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** Phone Number: **707-961-2800 ext. 203**

Reviewed by:_____ Date:_____

Email:_____ Phone Number:_____

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

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form of a letter of concurrence or a sign-off sheet. (SEMS)		
4. Record of Changes: • Normally a table with fields that track each update or change to the plan. (CPG 101) • Who maintains the emergency plan? What is the process? Detail schedules for modifications, revision list, and who has responsibility for ensuring the plan is kept up-to-date. (SEMS)	3, 4	
5. Record of Distribution: • Normally a table with fields that indicate who received the plan, date of delivery and number of copies. (CPG 101) • Include a distribution method that indicates who received the plan and when. (SEMS)	5	
6. Table of Contents: • Outlines the plan's format, key sections, attachments, charts, etc. Identifies the major chapters and key elements within the EOP. (CPG 101) • List of where significant parts of the plan are located by page number and subsection of the plan. (SEMS)	6-8	
PART I: BASIC PLAN		
7. Purpose: Describe the purpose for developing and maintaining the EOP. (CPG 101)	9	
8. Scope: Describe at what times or under what conditions the plan will be activated. (CPG 101)	10	
9. Situation Overview: • Provide an overview of the steps taken by the jurisdiction to prepare for disasters. This section should include the following: A) Hazard Analysis Summary; B)	12	

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Capability Assessment; and C) Mitigation Overview. (CPG 101) • Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards. (SEMS)		
10. Planning Assumptions: Identify what are assumed to be facts for planning purposes in order to make it possible to execute the EOP. (CPG 101)	16	
11. Concept of Operations: • Explain in broad terms, the jurisdiction's intent with regard to emergency operations. Provide a clear methodology to realize the goals and objectives to execute the plan. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center, and may touch on direction and control, alert and warning, and continuity matters. (CPG 101) • Describe the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies. (Gov. Code Sec. 8560)	17	
12. Organization and Assignment of Responsibilities: • Provide an overview of the key functions the jurisdiction will accomplish during an emergency. Include roles that federal, state, territorial, tribal, local, regional and private sector agencies will take to support local operations. Pre-designate jurisdictional and/or functional area representatives to the IC or UC whenever possible. (CPG 101)	20	

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• Identify agency roles and responsibilities during disaster situations and include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, and Finance/Administration). (SEMS)		
13. Direction, Control, and Coordination: • Describe the framework for all direction, control, and coordination activities. Identify who has tactical and operational control of response assets. Discuss multijurisdictional coordination systems and processes. (CPG 101) • Indicate how the Incident Command System (ICS) will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations. (SEMS)	27	
14. Information Collection, Analysis and Dissemination: Describe the required critical or essential information common to all operations identified during the planning process. (CPG 101)	36	
15. Communications: • Describe the communications and coordination protocols used between response organizations. (CPG 101) • Indicate how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities. (SEMS)	36	
16. Administration, Finance, and Logistics: Describe administrative protocols including documentation, after-action reporting, cost recovery, and resource management. (CPG 101)	38	

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17. Plan development and Maintenance: Describe the process to regularly review and update the EOP. (CPG 101)	39	
18. Authorities and References: Provide the legal basis for emergency operations and activities. Describe federal, state, and local laws that specifically apply to the plan. List references used to develop the plan. (CPG 101)	40	
BASIC PLAN (Additional SEMS Elements)		
19. SEMS Coordination Levels: Indicate how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, and state), how information is exchanged, and how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities.	17-20	
20. Emergency Operations Center Organization: Describe the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC.	20-27	
21. Involvement of special districts, private, and nonprofit agencies: Identify emergency responsibilities of special districts, private, and volunteer agencies, and their roles in the EOC, Incident Command Post, or other emergency facility.	23-28	
22. Essential Facilities-Primary and Alternate EOC: Indicate the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated.	28	

Emergency Operations Plan Crosswalk	Page Where Located	Reviewer Comment or Initials
23. Essential Facilities-Activation/Deactivation of EOC: Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated.	28-30	
24. Field/EOC Direction and Control Interface: Describe the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information.	17	
25. Field Coordination with Department Operations Centers (DOC) and EOCs: Include the use and coordination of DOCs and how they fit into the emergency management organization.	18	
26. Essential Facilities-Alternate Government Facilities: Indicate an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center.	28	
27. Essential Facilities-Americans with Disabilities Act: Identify how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act.	11	
28. Continuity of Government: Provide persons by position to succeed key government officials and members of the emergency management organization. Also indicate the level and duration of authority these individuals would assume (Gov. Code Sec. 8560).	34	
29. Vital Record Retention: Indicate how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance.	43	

