-Event Response

Some incidents may provide sufficient warning to allow for pre-event or precautionary measures. Depending upon the probability and likelihood of significant impacts, pre-event response activities may include:

- Public Warning
- Evacuations
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

## Emergency Response

Emergency response activities are actions taken during, or in the immediate aftermath, of a critical incident to reduce actual impacts. While these activities are most often associated with traditional response agencies including law enforcement, fire protection, EMS, utilities, and public works, the size and complexity of an incident may require robust support from additional governmental agencies, non-government agencies, and other partners.

When coordinating emergency response activities and addressing competing needs and objectives, the City has established the following broad response priorities:

1. Support Life Safety
2. Protect Property and Infrastructure
3. Reduce Impacts to the Environment
4. Economic Recovery
5. Cultural Preservation<sup>3</sup>

Emergency response may also include activities related to short-term recovery and often overlaps with long-term recovery operations.

## Recovery

The recovery phase includes short-term activities focused on returning the community to pre-incident conditions. In some instances when a state or federal disaster declaration has been made, recovery activities include the critical task of identifying, documenting, and quantifying response, and recovery costs eligible for reimbursement.

The City established a task force model for recovery in order to ensure that key aspects of recovery are addressed. The primary task forces that are established that focus on both external and internal recovery operations.

## 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 preliminary eligibility for certain state and federal financial assistance and reimbursement programs. More information on Damage Assessment can be found in Annex D: Damage Assessment

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<sup>3</sup> This section was added by SB-160 in 2019

## Disaster Assistance Programs

If the disaster is significant enough to warrant a gubernatorial and a presidential federal disaster declaration, additional state and federal assistance may become available. If determined to be eligible, the City and its residents may be able to participate in state and federal disaster assistance programs for the following:

*Individuals* - may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) programs including crisis counseling, disaster unemployment assistance, and legal services, may be available.

*Businesses* - may be eligible for low-interest loans to assist with uninsured physical damage through the U.S. Small Business Administration (SBA).

*Government* - assistance may be available through state assistance under the [California Disaster Assistance Act \(CDAA\)](#), as well as several federal programs including the [FEMA Public Assistance \(PA\) Grant Program](#) and the [Hazard Mitigation Grant Program \(HMGP\)](#).

*Non-profit Organizations* - assistance may be available through the state CDAA, as well as several federal programs including FEMA PA Grant Program for eligible non-profit organizations.

## Recovery Documentation

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials used in response to the incident. To support the maximum recovery of eligible reimbursement, City departments and agencies must identify and support internal mechanisms for tracking and documenting appropriate costs.

## After Action Report

As part of the recovery phase, and in accordance with SEMS, the State of California requires any city and/or county proclaiming a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after action report (AAR) to the California Office of Emergency Services (Cal OES) within 90 days of the close of the incident period.

## Organization and Assignment of Responsibilities

### Emergency Management Organization

The City of Fort Bragg utilizes a [traditional functional ICS/NIMS format](#) for organizing emergency management.

### Director of Emergency Services

The City Manager serves as the City's Director of Emergency Services and is provided with additional authorities in the event of a proclaimed "[local emergency](#)". During an emergency when the EOC is activated, the City Manager manages and directs all aspects of the City's emergency response and recovery operations and may delegate authority and tasks to staff. In the absence of the City Manager, designated staff may assume that role per the City's [COOP/COG Plan](#).

### Assistant Directors of Emergency Services

The Assistant Director of Emergency Services reports to the City Manager. The Emergency Manager(s) serving in this function, direct the City's day-to-day preparedness activities including associated planning, training, and exercises. The Emergency Manager(s) —with the assistance of Department Directors—assist in developing emergency plans, annexes, operating procedures and other powers and duties as assigned.

To achieve this mandate, the Emergency Manager(s) leads or coordinates planning, intelligence, and coordination, not only internally but also with allied agencies such as the Mendocino County OES, the private sector, and the community to promote, coordinate, and advance the four phases of emergency management: preparedness, response, recovery, and mitigation.

### City Employees

One of the greatest resources the City of Fort Bragg possesses is its employees. California Government Code designates that all public employees are Disaster Services Workers (DSWs). Any employee of the City of Fort Bragg may be assigned to perform activities that promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different from the normal work assignment and may continue into the recovery phase of the emergency.

The City has established the following policies for its employees related to their assignment as Disaster Service Workers:

*In the event of a no-notice emergency such as an earthquake during regular business hours, City employees are directed to remain at their workplace until released by the City Manager. Department heads may exercise discretion and release employees on a case-by-case basis in extraordinary circumstances.*

*In the specific instance that an earthquake of magnitude 5.0 or greater occurs during non-business hours and telephone service is disrupted, and if not contacted by mass media or alerting systems, non-public safety City employees are directed to report to work at their next scheduled shift. Employees are directed to check local radio stations, secure their homes, and prepare to report for work.*

*All employees are required to update their address and phone numbers with Human Resources. This allows the City to maintain an alert list should employees need to be recalled during an emergency.*

### City Organization

All City Departments have a role in emergency response. Table 1 (below) details City department responsibilities for key response functions in the EOC, either as a Primary (P) or Secondary (S) responsibility.

Function (P) Primary (S) Secondary	Care Response Unit	City Attorney	City Manager	City Clerk	City Council	Code Enforcement	Community Development	CV Starr	Economic Development	Engineering	Finance	Fire	Human Resources	Information Technology	Police Department	Public Works	Water/Wastewater
Alert & Warning			S									S			P		
Communications														P	S	S	
Situation Analysis			S		S		S		S		S	P		S	P	S	S
Management			P												S	S	
Public Information			P	P					S			S		S	S	S	
Legal Considerations		P	S														
Fire Suppression												P					
Search and Rescue												P			S		
Emergency Medical												P					
Law Enforcement															P		
Movement & Evacuation												S			P		
Access Control															P	S	
Care & Shelter	S							P					S				



Function (P) Primary (S) Secondary	Care Response Unit	City Attorney	City Manager	City Clerk	City Council	Code Enforcement	Community Development	CV Starr	Economic Development	Engineering	Finance	Fire	Human Resources	Information Technology	Police Department	Public Works	Water/Wastewater
Volunteer Coordination	S							S					P				
Construction & Engineering										P							
Supply & Procurement										P							
Personnel Tracking								S			S		P				
Transportation										S						P	
Utilities										S						P	
Finance & Administration											P						
Damage Assessment						S	P									S	S
Debris Clearance												S				P	
Recovery Planning					S		S		P		S						

### Assignment of Responsibilities

The following lists summarize the primary and significant disaster response roles and responsibilities for each City department and stakeholder organization. To the extent resources are available, departments may aid other departments.

#### Adventist Health-Mendocino Coast

- Coordinates with the City EOC as to current capabilities
- Responsible for their own resource requests and emergency operation
- Coordinates with all medical providers

#### Care Response Unit

- Coordinate Social Services
- Support [care and shelter needs](#)
- Support volunteer coordination
- Liaison to special community populations

#### City Attorney

- Support [proclamations of local emergency](#)
- Assess City operations and provide legal counsel as needed

#### City Clerk

- Facilitate and administer proclamations of local emergency
- Oversee preservation of vital records
- Monitor continuity of government
- Administer loyalty oath to Disaster Service Worker volunteers as needed
- Support the City's [Public Information Officer](#) through the consolidation of information and media requests
- Operate the City's [Joint Information Center/Joint Information System \(JIC/JIS\)](#)

#### City Manager's Office

- Coordinate incident management and response efforts
- Establish response priorities
- Authorize proclamations of local emergency
- Direct resources and human capital
- Develop and maintain communication with Mayor and City Councilmembers
- Lead emergency public information
- Manage media and community relations

#### City Council / Mayor

- Support public information efforts as needed
- Support community engagement
- Attend public meetings as needed
- Review potential or threatened litigation as needed
- Serve as a liaison with other city, county, state and/or federal representatives as needed
- Review and approve the Proclamation of Local Emergency
- Visit impacted areas, shelters, and other temporary facilities
- Review requirements for special legislation and development of policy
- Consider [short and long-term recovery](#) recommendations from staff

#### Code Enforcement

- Assist with [damage assessments](#)

### CV Starr

- Coordinate and provide emergency assistance
- Develop and coordinate interim and long-term disaster housing
- Manage [emergency shelter operations](#)
- Liaison with [Humane Society](#) to manage pet care and shelter operations
- Liaison with [Food Bank](#) to coordinate food resources

### Community Development

- Manage and conduct post-event city facility safety assessments
- Manage structural safety assessment function and establish structure re-entry standards
- Coordinate and direct damage assessments
- Assist with recovery planning

### Economic Development

- Serve as an alternate Public Information Officer
- Lead initial planning for long-term recovery
- Generate recovery reports to be presented to the City Manager and City Council
- Assist the City Clerk with operating the Joint Information Center/Joint Information System (JIC/JIS)

### Engineering

- Coordinate contractors
- Provide resource support (facility space, office equipment/supplies, contracting services, etc.)
- Anticipate, obtain, and track resources for city staff, mutual aid resources, and volunteers
- Provide [Geography Information Systems \(GIS\)](#) mapping support as needed
- Provide engineering services and construction management

### Fort Bragg Food Bank (Private)

- Coordinates with the EOC for the distribution of food and goods to citizens

### Fort Bragg Unified School District

- Coordinates with the EOC to determine resources necessary to open schools during emergencies

- The Fort Bragg High School is a Red Cross approved ADA compliant evacuation center
- Coordinates with CV Starr to operate evacuation center
- Maintains the City's primary EOC at the Fort Bragg Middle School

#### Finance

- Provide [emergency procurement support](#) for life-saving and emergency protective measures
- Develop financial mechanisms, procurement vehicles, and contracts to support procurement
- Oversee staff time-keeping
- Oversee compensation and claims
- Provide fiscal oversight and track expenses

#### Fire

- Conduct wildland, rural, and urban firefighting operations
- Conduct EMS operations and liaison with County EMS regarding hospital functions
- Lead mass casualty/fatality management
- Conduct Search and Rescue operations
- Conduct hazardous materials response operations
- Support emergency public warning as needed
- Activate and coordinate EOC operations
- Conduct assessment of facilities with underground storage tanks with fuel
- Conduct assessment of facilities with hazardous materials
- Lead Fire and Rescue Mutual Aid coordination
- [Emergency Management Staff Lead Emergency Management Mutual Aid \(EMMA\)](#) coordination
- Support damage assessment efforts
- Provide incident planning and management support as needed

#### Human Resources

- Protect, restore, and sustain City staff
- Recruit, screen, provide, and track volunteers
- Establish internal City staff communications (i.e. develop procedures to insure staff remains informed)
- Identify any employee needs (ex. childcare, shelter)

### Information Technology

- Protect, restore, and sustain City cyber and information technology resources
- Oversee communications within the incident management and response structures
- Coordinate with telecommunications service providers
- Restore and repair telecommunications infrastructure

### Mendocino Coast Humane Society (Private)

- Responsible for sheltering the pets of evacuees
- Coordinates with outside partners for overflow shelter needs
- Coordinates with the CV Starr Center for resource needs

### Mendocino Transit Authority

- Provides buses for ADA compliant evacuation
- Coordinates with EOC for resource needs

### Parents and Friends, Inc. (Private)

- Coordinates with the EOC for resource needs for the developmentally disabled adult population
- Maintains a day center for developmentally disabled adults for check-ins during emergencies

### Police Department

- Conduct law enforcement operations
- Lead evacuation operations
- Conduct emergency public warning as needed
- Provide facility and resource security
- Establish liaison with Coroner
- Lead Law Enforcement Mutual Aid coordination
- Conduct security planning and technical resource assistance
- Impose and enforce curfew as directed
- Provide public safety and security support
- Provide traffic control
- Provide support to access, traffic management, and crowd control at mass care facilities
- Support damage assessment efforts
- Provide incident planning and management support as needed
- Ensures EOC readiness

## Public Works

- Conduct infrastructure protection and emergency repair
- Conduct infrastructure restoration
- Support evacuation operations including individuals requiring assistance
- Establish and support movement restrictions
- Conduct debris clearance and manage debris operations
- Conduct flood fight operations
- Lead Public Works Mutual Aid coordination
- Provide facility repairs and maintenance in support of mass care and emergency shelter operations
- Coordinate with CalTrans regarding state and federal highways
- Restore transportation infrastructure
- Support damage assessment efforts
- Manage City facilities and coordinate use of non-City facilities
- Supervise transit safety and accessibility
- Support transportation function

## Redwood Coast Senior Center (Private)

- Coordinates with the EOC for resource needs for the senior citizen population
- Maintains and ADA approved evacuation center for senior citizens

## Water/Wastewater

- Coordinate potable water system resources for prioritized public safety operations
- Monitor potable water quality and perform sampling/testing as needed
- Restore/maintain water and wastewater infrastructure
- Restore/maintain wastewater treatment plant operations
- Provide potable water in support mass care operations as possible
- Support damage assessment efforts
- Ensure compliance with regulatory permits

## Direction, Control, and Coordination

### Emergency Operations Center (EOC)

The City of Fort Bragg EOC provides a centralized location where emergency management coordination and decision-making can be supported during a critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical

tasks related to communications, coordination, resource management, and executive leadership.

The EOC may be a physical location or virtual workspace.

### Primary and Alternate EOC Locations and Government Offices

The primary EOC location will be at the Fort Bragg Middle School Library at 500 N Harold Street. Parking for this EOC will include the 500 Block of N Harold Street and the secured parking to the north of the school accessed from the 500 Block of N Harold Street.

The alternate location for the Emergency Operations Center will be the Fort Bragg Veteran's Memorial Hall in the 300 Block of N Harrison Street.

The alternate EOC will be activated should the primary EOC be unavailable due to structural damage or access issues.

The Veteran's Memorial Hall may also serve as an alternate location for government offices should City Hall be unusable or unsafe. If the Veteran's Memorial Hall is in use as an alternate EOC, the Social Services Building at 764 S Main Street will be used as an alternate location for government offices.

### EOC Activation and Deactivation

The City's EOC remains in a "cold" state when not being used. This means that the EOC is not staffed and that equipment is not in place.

The EOC can be activated in a virtual state for pre-planned events or lower level incidents. A virtual EOC indicates that staff members work from their usual workspaces.

Depending upon the need and circumstances, an official EOC activation may be appropriate to support a number of activities, including:

- Field response
- Pre-planned events
- Local Proclamation of Emergency
- [Governor's Proclamation of Emergency](#)
- [Presidential Declaration of a National Emergency](#)
- [State of War](#)

Detailed EOC activation and notification criteria and procedures are contained in the City of Fort Bragg's EOC Manual.

### EOC Activation Authority

The following City officials may activate the EOC:

- City Manager
- Fire Chief

- Police Chief
- Other City department heads in consultation with the Emergency Manager(s).

### EOC Activation Levels

EOC activation levels are scalable based on the nature of the incident and the evolving needs of the City. Activation may include full or partial staffing as required. The EOC Director establishes activation and staffing levels. When the City's EOC is activated, the Mendocino County OA and other partners will be notified (as practicable). The three levels of EOC activation include:

1. Full Activation: All Command and General Staff positions and support unit positions are filled.
2. Partial Activation: Command and General Staff positions are filled, based on incident need.
3. Monitor: City Emergency Management staff begin setup of the EOC and provide assistance as requested.

The City may also establish Departmental Operation Centers (DOCs) for specific departments (e.g., Public Works, Water, Law etc.), as required to support field operations and coordinate other functions within their respective departments.

Similarly, the deactivation of the EOC will be scaled based on the decreasing needs of the City. Appropriate EOC functions and roles will be demobilized as the situation permits.

### EOC Activation Triggers

The decision points used to determine the level of EOC activation needed are outlined in Table 2 (EOC Activation Triggers) below. These are intended to be guidelines and not necessarily mandates.



Event	Decision Points for EOC Activation
PSPS or Extended Power Outage	<p>The City will activate its EOC if a PSPS occurs. The level of activation will be dependent on the number of customers impacted and any other factors effecting the community at that time. The activation levels are used as a guide to aid in decision-making, and are not precedent setting:</p> <ul style="list-style-type: none"> <li>• EOC Activation Level 3 (Monitor): o Up to 25% of city population without power</li> <li>• EOC Activation Level 2 (Partial): o &gt; 25% of city population without power</li> </ul>
Earthquake	<p>The City may activate the EOC to a Level 1:</p> <ul style="list-style-type: none"> <li>• If an earthquake &gt; M5.0 occurs and/or if there are any reported damages from city departments.</li> </ul>
Slopeslide	<p>The City will activate the EOC to a Level 3 at a minimum:</p> <ul style="list-style-type: none"> <li>• If a slope slide occurs that requires the Public Works DOC to activate.</li> <li>• If a slope slide results in injuries or loss of life.</li> </ul>
Human Caused	<p>The City will activate the EOC to a Level 3 at a minimum:</p> <ul style="list-style-type: none"> <li>• If Fort Bragg Police or Fire Department request mutual aid outside of county resources.</li> </ul>
Water Quality / Water System Issues	<p>The City may activate the EOC:</p> <ul style="list-style-type: none"> <li>• If there were a main break that affects a critical service, such as a hospital.</li> <li>• If there were a main break that has the potential to cause a landslide or enter a roadway.</li> </ul>

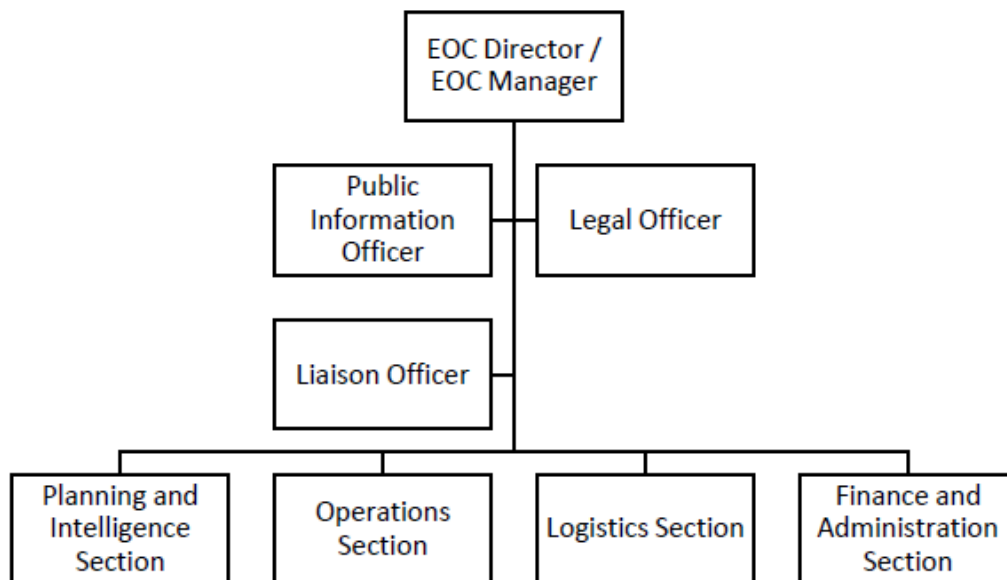
COOP/COG	The City may activate the EOC: <ul style="list-style-type: none"> <li>• If any of the City’s Essential Functions are disrupted.</li> </ul>
Extreme Weather	The City may activate the EOC: <ul style="list-style-type: none"> <li>-If a storm is expected to bring more than 5.0 inches of rain in a 24-hour period</li> <li>-If sustained winds are expected to reach 45 miles per hour (mph) or if gusts are expected to reach 60 mph.</li> </ul>

### EOC Organization

The EOC is organized by the five major functional areas outlined in SEMS:

- [Management](#)
- [Planning and Intelligence](#)
- [Operations](#)
- [Logistics](#)
- [Finance/Administration](#)

**Figure 3: Key EOC Positions**



### City Department Responsibilities for EOC Staffing

Table 3 (City Department EOC Function Responsibilities) below summarizes City department responsibilities for staffing key EOC functions.

**Table Three  
City Department EOC Functions**

Function (P) Primary (S) Secondary	Care Response Unit	City Attorney	City Manager	City Clerk	City Council	Code Enforcement	Community Development	CV Starr	Economic Development	Engineering	Finance	Fire	Human Resources	Information Technology	Police Department	Public Works	Water/Wastewater
<b>Management Section</b>																	
EOC Director			P												S	S	
Public Information Officer			P	S					S								
Emergency Manager															P		
Legal Officer		P															
Safety Officer												S				P	
Access & Functional Needs							P									S	
<b>Operations Section</b>																	
Operations Section Chief												S			S	P	
Fire & Rescue												P					
Law Enforcement															P		
Public Works																P	S
Water																P	S
Care & Shelter	S							P									
<b>Planning &amp; Intelligence Section</b>																	
Planning & Intel Section Chief							P			S						S	S
Situation Analysis							P			S						S	S
Damage Assessment							P			S						S	S
GIS/Mapping										P							
Message Center			P				S										
Advance Planning							S		P								
<b>Logistics Section</b>																	
Logistics Section Chief										P						P	S
Communications														P		S	
Supply/Procurement										P						S	S
Transportation										S						P	S

Function (P) Primary (S) Secondary	Care Response Unit	City Attorney	City Manager	City Clerk	City Council	Code Enforcement	Community Development	CV Starr	Economic Development	Engineering	Finance	Fire	Human Resources	Information Technology	Police Department	Public Works	Water/Wastewater
									S		S		P				
Human Resources									S		S		P				
Volunteers	S							S					P				
Facilities													P			P	
Resources Status													P			P	
Finance & Admin Section																	
Finance & Admin Section Chief							S						P				
Payables							S						P				
Time Keeping / Claims							S						P				
Documentation & Cost							S						P				

### Continuity of Government

The below table represents the lines of succession should key government officials be unavailable or are incapacitated. Individuals appointed to higher position shall have all of the authority of that position for no longer than 30 days, or until approval of the City Council.

Chief Elected Official	City Manager	Police Chief
1. Mayor	1. City Manager	1. Police Chief
2. Vice-Mayor	2. Police Chief	2. Police Captain
3. Councilmember	3. Public Works Director	3. Senior Sergeant

### Vital Record Retention

The retention of vital records is the responsibility of the City Clerk and Information Technology. The majority of records are maintained on a server within City Hall, and backed up a server at the Police Department (separate facility). Additionally, a cloud-based server is used for the bulk of our digital records. Backups occur every 14 calendar days.

Hard copies of records are maintained at City Hall and at the Police Department. A separate plan exists for the evacuation of records in the case of emergency.

## Emergency Powers

### Local Proclamation of Emergency

The State of California Government Code allows a local emergency to be proclaimed by a city council, county, or by an official designated by ordinance adopted by the governing body<sup>4</sup>.

If the City of Fort Bragg determines that the effects of an emergency are, or may become, beyond the capability of local resources, a local emergency can be proclaimed. The Fort Bragg City Council has empowered the City Manager as the Director of Emergency Services to issue a proclamation of local emergency when the City Council is not in session. Such a proclamation of local emergency is invalid after 7 days, unless ratified by the City Council. Proclamations must be made within 10 days of occurrence to qualify for assistance under the [California Disaster Assistance Act \(CDAA\)](#) and must be renewed every 30 days until terminated.

A local proclamation of emergency allows the City Manager and the Director of Emergency Services to take measures necessary to protect and preserve public health and safety, and supports requests for state and federal assistance. A local proclamation clearly communicates to City residents, staff and other stakeholders the severity of the emergency. A proclamation also provides City staff with additional powers and authorities to increase the speed and effectiveness of City response activities.<sup>5</sup>

A local proclamation of emergency does not automatically make the City eligible for state or federal disaster assistance. The City may simultaneously proclaim a local emergency and request a gubernatorial (state) or presidential (federal) disaster proclamation/declaration. See Attachment 1 for sample emergency proclamations.

Mendocino County can proclaim an emergency separately from the City. Their proclamation may also make the City eligible for future participation in state or federal disaster response/recovery efforts.

### State of Emergency

After a proclamation of a local emergency, the governing body of the City, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency<sup>6</sup> in the area to fully

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<sup>4</sup> See California Government Code ([Sections 8630-8634](#)) authorizing local government proclamations and Fort Bragg Municipal Code ([Section 2-24.050](#)) authorizing the City Manager or Director of Emergency Services to declare a local proclamation of emergency, if the City Council is not in session.

<sup>5</sup> See [Emergency Proclamations: A Quick Reference Guide for Local Government](#), California OES, 2014

<sup>6</sup> See California Government Code ([Sections 8625-8629](#)) authorizing actions and power of the Governor to declare a State of Emergency.

commit state and mutual aid assistance and provide resources to assist the local government.

To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to Cal OES through the Mendocino County OA as quickly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when making a determination to proclaim a state of emergency and request a presidential declaration of emergency or disaster. A copy of the request for a Governor's proclamation, with the following supporting data, must be forwarded to the Mendocino County OA Coordinator for transmission to the Cal OES Director. The data shall include a copy of the local emergency proclamation and the [Initial Damage Assessment \(IDA\)](#) summary that estimates the severity and extent of the damage.

The Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's proclamation, Cal OES prepares the proclamation. The Governor may also proclaim a State of Emergency without a local request if the safety of persons and property in the state are threatened by conditions of extreme peril, or emergency conditions are beyond the emergency response capacity and capabilities of local authorities.

In addition to declaring a State of Emergency, the Governor can proclaim a State of War Emergency whenever the state or the nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. The provisions of the Governor granted under a State of War Emergency are the same as those granted under a State of Emergency.

#### [Presidential Declaration](#)

Following the proclamation of a State of Emergency, and with or without the City's request to do so, the Cal OES Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of [Public Law 93-288](#). The Governor's request to the President is submitted through the FEMA. Supplementary justification data may be required to accompany the state and local proclamations and initial damage estimate. A Presidential Declaration of Major Disaster is required in order to access the bulk of federal disaster assistance programs.

#### [Other Powers](#)

Other local, state, and federal authorities such as public health emergencies or quarantines may grant broad powers to certain government officials to restrict movement or impose other restrictions in proclaimed emergencies.

## Curfew

The City Council or whomever the City Council has authorized to restrict the movement of people and property during an emergency is primarily responsible for ordering an evacuation, quarantine, curfew, or other restriction on travel. This authorization may be in the form of an ordinance, resolution, or order that the Council has enacted. Curfews may be initiated as a crime prevention measure depending on the intensity of the disaster and the level of damage sustained.<sup>7</sup> The decision to implement a curfew and the duration rests with the City Council, but said curfews should be coordinated through the Mendocino County OA. Curfews may be implemented Citywide, or within specific areas depending on the emergency.

The Chief of Police also has curfew authority: “For the suppression of riot, public tumult, disturbance of the peace, or resistance against the laws or public authorities in the lawful exercise of their functions, the chief of police has the powers conferred upon sheriffs by general law and in all respects is entitled to the same protection.” Specifically, “The Sheriff shall prevent and suppress any affrays, breaches of the peace, riots and insurrections which come to his knowledge, and investigate public offenses which have been committed.”<sup>8</sup> The Sheriff also has the responsibility for closing areas to the public and consequently to order an evacuation.<sup>9</sup> Although the regulation uses the term “Sheriff”, the Chief of Police is provided with the same authority.

## Fire Marshal

In accordance with the [California Code of Regulations Title 24, Part 9](#) of the Fire Code, the Fire Marshal is authorized to enforce provisions of the Fire Code and to render interpretations of the Fire Code, and to adopt policies, procedures, rules and regulations in order to clarify the application of those code provisions related to structures, processes, premises and safeguards regarding all of the following:

1. The hazard of fire and explosion arising from the storage, handling or use of structures, materials, or devices.
2. Conditions hazardous to life, property, or public welfare in the occupancy of structures or premises.
3. Fire hazards in the structure or on the premises from occupancy operation.
4. Matters related to the construction, extension, repair, alteration or removal of fire suppression or alarm systems.
5. Conditions affecting the safety of fire fighters and emergency responders during emergency operations.

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<sup>7</sup> See [Legal Guidelines for Controlling Movement of People and Property During an Emergency, California Governor’s Office of Emergency Services](#), 1999

<sup>8</sup> [California Government Code Section 26602](#)

<sup>9</sup> [California Penal Code Sections 409, 409.5, 409.6](#)

While the Fire Marshal's authority does not expand in a proclaimed local emergency, their code enforcement efforts may be used to ensure public safety throughout the City with the exception of Single Family Dwellings.

## Information Collection, Analysis, and Dissemination

During emergencies and major disasters, it is recommended that representatives from partnering agencies be present in the EOC to expedite communication. The EOC will incorporate agency representatives from City Department to facilitate interagency communication. Each agency representative will coordinate between the EOC and their respective organizations at both the administration-level and/or with personnel in the field, as required.

### Information Collection

Information collection is crucial for successful emergency operations, for both incident management in the field and the EOC. The EOC and other emergency operations/coordination centers need updated information to assess whether the needs of field personnel are being met. Without this information, those facilities are unable to assist or resupply the needs of an [Incident Commander \(IC\)](#). Conversely, ICs and other field personnel need to know when they can expect requested support. The EOC actively collects information concerning conditions observed throughout the City from all available sources, such as phone calls from residents, updates from impacted communities, and reports from the news media. These information sources help with the initial response, delegating resources, assisting residents, and positioning damage assessment teams. Additionally, the EOC's Planning Section analyzes and compiles information regarding developing conditions and disseminates to stakeholders in order to support the development of incident objectives and decision-making.

## Communications

### Internal Communications and Coordination

Coordination with field elements from the EOC may be coordinated through relevant DOCs or directly with an Incident Commander.

Additionally, the City of Fort Bragg EOC will communicate and coordinate with the Mendocino County OA EOC and other cities within the Mendocino County OA. Each city, including Fort Bragg, will provide situational awareness and relevant resource status to the Mendocino County OA EOC, and in turn, the Mendocino County OA EOC will push aggregated countywide information back to each city.



In some cases, mutual aid for disciplines with other established mutual aid systems (such as law enforcement) will use such systems while in other cases (commonly known as single-point ordering), the requests will go from the City of Fort Bragg EOC Logistics section to the Mendocino County OA EOC.

### External Communications and Coordination

The City EOC will also coordinate with outside agencies such as special districts, public utilities, volunteer organizations and/or private agencies. These agencies will communicate directly with the City and may provide a representative to the City EOC, as outlined in the City of Fort Bragg's EOC manual. The level of involvement of special districts, public utilities, volunteer organizations, and private agencies will vary considerably depending upon the type of incident. EOC staff will make use of existing voice and data systems as available.

The City EOC also utilizes the County's Nixle alert system to provide alert and warning messages to the public within the City limits in the event of an imminent threat requiring the public to take a specific action. Nixle alerts should be issued in English and Spanish to ensure they reach individuals who may not speak English. Details about public alert and warning can be found in Annex B: Alert and Warning.

All attempts should be made to have one bilingual staff member in the EOC to respond to inquiries and concerns or to receive information from Spanish speaking community members.

The Joint Information Center/Joint Information System (JIC/JIS) is the central distribution point for communicating with the news media and the public. News media channels on radio and television communicate public information provided the JIC. The JIC will also post information to the City's website as available. During incidents where telecommunications may be down, the JIC should post updates on the bulletin board at City Hall, at the Police Department, and at Town Hall.

### Coordination with the Field Responders

In a major emergency, the City EOC may be activated to coordinate and support the overall response while field responders use ICS. The Incident Commander will initially be the most senior officer of the first responding agency. Responding agencies will determine the most appropriate agency and officer to assume Incident Command. Field coordination occurs under the leadership of the Incident Commander at the ICP.

Incident Commanders for transportation/public works, water, fire, and police may communicate with their respective DOC, which in turn will coordinate with the City EOC. Incident Commanders may also report directly to the City EOC, usually to their counterpart

in the Operations Section. When the City EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and support mode.

### Coordination with the Mendocino County Operational Area

Coordination and communications should be established between the activated City of Fort Bragg EOC and the Mendocino County OA EOC. Mendocino County uses an [Operational Area Multi Agency Coordination System \(MACS\)](#) concept when developing response and recovery operations. When and where possible, Mendocino County will include jurisdictional representatives in planning for jurisdictional support.

## Administration, Finance, and Logistics

### Administration and Finance

Any eligible entity desiring federal disaster assistance is responsible for tracking, compiling, and submitting accurate and complete disaster-related expenditures incurred during the incident period to the EOC Finance Section Chief. The City will add this information to the State's Preliminary Damage Assessment for requesting supplemental federal assistance under the [Robert T. Stafford Disaster Relief and Emergency Assistance Act \(Stafford Act\)](#).

During the disaster recovery process that follows a federal declaration approved under the Stafford Act, the Director of Emergency Services is designated as City of Fort Bragg "applicant agent." As applicant agent, the Director of Emergency Services - or the Chief Financial Officer - as the alternate applicant agent—is authorized to submit incident-related reimbursement requests from eligible entities of county government for federal disaster assistance provided under the Stafford Act.

### Logistics

Resource acquisition and distribution is divided into pre-incident—which is usually preventative, although can also be in anticipation of a specific event—incident specific, and post-incident phases. Grants typically fund pre-incident resource acquisition. Procurement of goods related to pre-incident resource acquisition follow the normal rules for purchases established in City of Fort Bragg centralized procurement policy located in Fort Bragg [Municipal Code 3.20](#).

Grant or FEMA procedures are implemented by centralized procurement staff, utilizing either federal/grant or City policy for procurement, whichever is more restrictive. Incident-specific acquisitions for an impacted entity typically begin with a localized declaration of emergency, resource requests from field personnel such as an Incident Commander, or in anticipation of an event by an authorized official. Procurement of both incident specific (exigent) and post-incident resources may occur through processes allowed via Fort Bragg

Municipal Code 3.20, either by quoted process, direct purchase (from a supplier/vendor) when appropriate, through local government mutual aid, or existing contracts if established with correct terms/conditions for the particular incident.

During EOC activations, the EOC's Logistics Section - under the direction of the EOC Manager - manages resources provided in support of emergency operations. When there are multiple competing resource requests for a limited supply of resources, the EOC Manager prioritizes resource acquisition based on the current situation and under advisement from the Operations Section Chief. The scale or complexity of incident, competing requests, ongoing threats to life safety or property and the environment, current or expected conditions (such as weather), location of the resource relative to the incident scene, and the means of distribution/delivery are several of the factors that can influence prioritization of resource requests.

A general rule should be that competing resource requests be prioritized by:

1. Issues presenting an immediate threat to human life
2. Issues related to the long-term health of community members
3. Property, especially critical infrastructure
4. Environmental Concerns
5. Economic Concerns
6. Cultural Preservation

The EOC will track all resources provided for responding to and recovering from emergencies and major disasters. Whenever possible, resources are returned to their original configuration/condition upon [demobilization](#).

## Plan Development and Maintenance

The City Manager, through the efforts of the City's Emergency Preparedness Manager, is responsible for the review, revision, management, and distribution of the EOP. The EOP will be reviewed on an annual basis but may be modified at any time as a result of a post-incident or post-exercise evaluation, and changes in responsibilities, procedures, laws, or regulations.

This EOP Basic Plan is subject to a formal review and approval by the City Council every three years, whereas the Hazard Specific and Functional Annexes are revised as needed and are not subject to formal review. The annexes are considered an extension of this EOP. The EOP will be distributed to City staff, key stakeholder organizations, and will be posted on the City's website for public reference.

Changes made to the basic plan require approval by the City Council with the exception that temporary changes which may be made for no longer than 7 days. Temporary changes shall expire after 7 days if not approved by the City Council. The intent of temporary changes is to allow this plan to be flexible during emergencies and in light of new and developing information.

This shall be the official “Emergency Operations Plan for the City of Fort Bragg” and shall supersede previous plans. Nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices

## Authorities and References

### Local

- [Fort Bragg Municipal Code, Chapter 2.24](#)
- [Fort Bragg Municipal Code, Chapter 3.20](#)

### 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 20, Chapters 20.168, 20.020, 20.500, 20.532, 20.720](#)
- [Mendocino County Code, Title 22, Chapter 22.04](#)

### State

State authority is to be found, in part, in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code). California state and local jurisdictions use SEMS as outlined in [Chapter 1 of Division 2 of Title 19 of the California Code of Regulations](#) and the [California Government Code §8607](#) et sec.

The following authorities and references are also applicable:

- Standardized Emergency Management System Regulations: [California Code of Regulations, Title 19, Division 2, Chapter 1](#)
- Disaster Assistance Act Regulations: [California Code of Regulations, Title 19, Division 2, Chapter 6](#)
- Local Emergency Prevention Measures for County Health Official: [California Health and Safety Code §101040](#)

- [California Disaster and Civil Defense Master Mutual Aid Agreement](#)
- [California Disaster Assistance Act](#)
- [SB-160: Emergency Services Cultural Competence](#)
- Orders and Regulations that may be promulgated by the Governor during a State of Emergency or a State of War Emergency

## Federal

Federal authority is found in the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), Homeland Security Presidential Directive 5, “Management of Domestic Incidents” and Homeland Security Presidential Directive 8, “National Preparedness”. The emergency management system used nationally is NIMS.

The following authorities and references are applicable:

- [Robert T. Stafford Emergency Disaster Relief and Emergency Assistance Act](#) (42 U.S.C. §5121 et seq., as amended)
- [Code of Federal Regulations: Title 44, Part 206](#)
- [Homeland Security Presidential Directive 5, Management of Domestic Incidents, National Incident Management System, February 28, 2003](#)
- [National Response Framework, Second edition, U.S. Department of Homeland Security, July 2014](#)

## Acronym List

<b>ADA</b>	Americans with Disabilities Act
<b>AFN</b>	Access and Functional Needs
<b>CBO</b>	Community Based Organization
<b>COOP/COG</b>	Continuity of Operations Plan / Continuity of Government
<b>COPE</b>	Citizens Organized to Prepare for Emergencies
<b>DOC</b>	Department Operations Center
<b>DSW</b>	Disaster Service Worker
<b>EMMA</b>	Emergency Management Mutual Aid
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>FEMA</b>	Federal Emergency Management Agency
<b>ICS</b>	Incident Command System
<b>ICP</b>	Incident Command Post
<b>JIC/JIS</b>	Joint Information Center / Joint Information System
<b>MJHMP</b>	Multijurisdictional Hazard Mitigation Plan
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>OA</b>	Operational Area
<b>OES</b>	Office of Emergency Services
<b>PSPS</b>	Public Safety Power Shutoff
<b>REOC</b>	Regional Operations Center
<b>SEMS</b>	Standardized Emergency Management System
<b>SOP</b>	Standard Operational Procedure

# EMERGENCY PLAN REVIEW CROSSWALK 2020 LOCAL GOVERNMENT AGENCIES

## Introduction

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 § 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.
- **GC § 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."
- **GC § 8570 (d)** permitting the Governor to "provide for the approval of local emergency plans".
- **GC § 8586** permitting the Governor to "...assign part or all of his powers and duties under this chapter to the Office of Emergency Services".
- **GC § 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.

To assist with this coordination of local emergency plans, Cal OES has developed this checklist (referred to as a crosswalk) of emergency plan elements designed to ensure that the fundamentals of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) are included in the plan. NIMS concepts may be met by following FEMA's Comprehensive Preparedness Guide (CPG) 101, Version 2.0, which provides guidelines on developing emergency operations plans (EOP).

This crosswalk is not inclusive of all topics that could be addressed in an emergency plan. There is no prescribed format. Users of this crosswalk may alter the sequence or format in any manner that meets their needs and complies with SEMS. The current version of this crosswalk can be found on the [Cal OES](#) web page.

A local government's EOP establishes an emergency management organization to provide a basis for the jurisdiction's coordinated actions before, during and

after a disaster. The primary purpose of the EOP is to outline the jurisdiction's all-hazard approach to emergency operations to protect the safety, health, and welfare of its citizens. The jurisdiction's EOP and Continuity Plan (continuity of operations and continuity of government) complement each other. This crosswalk is designed for reviewing local government EOPs and not continuity plans. More information on continuity planning can be found on the [Cal OES Continuity Planning](#) website.

### **References:**

- [State of California Emergency Plan](#)
- [CA-Emergency Support Functions \(CA-ESF\)](#)
- [Standardized Emergency Management System \(SEMS\)](#)
- [National Incident Management System \(NIMS\)](#)
- [FEMA Developing and Maintaining Emergency Operations Plans - Comprehensive Planning Guide \(CPG 101\), Version 2](#)
- [State of California Alert and Warning Guidelines](#)

### **How to Use This Checklist**

Please submit your EOP with a copy of this crosswalk to your Cal OES Regional Branch. Indicate the page location where that element can be found or state "N/A" if it does not apply to your jurisdiction. Several SEMS and CPG 101 elements overlap. Where that occurs, those elements have been combined in the crosswalk and may be addressed as one element. Cal OES regional staff will review your plan and provide comments or feedback in support of your jurisdiction's emergency planning efforts.

### **Region Contact Information**

Coastal Region: 707-862-2372

Inland Region: 916-657-9107

Southern Region: 562-795-2902



# EMERGENCY PLAN REVIEW CROSSWALK 2019 LOCAL GOVERNMENT AGENCIES

Agency: **City of Fort Bragg**

Plan Name: **City of Fort Bragg Emergency Operations Plan**

Submitted by: **Thomas O'Neal** Date: \_\_\_\_\_

Email: [toneal@fortbragg.com](mailto:toneal@fortbragg.com) Phone Number: **707-961-2800 ext. 203**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>FOREWORD SECTION – INTRODUCTORY MATERIAL</b>		
<p><b>1. Promulgation Document/Signature Page:</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Provide evidence of a dated letter of promulgation or resolution from the governing board. (SEMS)</li> </ul>	3	
<p><b>2. Approval and Implementation:</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Provide a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used. (SEMS)</li> </ul>	3	
<p><b>3. Plan Concurrence:</b> Provide evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the</p>	3	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
form of a letter of concurrence or a sign-off sheet. (SEMS)		
<b>4. Record of Changes:</b> <ul style="list-style-type: none"> <li>• Normally a table with fields that track each update or change to the plan. (CPG 101)</li> <li>• 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)</li> </ul>	3, 4	
<b>5. Record of Distribution:</b> <ul style="list-style-type: none"> <li>• Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101)</li> <li>• Include a distribution method that indicates who received the plan and when. (SEMS)</li> </ul>	5	
<b>6. Table of Contents:</b> <ul style="list-style-type: none"> <li>• Outlines the plan's format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101)</li> <li>• List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS)</li> </ul>	6-8	
<b>PART I: BASIC PLAN</b>		
<b>7. Purpose:</b> Describe the purpose for developing and maintaining the EOP. (CPG 101)	9	
<b>8. Scope:</b> Describe at what times or under what conditions the plan will be activated. (CPG 101)	10	
<b>9. Situation Overview:</b> <ul style="list-style-type: none"> <li>• 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)</li> </ul>	12	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p>Capability Assessment; and C) Mitigation Overview. (CPG 101)</p> <ul style="list-style-type: none"> <li>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)</li> </ul>		
<p><b>10. Planning Assumptions:</b> Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)</p>	16	
<p><b>11. Concept of Operations:</b></p> <ul style="list-style-type: none"> <li>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)</li> <li>Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (Gov. Code Sec. 8560)</li> </ul>	17	
<p><b>12. Organization and Assignment of Responsibilities:</b></p> <ul style="list-style-type: none"> <li>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)</li> </ul>	20	

<p style="text-align: center;"><b>Emergency Operations Plan Crosswalk</b></p>	<p style="text-align: center;"><b>Page Where Located</b></p>	<p style="text-align: center;"><b>Reviewer Comment or Initials</b></p>
<ul style="list-style-type: none"> <li>• 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)</li> </ul>		
<p><b>13. Direction, Control, and Coordination:</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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)</li> </ul>	27	
<p><b>14. Information Collection, Analysis and Dissemination:</b> Describe the required critical or essential information common to all operations identified during the planning process. (CPG 101)</p>	36	
<p><b>15. Communications:</b></p> <ul style="list-style-type: none"> <li>• Describe the communications and coordination protocols used between response organizations. (CPG 101)</li> <li>• Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities. (SEMS)</li> </ul>	36	
<p><b>16. Administration, Finance, and Logistics:</b> Describe administrative protocols including documentation, after-action reporting, cost recovery, and resource management. (CPG 101)</p>	38	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>17. Plan development and Maintenance:</b> Describe the process to regularly review and update the EOP. (CPG 101)	39	
<b>18. Authorities and References:</b> 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)	40	
<b>BASIC PLAN (Additional SEMS Elements)</b>		
<b>19. SEMS Coordination Levels:</b> 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.	17-20	
<b>20. Emergency Operations Center Organization:</b> Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.	20-27	
<b>21. Involvement of special districts, private, and nonprofit agencies:</b> Identify emergency responsibilities of special districts, private, and volunteer agencies, and their roles in the EOC, Incident Command Post, or other emergency facility.	23-28	
<b>22. Essential Facilities-Primary and Alternate EOC:</b> Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.	28	

<p style="text-align: center;"><b>Emergency Operations Plan Crosswalk</b></p>	<p style="text-align: center;"><b>Page Where Located</b></p>	<p style="text-align: center;"><b>Reviewer Comment or Initials</b></p>
<p><b>23. Essential Facilities-Activation/Deactivation of EOC:</b> Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated.</p>	<p style="text-align: center;">28-30</p>	
<p><b>24. Field/EOC Direction and Control Interface:</b> Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.</p>	<p style="text-align: center;">17</p>	
<p><b>25. Field Coordination with Department Operations Centers (DOC) and EOCs:</b> Include the use and coordination of DOCs and how they fit into the emergency management organization.</p>	<p style="text-align: center;">18</p>	
<p><b>26. Essential Facilities-Alternate Government Facilities:</b> 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.</p>	<p style="text-align: center;">28</p>	
<p><b>27. Essential Facilities-Americans with Disabilities Act:</b> Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.</p>	<p style="text-align: center;">11</p>	
<p><b>28. Continuity of Government:</b> 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. Code Sec. 8560).</p>	<p style="text-align: center;">34</p>	
<p><b>29. Vital Record Retention:</b> 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.</p>	<p style="text-align: center;">43</p>	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>30. Notification and Mobilization:</b> Describe how resources are mobilized and managed (Gov. Code Sec. 8560). Include methods to contact emergency response personnel during normal and after hours. This may be in the form of an alert list.	21, 20-28	
<b>31. Mutual Aid:</b> Include a general description of mutual aid system and processes. (Gov. Code Sec. 8560)	19-20	
<b>32. Emergency Proclamations:</b> Indicate the purpose and process of emergency proclamations (include samples).	34-35, Attch 1	
<b>33. Public Information:</b> Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (Gov. Code Sec. 8560)	38	
<b>34. Recovery Overview:</b> Include a general recovery concept of operations.	22-23	
<b>35. Recovery Organization:</b> Provide a description of the recovery organization along with a diagram.	20-28	
<b>36. Recovery Damage Assessment:</b> Describe the damage assessment organization and responsibilities.	20-28	
<b>37. Recovery Documentation:</b> Describe the documentation process.	37	
<b>38. Recovery After-Action Reports (AAR):</b> Define procedures to submit AAR to Cal OES via Cal EOC.	22, 20-28	
<b>39. Recovery Disaster Assistance:</b> Describe the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.	22-23	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p><b>40. Standard Operating Procedures (SOP)</b>  <b>Development:</b> Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.</p>	21	
<p><b>41. Training and Exercises:</b> 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.</p>	20, Attachment	
<b>APPENDICES (SEMS ELEMENTS)</b>		
<p><b>42. Glossary of Terms:</b> Include a glossary of terms that includes all the terms used throughout the plan.</p>		
<p><b>43. References:</b> Identify the references used in developing the plan.</p>		
<p><b>44. Resources:</b> Identify sources for materials and supplies internally and externally.</p>		
<p><b>45. Contact List:</b> Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.</p>		
<p><b>46. Supporting Documentation:</b> Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.</p>		
<b>PART II: EMERGENCY SUPPORT FUNCTION ANNEXES (If Applicable) (CPG 101 ELEMENTS)</b>		
<p><b>47. Functional Support Annexes:</b> Include functional annexes that add specific information and directions</p>		



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<p>to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include:</p> <ul style="list-style-type: none"> <li>• CA-ESF 1 – Transportation</li> <li>• CA-ESF 2 – Communications</li> <li>• CA-ESF 3 – Construction and Engineering</li> <li>• CA-ESF 4 – Fire and Rescue</li> <li>• CA-ESF 5 – Management</li> <li>• CA-ESF 6 – Care and Shelter</li> <li>• CA-ESF 7 – Resources</li> <li>• CA-ESF 8 – Public Health and Medical</li> <li>• CA-ESF 10 – Hazardous Materials</li> <li>• CA-ESF 11 – Food and Agriculture</li> <li>• CA-ESF 12 – Utilities</li> <li>• CA-ESF 13 – Law Enforcement</li> <li>• CA-ESF 14 - Recovery</li> <li>• CA-ESF 15 – Public Information</li> <li>• CA-ESF 17 – Volunteers and Donation Management</li> <li>• CA-ESF 18 – Cyber Security</li> </ul>		
<b>PART III: FUNCTIONAL ANNEXES (SEMS ELEMENTS)</b>		
<p><b>48. Management Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Overall EOC management</li> <li>• Public information assignment</li> <li>• Identification of a media center</li> <li>• Rumor control</li> <li>• Public inquires</li> <li>• Provision for public safety communications and policy</li> <li>• Identification of a Safety Officer</li> <li>• Facility security</li> <li>• Agency liaison</li> <li>• State/Federal field activity coordination</li> </ul>		

<p style="text-align: center;"><b>Emergency Operations Plan Crosswalk</b></p>	<p style="text-align: center;"><b>Page Where Located</b></p>	<p style="text-align: center;"><b>Reviewer Comment or Initials</b></p>
<p><b>49. Operations Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• General warning</li> <li>• Special population warning</li> <li>• Authority to activate Emergency Alert System</li> <li>• Inmate evacuation</li> <li>• Traffic direction and control</li> <li>• Debris removal</li> <li>• Evacuation</li> <li>• Evacuation and care for pets and livestock</li> <li>• Access control</li> <li>• Hazardous materials management</li> <li>• Coroner operations</li> <li>• Emergency medical care</li> <li>• Transportation management</li> <li>• Crisis counseling for emergency responders</li> <li>• Urban search and rescue</li> <li>• Disease prevention and control</li> <li>• Utility restoration</li> <li>• Flood operations</li> <li>• Initial damage assessments</li> <li>• Safety assessments</li> <li>• Shelter and feeding operations</li> <li>• Emergency food and water distribution</li> </ul>		
<p><b>50. Planning/Intelligence Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Situation status</li> <li>• Situation analysis</li> <li>• Information display</li> <li>• Documentation</li> <li>• Advance planning</li> <li>• Technical services</li> <li>• Action planning</li> <li>• Demobilization</li> </ul>		

<p style="text-align: center;"><b>Emergency Operations Plan Crosswalk</b></p>	<p style="text-align: center;"><b>Page Where Located</b></p>	<p style="text-align: center;"><b>Reviewer Comment or Initials</b></p>
<p><b>51. Logistics Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Field incident support</li> <li>• Communications support</li> <li>• Transportation support</li> <li>• Personnel</li> <li>• Supply and procurement</li> <li>• Resource tracking</li> <li>• Sanitation services</li> <li>• Computer support</li> </ul>		
<p><b>52. Finance/Administration Section:</b> Include the following activities and responsibilities:</p> <ul style="list-style-type: none"> <li>• Fiscal management</li> <li>• Timekeeping</li> <li>• Purchasing</li> <li>• Compensation and claims</li> <li>• Cost recovery</li> <li>• Travel request, forms, and claims</li> </ul>		
<p><b>PART IV: SUPPORT ANNEXES (CPG 101 ELEMENTS)</b></p>		
<p><b>53. Support Functions:</b> Describe critical operational functions and who is responsible for carrying them out. They may include:</p> <ul style="list-style-type: none"> <li>• Continuity of Government/Operations</li> <li>• Warning</li> <li>• Population Protection</li> <li>• Financial Management</li> <li>• Mutual aid/Multijurisdictional Coordination</li> <li>• Private Sector Coordination</li> <li>• Volunteer and Donations Management</li> <li>• Worker Safety and Health</li> <li>• Prevention and Protection</li> </ul>		

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<b>PART V: HAZARD, THREAT, or INCIDENT SPECIFIC ANNEXES</b>		
<p><b>54. Threat Specific Appendices:</b> 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:</p> <ul style="list-style-type: none"> <li>• Avalanche</li> <li>• Severe Storm</li> <li>• Earthquake</li> <li>• Tsunami</li> <li>• Volcanic Activity</li> <li>• Tornado</li> <li>• Floods</li> <li>• Dam Failure</li> <li>• Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan</li> <li>• Power Disruption (e.g., Public Safety Power Shutoff (PSPS))</li> <li>• Radiological Incident</li> <li>• Biological Incident</li> <li>• Terrorism Incident</li> <li>• Other hazards, threat, or incidents</li> </ul>		
<b>ADDITIONAL SEMS ELEMENTS FOR CONSIDERATION</b>		
<p><b>55. Dams:</b> 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,</p>		

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
<p>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.</p>		
<p><b>56. Recent Legislation</b></p> <p>Upon the next update of their emergency plan, jurisdictions are to implement the following legislative requirements:</p> <ul style="list-style-type: none"> <li>• AB 2311 – Access and Functional Needs (Brown)</li> <li>• AB 477 – Access and Functional Needs (Cervantes)</li> <li>• SB 160 – Cultural Competence (Jackson)</li> </ul>		

**Comments:**



# City of Fort Bragg

416 N Franklin Street  
Fort Bragg, CA 95437  
Phone: (707) 961-2823  
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## Text File

File Number: 24-646

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**Agenda Date:** 3/19/2024

**Version:** 1

**Status:** Business

**In Control:** Public Safety Committee

**File Type:** Staff Report

**Agenda Number:** 3B.

Receive Input on the Emergency Operations Center Exercise



# Emergency Operations Center Exercise City of Fort Bragg



Exercise Plan  
April 3, 2024

The Exercise Plan (ExPlan) gives senior leaders, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. It includes an exercise overview, objectives and aligned capabilities, roles and responsibilities, logistics, schedule, and communications plan. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.



## EXERCISE OVERVIEW

<b>Exercise Name</b>	Emergency Operations Center Exercise 2024
<b>Exercise Dates</b>	April 3, 2024
<b>Scope</b>	This exercise is a Seminar and Functional Exercise, planned for four hours at the Fort Bragg Middle School Library. Exercise play is limited to the Fort Bragg Middle School Library.
<b>Focus Area(s)</b>	<b>Response, Recovery</b>
<b>Capabilities</b>	Operational Coordination, Public Information and Warning, Intelligence and Information Sharing, Situational Assessment, Economic Recovery, Critical Transportation, Risk and Disaster Resilience Assessment, Operational Communications, Infrastructure Systems, On-Scene Security, Protection, and Law Enforcement, Mass Care Services
<b>Objectives</b>	Safely operate the Emergency Operations Center in accordance with the City of Fort Bragg Emergency Operations Plan following a simulated disaster.
<b>Threat/Hazard</b>	Earthquake, Structure Fire
<b>Scenario</b>	The City of Fort Bragg has experienced a major earthquake causing widespread structural damage. The City has activated its Emergency Operations Center in response.
<b>Sponsor</b>	City of Fort Bragg
<b>Participating Organizations</b>	City of Fort Bragg, Fort Bragg Unified School District
<b>Point of Contact</b>	Thomas O’Neal Captain (Emergency Manager) Fort Bragg Police Department 250 Cypress Street, Fort Bragg CA 95437 707-961-2800 ext. 203 toneal@fortbragg.com





## GENERAL INFORMATION

### Exercise Objectives and Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned capabilities are guided by senior leaders and selected by the Exercise Planning Team.

Exercise Objective	Core Capability
Track the locations of assigned resources, personnel and volunteers with 100% accuracy.	Operational Coordination
Ensure the JIC can release information at the end of the exercise that contains at least 90% of critical information factors.	Public Information and Warning, Intelligence and Information Sharing, Situational Assessment,
Track at least 95% of cost estimates related to assets, personnel, and requisitions.	Operational Coordination
Document at least 90% of damages related to the preliminary damage assessments.	Economic Recovery
Prioritize long-term and short-term recovery options for review by senior leaders.	Economic Recovery
Utilize the Incident Command System command structure on 100% of field incidents.	Operational Coordination
Complete evacuations of necessary areas in accordance with Mendocino County Evacuation Plan.	Critical Transportation
Conduct an emergency response to a simulated disaster in accordance with the City of Fort Bragg’s Emergency Operations Plan (EOP).	Operational Coordination, Risk and Disaster Resilience Assessment
Ensure at least 80% of injects end with the appropriate staff position in accordance with EOP.	Operational Coordination, Operational Communications
Appropriately triage restoring basic government functions using available resources.	Infrastructure Systems
Appropriately triage law enforcement related needs using available resources.	On-Scene Security, Protection, and Law Enforcement
Identify, request, and deploy resources needed for mass care of displaced individuals.	Mass Care Services



**Table 1. Exercise Objectives and Associated Capabilities****Participant Roles and Responsibilities**

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Controllers.** Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.
- **Simulators.** Simulators are control staff personnel who deliver scenario messages representing actions, activities, and conversations of an individual, agency, or organization that is not participating in the exercise. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin) in accordance with instructions provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.
- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).
- **Actors.** Actors simulate specific roles during exercise play.
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

**Exercise Assumptions and Artificialities**

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.



### ***Assumptions***

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.
- All simulated volunteers identified during the exercise are assumed to be able-bodied and able to assist.
- The Fire Department, EMS, and Medical Services are simulated during this exercise and need not be considered by exercise participants outside of requests for resources from those organizations.

### ***Artificialities***

During this exercise, the following artificialities apply:

- Exercise communication and coordination is limited to participating exercise organizations, venues, and the SimCell.
- Only communication methods listed in the Communications Directory are available for players to use during the exercise.



## EXERCISE LOGISTICS

### Safety

Exercise participant safety takes priority over exercise events. The following general requirements apply to the exercise:

- A Safety Controller is responsible for ensuring the exercise is conducted in a safe environment; any safety concerns must be immediately reported to the Safety Controller. The Safety Controller and Exercise Director will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed.
- For an emergency that requires assistance, use the phrase “**real-world emergency.**” The following procedures should be used in case of a real emergency during the exercise:
  - Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services and the closest controller, and, within reason and training, render aid.
  - The controller aware of a real emergency will initiate the “**real-world emergency**” broadcast and provide the Safety Controller, Lead Controller, and Exercise Director with the location of the emergency and resources needed, if any.

### Site Access

#### Security

Players will park and meet in the Senior Center parking lot at 1300 hours on the day of the exercise. Players will be escorted by a Controller to the Fort Bragg Middle School Library.

#### Exercise Identification

Controllers, Evaluators, and SimCell staff will be identified by colored vests. All other non-players entering the exercise area should be treated as actors unless instructed otherwise by a Controller.

Group	Color
Controllers	Yellow/Black
Evaluators	Orange
Support Staff	Yellow/Green

**Table 2. Exercise Identification**



## POST-EXERCISE ACTIVITIES

### Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

#### *Hotwash*

At the conclusion of exercise play, a controller or evaluator will lead a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants may attend; however, observers are not encouraged to attend the meeting. The information gathered during a hotwash contributes to the AAR/IP and any exercise suggestions can improve future exercises.

#### *Participant Feedback Forms*

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design, and to share their observed strengths and areas for improvement. Participant Feedback Forms should be collected at the conclusion of the Hot Wash.



## PARTICIPANT INFORMATION AND GUIDANCE

### Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **“This is an exercise.”**
- Exercise players who place telephone calls or initiate radio communication with the SimCell must identify the organization or individual with whom they wish to speak.

### Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

#### *Before the Exercise*

- Review appropriate organizational plans, procedures, and exercise support documents.
- Be at the appropriate site at least 10 minutes before the exercise starts. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive.
- If you gain knowledge of the scenario before the exercise, notify a controller so that appropriate actions can be taken to ensure a valid evaluation.
- Read your Exercise Information Handout if provided.

#### *During the Exercise*

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers will give you only information they are specifically directed to disseminate. Follow-up questions may be forwarded to the SimCell.
- Do not engage in personal conversations with controllers, evaluators, or observers. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
- If you do not understand the scope of the exercise, or if you are uncertain about an organization’s participation in an exercise, ask a controller.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort



has been made by the exercise's trusted agents to balance realism with safety and to create an effective learning and evaluation environment.

- All exercise communications will begin and end with the statement **“This is an exercise.”** This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- When you communicate with the SimCell, identify the organization or individual with whom you wish to speak.
- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
- Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

### ***After the Exercise***

- Participate in the Hotwash at your venue with controllers and evaluators.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.
- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

### **Simulation Guidelines**

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers. A SimCell will simulate the roles and interactions of nonparticipating organizations or individuals.

Simulations will be guided using “injects” These will come in the form of a card or document with instructions related to the simulation.



## APPENDIX A: COMMUNICATIONS PLAN

All communications for this event will be in-person only. No radio or phone communications are to be used.





## APPENDIX B: EXERCISE PARTICIPANTS

<b>Participating Organizations</b>
<b>Federal</b>
None
<b>State</b>
None
<b>City of Fort Bragg</b>
All Departments from the City of Fort Bragg
<b>Fort Bragg Unified School District</b>
Facility Use Only



## APPENDIX C: EXERCISE SCHEDULE

Day 1: April 3, 2024	Personnel	Activity	Location
1200 hours	Controllers, Evaluators and SimCell	Controller and Evaluator Briefing	Senior Center Parking Lot
1230 hours	Exercise Staff and IT Department	Setup Exercise Area	Meet at the Senior Center Parking Lot. Setup in the Fort Bragg Middle School Library.
1300 hours	Evaluators	Meet with Players	Senior Center Parking Lot
1315 hours	All Exercise Personnel	Seminar on Emergency Operations Plan	Fort Bragg Middle School Library
1430 hours	All Exercise Personnel	Functional Exercise	Fort Bragg Middle School Library
1600 hours	All Exercise Personnel	Hotwash	Fort Bragg Middle School Library
1700 hours	All Exercise Personnel	EndEx	



## APPENDIX D: EXERCISE SITE MAPS



**Figure D.1: Exercise Overview**



## APPENDIX E: EXERCISE SCENARIO

On 08/24 at approximately at 0431 hours, Fort Bragg, California, experienced a 7.1 magnitude earthquake. Shaking lasted for approximately 45 seconds and reports indicate the Mendocino Coast lost power during the earthquake. Initial damage reports indicate that City Hall was a catastrophic loss from fire. Despite multiple breaks in the City's fresh water system and low water pressure, the Fort Bragg Fire Department was able to extinguish the fire without it causing additional damage to the City's downtown business district. The City Manager has activated the primary Emergency Operations Center at the Fort Bragg Middle School to a Level 1 status.

This exercise is intended to test the ability of City of Fort Bragg staff to effectively open the Emergency Operations Center and conduct simulated operations during a complex simulated scenario.

### Weather

(Simulated) The weather is in the mid-60's with 10-15 mile sustained southerly winds. Inland Mendocino County is experiencing a Red Flag warning with that warning extending into the next three days.

### Major Events

#### City of Fort Bragg

- A major earthquake has occurred in the area of Fort Bragg. Players are expected to operate the Emergency Operations Center in accordance with the City's Emergency Operations Plan.
- Widespread structural damage has displaced many residents. Players are expected to coordinate mass care to include standing up evacuation centers.
- A 3-4 foot tsunami is expected to impact low-lying areas in and around the city. Players are expected to simulate an evacuation of those areas using identified resources in accordance with the Mendocino County Evacuation Plan.
- Players are expected to document anticipated costs related to the emergency response in accordance with the California Disaster Assistance Act.
- The Joint Information Center (JIC) is expected to record critical information related to the simulation that will need to be distributed to the media and stakeholders.



## APPENDIX F: ACRONYMS

Acronym	Term
DHS	U.S. Department of Homeland Security
ExPlan	Exercise Plan
HSEEP	Homeland Security Exercise and Evaluation Program
SME	Subject Matter Expert
JIC	Joint Information Center
SimCell	Simulation Cell
EEGs	Exercise Evaluation Guides
EMS	Emergency Medical Services
EOP	Emergency Operations Plan





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## Text File

File Number: 24-648

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**Agenda Date:** 3/19/2024

**Version:** 1

**Status:** Business

**In Control:** Public Safety Committee

**File Type:** Staff Report

**Agenda Number:** 4A.

Receive Oral Update From Staff on Departmental Activities