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30. Notification and Mobilization: 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	
31. Mutual Aid: Include a general description of mutual aid system and processes. (Gov. Code Sec. 8560)	19-20	
32. Emergency Proclamations: Indicate the purpose and process of emergency proclamations (include samples).	34-35, Attch 1	
33. Public Information: Include pre-incident and post-incident public awareness, education, and communications plans and protocols. (Gov. Code Sec. 8560)	38	
34. Recovery Overview: Include a general recovery concept of operations.	22-23	
35. Recovery Organization: Provide a description of the recovery organization along with a diagram.	20-28	
36. Recovery Damage Assessment: Describe the damage assessment organization and responsibilities.	20-28	
37. Recovery Documentation: Describe the documentation process.	37	
38. Recovery After-Action Reports (AAR): Define procedures to submit AAR to Cal OES via Cal EOC.	22, 20-28	
39. Recovery Disaster Assistance: Describe the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs.	22-23	

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40. Standard Operating Procedures (SOP) Development: Ensure emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan.	21	
41. Training and Exercises: Describe the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary.	20, Attachment	
APPENDICES (SEMS ELEMENTS)		
42. Glossary of Terms: Include a glossary of terms that includes all the terms used throughout the plan.		
43. References: Identify the references used in developing the plan.		
44. Resources: Identify sources for materials and supplies internally and externally.		
45. Contact List: Include a list of agencies and personnel not internal to the organization, but critical to emergency operations. May be kept under separate cover.		
46. Supporting Documentation: Include material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance.		
PART II: EMERGENCY SUPPORT FUNCTION ANNEXES (If Applicable) (CPG 101 ELEMENTS)		
47. Functional Support Annexes: Include functional annexes that add specific information and directions		

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to the EOP. These annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of emergency support functions to include: • CA-ESF 1 – Transportation • CA-ESF 2 – Communications • CA-ESF 3 – Construction and Engineering • CA-ESF 4 – Fire and Rescue • CA-ESF 5 – Management • CA-ESF 6 – Care and Shelter • CA-ESF 7 – Resources • CA-ESF 8 – Public Health and Medical • CA-ESF 10 – Hazardous Materials • CA-ESF 11 – Food and Agriculture • CA-ESF 12 – Utilities • CA-ESF 13 – Law Enforcement • CA-ESF 14 - Recovery • CA-ESF 15 – Public Information • CA-ESF 17 – Volunteers and Donation Management • CA-ESF 18 – Cyber Security		
PART III: FUNCTIONAL ANNEXES (SEMS ELEMENTS)		
48. Management Section: Include the following activities and responsibilities: • Overall EOC management • Public information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison • State/Federal field activity coordination		

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49. Operations Section: Include the following activities and responsibilities: • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution		
50. Planning/Intelligence Section: Include the following activities and responsibilities: • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization		

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51. Logistics Section: Include the following activities and responsibilities: • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support		
52. Finance/Administration Section: Include the following activities and responsibilities: • Fiscal management • Timekeeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, and claims		
PART IV: SUPPORT ANNEXES (CPG 101 ELEMENTS)		
53. Support Functions: Describe critical operational functions and who is responsible for carrying them out. They may include: • Continuity of Government/Operations • Warning • Population Protection • Financial Management • Mutual aid/Multijurisdictional Coordination • Private Sector Coordination • Volunteer and Donations Management • Worker Safety and Health • Prevention and Protection		

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PART V: HAZARD, THREAT, or INCIDENT SPECIFIC ANNEXES		
54. Threat Specific Appendices: The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction. Describe any emergency response strategies that apply to a specific type of hazard. These may include: • Avalanche • Severe Storm • Earthquake • Tsunami • Volcanic Activity • Tornado • Floods • Dam Failure • Hazardous Materials Incident - Incorporate or reference the Hazardous Materials Area Plan • Power Disruption (e.g., Public Safety Power Shutoff (PSPS)) • Radiological Incident • Biological Incident • Terrorism Incident • Other hazards, threat, or incidents		
ADDITIONAL SEMS ELEMENTS FOR CONSIDERATION		
55. Dams: If there are dams in the area, the plan should have or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations, and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. The information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools,		

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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.		
56. Recent Legislation Upon the next update of their emergency plan, jurisdictions are to implement the following legislative requirements: • AB 2311 – Access and Functional Needs (Brown) • AB 477 – Access and Functional Needs (Cervantes) • SB 160 – Cultural Competence (Jackson)		

Comments: