

2025 City of Sonoma

Emergency Operations Plan

Executive Summary



This page was intentionally left blank.



LETTER OF PROMULGATION

Adoption Date: _____

To: Officials, Employees, and Citizens of Sonora, California

The preservation of life, property, and the environment is an inherent responsibility of all levels of government. The City of Sonora is primarily responsible for emergency response and recovery activities and will commit all available resources to save lives, minimize injury to persons, preserve the environment, minimize property damage, maintain the local economy, and support recovery. This is best accomplished through a comprehensive Emergency Preparedness Program that includes preparedness measures, planning, training, exercising, and response ready systems.

The City of Sonora Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incidents, disasters, or emergency situations within the City of Sonora. The plan provides the concepts, processes, and structures necessary when carrying out assigned roles and functional responsibilities to departments and agencies consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

This plan was developed in accordance with best practices, and specifically with guidance from the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG 101).

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The Sonora City Council gives its full support to this plan and urges all city officials, employees, and citizens, individually and collectively, to actively support the emergency response and recovery efforts of The City of Sonora.

The concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) by the City of Sonora. This Emergency Operations Plan shall become effective on approval by the Sonora City Council.

Ann Segerstrom, Mayor
City of Sonora, California



RESOLUTION OF APPROVAL

City of Sonora City Council Resolution



ACKNOWLEDGEMENTS

Preparative Consulting would like to acknowledge and thank the Sonora Director of Emergency Services, City Administrator Melissa Eads, the Assistant Director of Emergency Services Chris Gorsky, Fire Chief Aimee New, Police Chief Turu VanderWiel, City Departments, and the various Sonora and Tuolumne County community representatives who helped develop this guidance document. This Emergency Operations Plan was prepared and edited by the Sonora Disaster Council, Preparative Consulting, and the following Sonora and Tuolumne community stakeholders:

- City of Sonora Department Directors
- Sonora Union High School District
- Sonora Elementary School District
- Tuolumne County Superintendent of Schools
- Tuolumne County Office of Emergency Services
- Tuolumne County Emergency Medical Services Authority
- Tuolumne County Fire District
- Tuolumne County Health and Human Services
- Tuolumne County Sheriff's Office
- Tuolumne County Animal Control
- Tuolumne County Transit
- Cal OES Inland Region/ESC



The following vital documents were used as reference information in compiling this plan:

- Federal Emergency Management Agency, Comprehensive Preparedness Guide (CPG) 101, Version 2.0, “Developing and Maintaining Emergency Operations Plans”, September 2021
- California Office of Emergency Services (Cal OES), Emergency Plan Review Crosswalk 2022 Local Government Agencies, September 2022
- Federal Emergency Management Agency, “National Incident Management System”, October 2017
- Federal Emergency Management Agency, “A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action”, September 2017
- Presidential Policy Directive / PPD-8: National Preparedness, March 2011
- The Department of Homeland Security Fusion Center Engagement and Information Sharing Strategy for 2022–2026, July 2022
- National Response Framework, May 2013
- National Preparedness Goal, September 2015
- National Response Framework, October 2019
- California Office of Emergency Services (Cal OES), “Foundation for the Standardized Emergency Management System” (SEMS), 2010
- California Office of Emergency Services (Cal OES), “SEMS Guidelines”, Nov. 2009
- California Office of Emergency Services (Cal OES), “California Implementation Guidelines for the National Incident Management System”, September 2006
- United States Department of Justice, Civil Rights Division, Disability Rights Section, “ADA Checklist for Emergency Shelters”, 2007
- California Government Code 8593.2, 8593.3.3, 8593.3.5.
- California Office of Emergency Services (Cal OES), Integrating Access and Functional Needs within the Emergency Planning Process, Best Practices for Stakeholder Inclusion. June 2020
- California Office of Emergency Services (Cal OES), Updates to County Emergency Plan Legislation Content, Submission, and Review Fact Sheet, July 2022
- California Office of Emergency Services (Cal OES), California Disaster Recovery Framework, January 2019
- Federal Emergency Management Agency, “Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters”, 2010
- American Red Cross, “American Red Cross Sheltering Handbook”, 2013
- City of Sonora, CA Local Hazard Mitigation Plan, 2024

The recommendations and guidance included in this plan are intended to improve emergency preparedness, response, and recovery and to satisfy the Standardized Emergency Management System requirements as presented in Title 19 of the California Code of Regulations and the National Incident Management System as presented in Presidential Policy Directive/ PPD - 8.



TABLE OF CONTENTS

LETTER OF PROMULGATION	i
RESOLUTION OF APPROVAL	ii
ACKNOWLEDGEMENTS	iii
TABLE OF CONTENTS	v
INTRODUCTION	1
PREFACE	3
ACTIVATION CONDITIONS OF THE EMERGENCY OPERATIONS PLAN (EOP)	7
APPROVAL AND PROMULGATION	8
PLAN MAINTENANCE RESPONSIBILITY	8
PLAN REVIEW AND UPDATING	8
TRAINING AND EXERCISES	9
BASIC PLAN	11
1.0 OVERVIEW	13
1.1 PURPOSE	13
1.2 SCOPE	13
1.3 SITUATION AND HAZARD SUMMARY	14
1.4 EMERGENCY MANAGEMENT GOALS	19
1.5 AUTHORITIES AND REFERENCE	20
1.6 AUTHORITIES	22
1.7 MUTUAL AID AUTHORITY	24
1.8 CONTINUITY OF GOVERNMENT/ OPERATIONS AUTHORITY	24
1.9 REFERENCES	25
2.0 CONCEPT OF OPERATIONS	27
2.1 PREVENTION PHASE	27
2.2 MITIGATION PHASE	27
2.3 PREPAREDNESS PHASE	29
2.3.1 Routine	29
2.3.2 Increased Readiness	29
2.3.3 Hazard Identification and Analysis	30
2.3.4 Public Awareness and Education	30
2.3.5 ADA, Access and Functional Needs, Cultural Competence, and Equity Considerations for Local Government	30
2.3.6 Disaster Animal Care Considerations for Local Government	32
2.4 RESPONSE PHASE	32



2.4.1	Pre-Emergency Operations.....	33
2.4.2	Initial Emergency Response Operations	33
2.4.3	Extended Emergency Operations	34
2.5	RECOVERY PHASE	35
2.6	INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS	37
3.0	EMERGENCY OPERATIONS.....	38
3.1	EMERGENCY MANAGEMENT ORGANIZATION.....	38
3.1.1	City Emergency Services Organization	38
3.1.2	City Disaster Council.....	38
3.1.3	Employee Emergency Responsibilities as Disaster Service Workers	39
3.1.4	Disaster Service Workers Volunteer Program	40
3.2	EMERGENCY OPERATIONS CENTER (EOC) PURPOSE	40
4.0	CONTINUITY OF GOVERNMENT	42
4.1	RESPONSIBILITY.....	42
4.2	PRESERVATION OF LOCAL GOVERNMENT	42
4.3	LINES OF SUCCESSION FOR EMERGENCY OFFICIALS.....	42
5.0	EMERGENCY PROCLAMATION PROCESS.....	43
5.1	LOCAL EMERGENCY (CITY or COUNTY).....	43
6.0	STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS).....	46
6.1	SEMS ORGANIZATIONAL LEVELS	46
6.1.1	Communication, Coordination, and Reporting to the Operational Area	50
6.1.2	Resource Request Process	50
6.2	SEMS FUNCTIONS.....	52
6.3	MAJOR CONCEPTS OF SEMS.....	55
7.0	INCIDENT COMMAND SYSTEM (ICS).....	58
7.1	USE OF ICS AT THE FIELD LEVEL.....	58
7.2	FIELD/EOC COMMUNICATIONS AND COORDINATION	58
7.3	FIELD/EOC DIRECTION AND CONTROL INTERFACE.....	59
7.4	FIELD/EOC COORDINATION WITH DEPARTMENT OPERATIONS CENTERS	59
7.5	ICS FUNCTIONS.....	59
7.6	INCIDENT COMPLEXITY.....	60
7.7	ICS FEATURES	60
7.8	MODULAR ORGANIZATION.....	62
7.9	POSITION TITLES	63



8.0	NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS).....	65
8.1	NIMS COMPONENTS	65
8.2	NATIONAL RESPONSE FRAMEWORK (NRF)	68
9.0	MUTUAL AID	77
9.1	STATEWIDE MUTUAL AID SYSTEM	77
9.2	MUTUAL AID REGIONS	78
9.3	MUTUAL AID COORDINATORS	78
9.4	VOLUNTEER, NON-GOVERNMENTAL, AND PRIVATE ORGANIZATIONS	78
9.5	SAFETY ASSESSMENT PROGRAM (SAP).....	80
9.6	EMERGENCY FACILITIES USED FOR MUTUAL AID	80
9.7	POLICIES AND PROCEDURES	81
9.8	AUTHORITIES AND REFERENCES	81
10.0	DISASTER RECOVERY	86
10.1	RECOVERY COMPONENTS	87
10.2	PUBLIC ASSISTANCE PROGRAMS (PAP).....	92
10.3	INDIVIDUAL ASSISTANCE PROGRAM (IAP).....	95
10.4	DEBRIS MANAGEMENT PROGRAMS	101
11.0	HAZARD MITIGATION.....	105
11.1	OVERVIEW	105
11.2	SONORA LOCAL HAZARD MITIGATION PLAN	106
	POSITION SPECIFIC CHECKLISTS	109
	ANNEX 1: ALERT, WARNING, AND PUBLIC INFORMATION.....	1-1
1.0	PURPOSE, SCOPE, SITUATION, ASSUMPTIONS.....	1-3
1.1	PURPOSE	1-3
2.0	CONCEPT OF OPERATIONS	1-4
2.1	CENTRALIZED AND COORDINATED EMERGENCY MESSAGING	1-4
2.2	TRANSMITTING AN EMERGENCY ALERT AND WARNING MESSAGE.....	1-4
	ANNEX 2: EVACUATION.....	2-1
1.0	PURPOSE, SCOPE, SITUATION, ASSUMPTIONS.....	2-3
1.1	PURPOSE	2-3
1.2	SCOPE	2-3
2.0	CONCEPT OF OPERATIONS	2-5
2.1	OVERVIEW	2-5
	ANNEX 3: CARE AND SHELTER.....	3-1



1.0 INTRODUCTION.....	3-3
ANNEX 4: DEBRIS MANAGEMENT PROGRAM.....	4-1
1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS.....	4-3
1.1 PURPOSE	4-3
1.3 ASSUMPTIONS.....	4-3
ANNEX 5: ACTIVE SHOOTER.....	5-1
1.0 INTRODUCTION.....	5-3
1.1 PURPOSE.....	5-3
1.2 SCOPE.....	5-3
ANNEX 6: DAM FAILURE – PHOENIX DAM	6-1
1.0 INTRODUCTION.....	6-3
1.1 PURPOSE	6-3
ANNEX 7: MAJOR EARTHQUAKE	7-1
1.0 INTRODUCTION.....	7-3
1.1 PURPOSE.....	7-3
1.2 SCOPE.....	7-3
ANNEX 8: FLOOD.....	8-1
1.0 INTRODUCTION.....	8-3
1.1 PURPOSE.....	8-3
1.2 SCOPE.....	8-3
ANNEX 9: WILDFIRE	9-1
1.0 INTRODUCTION.....	9-3
1.1 PURPOSE.....	9-3
1.2 SCOPE.....	9-3
ANNEX 10: APPENDIXES	10-1
APPENDIX 6: ACRONYMS.....	10-3
APPENDIX 7: TABLES AND FIGURES.....	10-11



This page was intentionally left blank.

Emergency Operations Plan

INTRODUCTION



**City of Sonora, California
2025**



This page was intentionally left blank.



PREFACE

This City of Sonora Emergency Operations Plan (EOP) addresses the planned response to an actual or threatened extraordinary incident, disaster, or emergency associated with natural, technological, and human caused hazards, or a national security emergency in or affecting the City of Sonora. This plan is not intended to address the recurrent emergency incidents that are addressed through the well-established and routine procedures used in coping with such incidents. Instead, the operational concepts reflected in this plan focus on potential large-scale incidents, disasters, or emergencies that can generate unique situations requiring extraordinary responses and resources.

The Emergency Operations Plan requires planning, training, and exercising prior to an actual or threatened extraordinary incident, disaster, or emergency in order for the city to respond effectively. This plan outlines the roles and responsibilities assigned to city employees for response and short-term recovery activities and is flexible enough for use to address all hazards. This plan is a preparedness document, which should be read, understood, and exercised prior to an incident, disaster, or emergency. It is designed to include the City of Sonora as part of the Cal OES Inland Region. The plan incorporates concepts and principles from the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS) into the City's emergency operations.

This plan provides basic planning information. City departments must prepare Standard Operating Procedures (SOPs) and, in most cases, more detailed checklists and job aids that will describe their internal operations under emergency conditions.



Table 1: Department/Agency Plan Concurrence

Department/Agency Plan Concurrence			
Department/Agency	Signature of Representative	Name/ Title	Date
Director of Emergency Services		Melissa Eads City Administrator	
Fire Department		Fire Chief	
Administrative Services		Chris Gorsky Administrative Services Director	
Police Department		Turu VanderWiel Police Chief	
Public Works		Mike Lagomarsino Supervisor	
Community Development		Tyler Summersett Director	



Table 2: Record of Revisions

Record of Revisions			
Date	Section(s)	Page Number(s)	Amended By



Table 3: EOP Distribution List

EOP Distribution List	
DEPARTMENTS/AGENCIES RECEIVING COPIES OF THE EMERGENCY OPERATIONS PLAN	NO. OF COPIES
California Office of Emergency Services (Cal OES), Inland Region	1
City of Sonora Emergency Operations Center	1
City Council	1
Director of Emergency Services (City Administrator)	1
Fire Department	1
Emergency Services Coordinator	1
Police Department	1
Public Works	1
Community Development	1
Finance & Administrative Services Department	1



ACTIVATION CONDITIONS OF THE EMERGENCY OPERATIONS PLAN (EOP)

- Ordered by an official authorized by City of Sonora Municipal Code 8.30 - Emergency Services.
- The existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City of Sonora Municipal Code 8.30 - Emergency Services.
- Scheduled and/or unusual events that require centralized management.
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time.
- The Governor has proclaimed a State of Emergency in an area including the County.
- Conditions exist constituting a State of War Emergency as defined in Section 8558 of the California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).
- A Presidential declaration of a National Emergency.
- Automatically on receipt of an attack warning, the observation of a nuclear detonation or act of terrorism.



APPROVAL AND PROMULGATION

This EOP will be reviewed by all departments/agencies assigned a primary function in the Emergency Responsibilities Matrix (**Section 3.0: Emergency Operations**). Upon completion of review and written concurrence by these departments/agencies, (**Table 1: Department/Agency Plan Concurrence**) the City of Sonora Emergency Services Coordinator will submit the plan for review and recommendation to the City Council for approval and adoption. Upon approval, the plan will then be submitted to the Tuolumne County Office of Emergency Services for review and coordination. Upon concurrence by the City Council, the plan will be officially adopted and promulgated (**Letter of Promulgation**). The plan will be distributed to those departments/agencies listed on the EOP Distribution List (**Table 3: EOP Distribution List**).

PLAN MAINTENANCE RESPONSIBILITY

The Director of Emergency Services has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed.

PLAN REVIEW AND UPDATING

This plan and its supporting documents will be reviewed annually to ensure that plan elements are valid and current, with a full document review conducted minimally every five (5) years. Each responsible department, organization, or agency will review and update its portion of the EOP and/or modify its Standard Operating Procedures (SOP) as required based on identified areas of improvement experienced in drills, exercises, or actual occurrences and as required by SEMS and NIMS regulations. Additional changes occurring within the five-year cycle of review will be acted upon independently and brought to the City of Sonora Disaster Council, Emergency Services Coordinator, and the Sonora City Council as necessary to maintain functionality and to meet state and federal requirements.

Changes to the plan not requiring formal adoption will be published and distributed to all appropriate departments/ agencies. Recommended changes will be received by the Emergency Services Coordinator, reviewed and distributed for comment on a regular basis. Non-adoption elements of this plan may also be modified by the Emergency Services Coordinator at the direction of the Director of Emergency Services any time state or federal mandates, operational requirements, or legal statute so require. Once revised the Director of Emergency Services will ensure the changes to the plan are published, recorded (**Table 2: Records of Revisions**), and distributed. New editions to this plan shall supplant older versions and render them inoperable.



TRAINING AND EXERCISES

The Emergency Services Coordinator is responsible for conducting regular training and exercising of City staff in the use of this plan and other specific training as required for EOC position proficiency and compliance with both SEMS and NIMS. The Emergency Services Coordinator is responsible for coordinating, scheduling and documenting training, exercises, and After-Action and Corrective Action Reports.

Exercises conducted on a regular basis maintain the operational readiness and proficiency of City Emergency Services. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities, and systems that will be used in an emergency situation. Annual exercises are recommended by both SEMS and NIMS. The various forms of exercises are as follows:

Discussion Based Exercise

Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with, or develop new plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

- **Seminars** generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.
- **Workshops**, although similar to seminars, differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product.
- **Tabletop Exercises** provide a convenient and low-cost method designed to evaluate policy, plans, and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Games** are a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation.

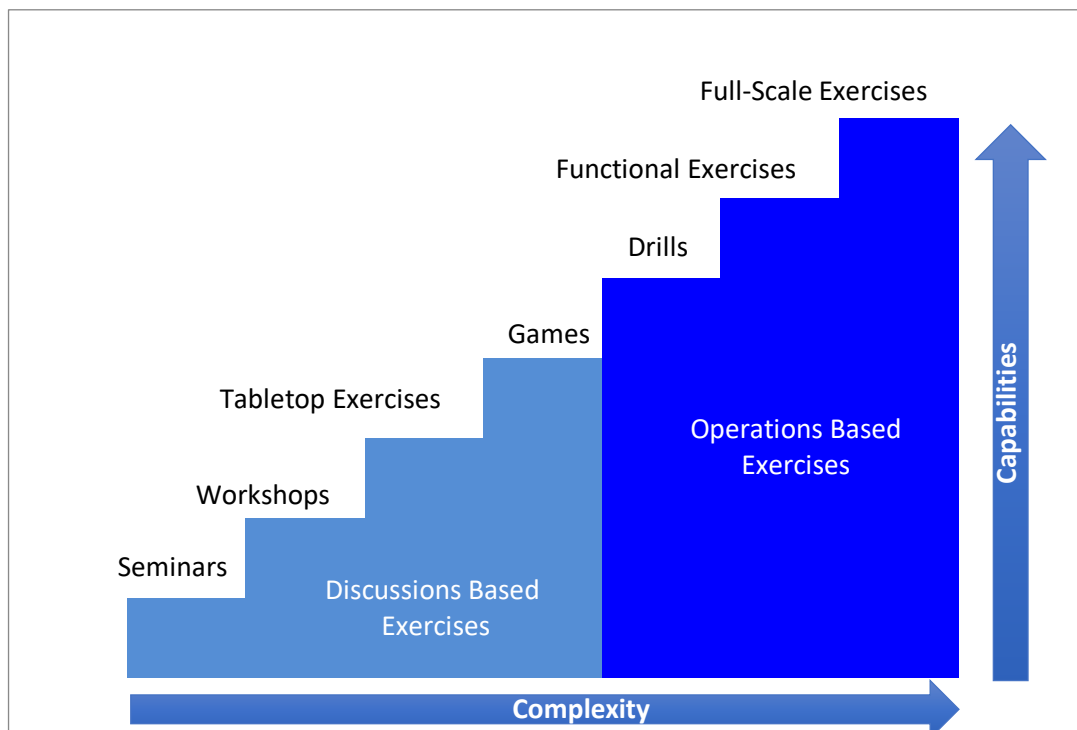
Operations Based Exercises

Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps.

Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

- **Drills** are a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills.
- **Functional Exercises** are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications, or public information.
- **Full-Scale Exercises** simulate an actual emergency. These exercises typically involve the complete emergency management staff and are designed to evaluate the operational capability of the emergency management system.

Figure 1: Exercise Staircase



Emergency Operations Plan

BASIC PLAN



**City of Sonora, California
2025**

This page was intentionally left blank.



1.0 OVERVIEW

1.1 PURPOSE

The City of Sonora Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of extraordinary incident, disaster, or emergency situations associated with natural, technological, and human-caused emergencies affecting the City of Sonora. The plan provides an overview of the operational concepts, processes, and structures; identifies components of the City's emergency management organization; and assigns roles and functional responsibilities to federal, state, and the county consistent with California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the Incident Command System (ICS).

1.2 SCOPE

This Emergency Operations Plan (EOP):

- Describes the organizational structures, roles and responsibilities, and protocols for providing emergency response and short-term recovery.
- Is flexible enough for use in all emergencies to address all hazards.
- Describes the purpose, situation and assumptions, concept of operations, organization, assignment of responsibilities, plan development and maintenance, and authorities and references.
- Is supplemented by function-specific operational plans.
- Assigns jurisdictional and/or functional representatives to the Incident Command, Unified Command, and the Emergency Operations Center (EOC) whenever possible to facilitate responsive and collaborative incident management.
- Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.



1.3 SITUATION AND HAZARD SUMMARY

Every city faces their own unique natural, technological, and human caused threats and hazards. The City of Sonora also faces a variety of specific threats and hazards that make it vulnerable due to its geography, population, and residential, commercial, and industrial development. This section of the Emergency Operations Plan consists of an overview threat summary based on an analysis by the City of Sonora Disaster Council and the Local Hazard Mitigation Plan (2024). The purpose is to identify the specific area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

Table 4: City of Sonora Threats and Hazards

Natural Hazards	
1	Earthquake
2	Flooding
3	Land Subsidence
4	Landslide
5	Public Health Epidemic
6	Severe Weather
7	Volcanic Eruption
8	Wildfire and Urban Fire

Technological Hazards	
1	Critical Infrastructure and Utilities Failure
2	Dam Failure
3	Hazardous Air Quality
4	Transportation Accident

Human Caused Hazards	
1	Active Shooter Attack
2	Civil Disorder
3	Cyber Attack
4	Terrorism/ National Security Emergency



Situation

Sonora is a community of 3.18 square miles, with an elevation of 1,825 feet. Sonora is in the Sierra Nevada Foothills at the intersection of California State Highways 49 and 108. As a city close to Yosemite National Park, Sonora provides services to some of Yosemite's visitors. The city also benefits from its proximity to Railtown 1897 State Historic Park and Columbia State Park. Sonora has a population of 4,963 people (2022, US Census).

Historical

In the beautiful Sierra Nevada Foothills, in the heart of California's "Gold Country" lies Sonora, named after the miners from Sonora Mexico who settled the City in 1848. Known as the "Queen of the Southern Mines", Sonora still holds onto its historic downtown charm while thriving as the commercial, government and cultural center for the region.

Sonora is the county seat and only incorporated City in Tuolumne County.

Geography

There is an average of 75 days annually with highs of 90 °F (32 °C) or higher and an average of 65.5 days annually with lows of 32 °F (0 °C) or lower. The record high temperature was 113 °F (45.0 °C) on June 22, 1961, and July 15, 1972. The record low temperature was 8 °F (-13.3 °C) on December 9, 1972.

Average annual rainfall is 32.79 inches (833 mm), almost all from November through April, although there are occasionally afternoon and evening thunderstorms in the summer months, which drift down from the Sierra Nevada. There is an average of 63.8 days annually with measurable precipitation.

Population Considerations

Sonora has a residential population of 4,963 people. However, the daytime population in the City is over 25,000, since the City of Sonora is the County Seat for Tuolumne County and offers significant retail, commercial, and tourism employment and visitors. Considerations for race, culture, ethnicity, and language should be incorporated into public alert, warning, information, and care and shelter. (2022, US Census)

Table 5: Sonora Ethnicity Distribution¹

Ethnicity	Total Number	% Percentage of Population
White (non-Hispanic)	4,179	84.2%
Hispanic/ Latino (of any Race)	422	8.5%
Asian (non-Hispanic)	131	2.6%
Two or More Races	74	1.5%
American Indian (non-Hispanic)	64	1.3%
Pacific Islander (non-Hispanic)	45	0.9%
Black (non-Hispanic)	27	0.5%
Other Race	21	0.4%
Total	4,963	100.0%



Sources: US Census Bureau, 2022: American Community Survey 5-Year Estimates, DP05
Demographic and Housing Estimates

Languages Spoken:

- English
- Spanish

Although the average median age is 41, the highest percentage of the population is between 25 – 34 years of age 802 (16.2%).¹

Population 65 years of age or over is 1,208 (24.3%).¹

Population 18 years of age or younger is 1,145 (23.1%).¹

Households

2,097 households. 2.3 persons per household¹

Table 6: Sonora Population with Disabilities²

Age	Total Number	% Percentage
Under 18 years	249	5.1%
18 – 64 years	400	8.1%
65 years or older	491	9.9%
Total	1,140	23.1%

Schools

The City of Sonora has 7 school sites as follows:

Table 7: Sonora Schools

Schools	Type
Sonora Elementary School	K-8 Elementary School
Mother Lode Adventist Junior Academy	K-10 Elementary/Middle School
Sonora Union High School	High School
Cassina High School	Continuation High School
Theodore Bird High School	Adult Education
Tuolumne County Learning Center	County Continuation Middle & High School
Columbia College	Community College



Workforce

The area's economy was historically based on the mining and timber industries, but now relies on tourism. One of two active lumber mills in Tuolumne County was shut down in 2009 but reopened in July 2011.

As a city close to Yosemite National Park, Sonora provides services to some of Yosemite's visitors. The city also benefits from its proximity to Railtown 1897 State Historic Park, Stanislaus National Forest, and Columbia State Park.

The average annual Sonora median household income is \$60,492.¹

Transportation

Sonora is in the Sierra Nevada Foothills at the intersection of California State Highways 49 and 108.

Sonora is served by the Tuolumne County Transit and is the predominant provider of public transportation in the Sonora area. The bus fleet includes standard kneeling buses and paratransit bus services that may be utilized for emergency services. Tuolumne County Transit also provides a Dial-A-Lift and Tuolumne TRIP ride services for people with disabilities and access and functional needs.

Access to a personally owned vehicle is a significant advantage for emergency evacuation.

Table 8: Sonora Population Car Ownership²

Car Ownership	% Percentage
No Car	1.1%
1 Car	31%
2 Cars	29.5%
3 Cars	18.2%
4 Cars	19%
+5 Cars	1.1%

A 2022 Data USA study found that approximately 1.1% of Sonora residents do not own a vehicle and that approximately 6.5% of residents used public transportation, bicycle, or walked to work.

Table 9: Sonora Population Commute Method²

Commute Method	% Percentage
Drove Alone	78.8%
Work at Home	10.4%
Walk	5.74%
Carpool	4.32%
Public Transit	0.76%
Bicycle/ Other	0



Government

The City Council is the legislative body of the City of Sonora and makes policy decisions regarding the governance of the City. The Council consists of five (5) members elected at large. Municipal elections are held every two years at the November general election of even numbered years. The City Council selects one of its members to serve as Mayor who presides over all Council meetings. Council members appoint citizens to the various Commissions and Committees that make recommendations to the Council on a variety of city policies and projects.

Fire Service

The Sonora Fire Department is a full service, all-risk all hazard department providing the community with many diverse services including fire protection, emergency and disaster response, emergency medical services, charity outreach, community education, earthquake preparedness and special events. The Fire Department oversees the City Disaster Preparedness and the Fire Chief or designee serves as the City Emergency Services Coordinator.

Law Enforcement

The Sonora Police Department is committed to providing quality customer service through a Community Oriented Policing and Problem Solving (COPPS) philosophy. Within this philosophy, department members work in partnership with citizens to identify the root causes of crime, disorder, and fear of crime for purposes of making long-term improvements in the safety and quality of life within Sonora. This philosophy is reflected in their mission and vision statements and is characterized by the department's core values.

The Sonora Police Department Operations Division incorporates Patrol and Support Services. Police Department staffing levels include a Chief of Police, Lieutenant, two Sergeants, ten sworn officers, one Records Technician, five full time Dispatch-Records Specialists, two part time Dispatch-Records Specialists and three part time Community Service Officers. These employees of the Sonora Police Department proudly serve their community, working around the clock, seven days a week, to protect lives and property.

The Sonora Police Department Dispatch Center is the Public Safety Answering Point (PSAP) for the City of Sonora and receives and processes all Police, Fire, and medical calls for service.

Sources (September 2024):

1. [Sonora city, California - Census Bureau Tables](#)
2. [Sonora, CA | Data USA](#)
3. https://en.wikipedia.org/wiki/Sonora,_California



1.4 EMERGENCY MANAGEMENT GOALS

Assumptions

- The City of Sonora is primarily responsible for emergency response and recovery activities and will commit all available resources to save lives, minimize injury to persons, minimize property damage, preserve the environment, provide essential human services, maintain the local economy, and support recovery.
- Emergencies may occur at any time with little or no warning. The occurrence of one or more hazards could result in a situation that could overwhelm City resources requiring a multi-agency and multi-jurisdictional response.
- The City of Sonora will begin utilizing its resources before requesting mutual aid assistance when emergency response or recovery requirements exceed the City's ability to address them.
- The City of Sonora will utilize SEMS and NIMS in emergency response activities.
- The City will use the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS) for all major incidents.
- The Director of Emergency Services (City Administrator) or the Assistant Director of Emergency Services (Fire Chief or Assistant City Administrator) will coordinate the City's disaster response in conformance with the City of Sonora Municipal Code 8.30 - Emergency Services.
- The City of Sonora will coordinate response and recovery activities with the Tuolumne County OES.
- The resources of the City of Sonora will be made available to local agencies and citizens to cope with disasters affecting this area.

Priorities

In evaluating the Mission, Goal, Objectives and Strategies during response to each emergency, the following priorities are evaluated.

Incident Priorities

- Initiate, support and maintain measures that protect life, safety, property, and the environment.
- Isolate and stabilize the incident.
- Monitor events and proactively take steps to eliminate or mitigate potential hazards or threats.
- Provide approved, timely, and consistent public information on conditions and suggested personal protective actions.



- Support the emergency needs of people with disabilities or access and functional needs.
- Support the rapid resumption of essential human services and support community and economic recovery.
- Support the rapid assessment and resumption of critical infrastructure and key resources.

Emergency Management Goals

- Provide support to City departments, Incident Command Posts, or other EOC activities throughout the County.
- Ensure City and Countywide situational awareness to create a common operating picture.
- Coordinate effective use of City resources per situational needs and Citywide policy priorities.
- Acquire and allocate critical resources.
- Maintain coordination with City, County, State, Federal, Private and Non-Governmental Agencies.
- Coordinate City response actions and resources with the Operational Area and other County EOCs, and Policy Group/Multi-Agency Coordination Group.
- Provide accurate documentation and records required for cost recovery efforts.

1.5 AUTHORITIES AND REFERENCE

Defining Emergencies

These terms are often used somewhat interchangeably and, in some cases, are used to both define a situation and to describe a level of response to a situation.

Incident

An incident is an occurrence or event, natural, technical, or human-caused, which requires an emergency response to prevent, protect, or minimize loss of life or damage to property or the environment. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incidents may result in extreme peril to the safety of persons and property and may lead to or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Larger incidents, while not yet meeting disaster level definition, may call for local governments to proclaim, “a Local Emergency.”



Incidents call for a field on-scene response of an Incident Commander and tactical and support resources organized within an Incident Command System structure.

Examples of incidents could be wide-ranging:

- Protest demonstration
- Broken gas line
- Hostage situation
- Multi-casualty accident
- Downed utility lines
- Structure fire

Disaster

A disaster is a calamitous emergency event bringing great damage, destruction, or loss of life. Disasters may occur with advanced warning e.g., tornado, or major storm, with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more cascading incidents e.g., a minor brush fire caused by a traffic accident which results in a major wildland fire.

Major Disaster

"Major disaster" means any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the [Stafford] Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Emergency

The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or the threat of war, but other than conditions resulting from a labor controversy, which conditions are likely to be beyond the control of the services, personnel, equipment and facilities of the city, requiring the combined forces of other political subdivisions to combat. (8.30 of the City of Sonora Municipal Code)

The term emergency can also be used to define a conditional state such as proclamation of "Local Emergency." The California Emergency Services Act describes three states of Emergency:

Local Emergency

"Local emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal



infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of Emergency

"State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of War Emergency

"State of war emergency" means the condition, which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

1.6 AUTHORITIES

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended (Public Law 93-288)(42 U.S.C. §§ 5121).
- Federal Civil Defense Act of 1950, as amended (Public Law 920).
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050).
- Homeland Security Act of 2002, as amended (Public Law 107-296) (6 U.S.C. §§ 101-557).
- Volunteer Protection Act of 1997, (Public Law 105-19) (42 U.S.C. §§ 14501-14505).



- U.S. Army Corps of Engineers - Flood Fighting (Public Law 84-99).
- Bio-terrorism Act, June 2002 (Public Law 107-188).
- Office of Homeland Security, October 8, 2001 (Executive Order 13228).
- Critical Infrastructure Protection, October 16, 2001 (Executive Order 13231).
- Citizens Prepared, November 9, 2001 (Executive Order 13234).
- U.S. Policy on Counter-terrorism, June 1995 (Presidential Decision Directive 39).
- Combating Terrorism, May 1998 (Presidential Decision Directive 62).
- Critical Infrastructure Protection, May 1998 (Presidential Decision Directive 63).
- National Strategy to Combat Weapons of Mass Destruction (National Security Presidential Directive 17).

State

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and Government Code Section 8607(a).
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- National Incident Management System Integration into the State of California (Executive Order S-2-05).
- Disaster Service Workers (California Government Code, Title 1, Chapter 4, Division 8, Section 3100).
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code).
- Physician or surgeon, etc., services in emergency (California Government Code, Title 2, Chapter 1, Division 7, Section 8659).
- Hazardous Materials (California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610).
- Continuity of Government (CGC, Title 1, Chapter 4, Division 8, Section 8635).
- Department of Water Resources - Flood Fighting (California Water Code (CWC), § 128).
- Orders and Regulations that may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency.
- California Planning Guidance for persons with disabilities and others with access and functional needs; California Government Code section 8593.3.

Local

- City of Sonora Municipal Code 8.30 - Emergency Services.
- Resolution adopting the California Disaster and Civil Defense - Master Mutual Aid agreement, adopted December 12, 1950.



1.7 MUTUAL AID AUTHORITY

The basis for mutual aid is the California Disaster Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. Mutual aid assistance may be provided under one or more of the following authorities:

- California Disaster and Civil Defense Master Mutual Aid Agreement.
- California Emergency Managers Mutual Aid Plan.
- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- California Statewide Transit Mutual Assistance Compact.
- Federal Disaster Relief Act of 1974 (Public Law 93-288).
- Tuolumne County Fire Authority
- Tuolumne County EMS Authority

1.8 CONTINUITY OF GOVERNMENT/ OPERATIONS AUTHORITY

Continuity of Government is detailed in **SECTION 4.0: CONTINUITY OF GOVERNMENT**. The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the California Emergency Services Act).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three standby officers for each member of governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.



- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

1.9 REFERENCES

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007.
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (May 2013)
- National Incident Management System (NIMS)
- Comprehensive Preparedness Guide (CPG) 101

State

- California State Emergency Plan (As revised)
- Governor's Office of Emergency Services Disaster Assistance Procedures Manual
- California Emergency Resources Management Plan
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- California Assistance Procedures Manual (Cal OES)
- Natural Disaster Assistance Act Eligibility Guidelines and Claiming Instructions (Cal OES)
- Weapons of Mass Destruction Guidelines for Local Government
- Hazardous Materials Incident Contingency Plan (Cal OES)
- Public Assistance Guide for Applicants (Cal OES DAP-1)
- California Master Mutual Aid Agreement (and supporting mutual aid agreements)
- Standardized Emergency Management System (SEMS) Guidelines.



County/ Local

- Judicial System, Article VI, Section 1, 4, 5 and 10, of the Constitution of California.
- Local Government, Article XI, of the Constitution of California.
- Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.
- City of Sonora Municipal Code 8.30 - Emergency Services.



2.0 CONCEPT OF OPERATIONS

Operations during peacetime and national security emergencies involve a full spectrum of activities from a minor incident to a major disaster, to a nuclear detonation. There are a number of similarities in operational concepts for responding to natural, technical, and human-caused emergencies. Some disasters or emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage or environmental impact. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All departments and agencies of the City must be prepared to respond promptly and effectively to any foreseeable disaster or emergency, including the provision and utilization of mutual aid (**Section 10 - MUTUAL AID**).

Emergency management activities are often associated with the five phases of emergency management as indicated below.

- Prevention Phase
- Mitigation Phase
- Preparedness Phase
- Response Phase
- Recovery Phase

2.1 PREVENTION PHASE

Prevention focuses on preventing death or injury to humans or damage to property and the environment, caused by potential natural or technological hazards or human caused threats. Preventive measures are designed to provide more permanent protection from threats or hazards; however, not all threats or hazards can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning, and design standards. Prevention may further be described as:

- Actions taken to avoid an incident
- Stopping an incident from occurring
- Deterrence operations and surveillance

2.2 MITIGATION PHASE

Mitigation efforts occur before, during, and after an incident. Mitigation capabilities are those necessary to reduce or eliminate long-term risk to persons or property, or lessen the actual or potential effects or consequences of an incident. These include:

- Understanding, recognizing, communicating, planning for, and addressing risks.
- Building resilient systems, communities, and infrastructure to reduce



vulnerability to incidents.

- Identifying, analyzing, and planning for area threats and hazards.
- City of Sonora's Local Hazard Mitigation Plan, 2023.
- City codes and ordinances (zoning ordinance, building codes and enforcement, etc.).
- Structural measures.
- Tax levy or abatements.
- Public information and community relations.
- Land use planning.
- Professional training.

Mitigation: FEMA Programs

FEMA's Hazard Mitigation Assistance (HMA) grant programs provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages. FEMA administers the following HMA grant programs:

- ***The Hazard Mitigation Grant Program (HMGP)*** assists in implementing long-term hazard mitigation measures following Presidential disaster declarations.
- ***Building Resilient Infrastructure and Communities (BRIC)*** will support hazard mitigation projects, reducing the risks from disasters and natural hazards through capability- and capacity-building; encouraging and enabling innovation; promoting partnerships; enabling large projects; maintaining flexibility; and providing consistency.
- ***Pre-Disaster Mitigation (PDM)*** provides funds for hazard mitigation planning and the implementation of mitigation projects prior to a disaster.
- ***Flood Mitigation Assistance (FMA)*** provides funds so that measures can be taken to reduce or eliminate risk of flood damage to buildings insured under the National Flood Insurance Program (NFIP).
- ***HMGP Post-Fire Assistance*** grant programs provide funding for eligible activities that reduce or eliminate long-term risk to people and property from future disasters.
- ***Repetitive Flood Claims (RFC)*** provides funds to reduce the risk of flood damage to individual properties insured under the NFIP that have had one or more claim payments for flood damages.
- ***Severe Repetitive Loss (SRL)*** provides funds to reduce the risk of flood damage to residential structures insured under the NFIP that are qualified as severe repetitive loss structures.



2.3 PREPAREDNESS PHASE

The preparedness phase involves activities taken in advance of an emergency. These activities assist in improving operational capabilities and effective responses to a disaster. These actions include mitigation activities, emergency planning, training and exercises, and public education. Those departments and agencies identified in this plan as having either a primary or a support mission relative to response and recovery should prepare Standard Operating Procedures (SOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs and checklists through periodic training in the activation and execution procedures.

2.3.1 Routine

The preparedness phase involves activities undertaken in advance of an emergency. Disaster plans are developed and revised to guide disaster response and increase available resources.

Planning activities include:

- Developing and revising hazard analyses.
- Writing mutual aid plans and agreements.
- Developing department standard operating procedures (SOPs) and checklists.
- Partner with advocacy groups to identify and ensure response capabilities to people with disabilities and other disabilities or access and functional needs.
- Registering volunteers as Disaster Service Worker Volunteers.
- Update the Multi-Year Integrated Preparedness Plan.
- Training and exercising city employees and volunteers.
- Improving public information and communications systems.
- Acquire, test and maintain equipment and technology.
- Developing systems for logistical support and financial accountability, i.e. disaster accounting system, pre-approved disaster contacts, vendor lists.
- Maintain and update photo documentation of pre-disaster condition of public buildings, infrastructure, vehicles and equipment.

2.3.2 Increased Readiness

Increased readiness actions will be initiated upon the receipt of a warning or the observation that a disaster or emergency situation is imminent or likely to occur soon. Actions to be accomplished include, but are not necessarily limited to:

- Review and update of emergency plans, SOPs, and resource lists.
- Dissemination of accurate and timely public information, warning, and desired actions.
- Accelerated training of city employees and volunteers.
- Inspection and preparation of critical facilities.



- Engage advocacy groups to identify and ensure response capabilities to people with disabilities and other access and functional needs.
- Recruitment of additional staff and Disaster Services Workers.
- Mobilization of resources.
- Testing warning and communications systems.

2.3.3 Hazard Identification and Analysis

A hazard analysis has indicated that the City may be at risk of certain types of natural, technological, or human-caused incidents, disasters, or emergencies. For further all-hazards information, also see the City of Sonora's Local Hazard Mitigation Plan, 2024.

2.3.4 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to improve their ability to prepare for, respond to, and recover from incidents, disasters, or emergencies.

Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparations for emergencies and receive an adequate level of planning. These programs must be coordinated among local, state, and federal officials to ensure their contribution to emergency preparedness and response operations. Emergency Public Information procedures are addressed in **Annex 1: ALERT, WARNING, AND PUBLIC INFORMATION** and detailed in department procedures and position checklists regarding public warning.

2.3.5 ADA, Access and Functional Needs, Cultural Competence, and Equity Considerations for Local Government

Emergency preparedness and response programs must be made accessible to people with disabilities and other access and functional needs and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers.

California Government Code § 8593.3 defines access and functional needs as 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.

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, emergency transportation, and sheltering requirements. Many people who are otherwise self-sufficient may have special circumstances due to short-term issues such as physical or mental health issues, or have temporary resource shortages (e.g., fuel, transportation, etc.).



It is critical that modes of available transportation are identified that can be used in the evacuation of people with disabilities and others with access and functional needs during an emergency. Transportation that can accommodate wheelchairs, scooters, or other mobility aids will typically be needed in a large-scale evacuation. Lift-equipped buses or vans, maintained by Tuolumne County Transit may be an option. The City of Sonora has established and maintains working relationships with public and private agencies that serve transportation-dependent populations, to include Tuolumne County Dial-A-Ride and Tuolumne TRIP Volunteer transportation services for people with disabilities and access and functional needs.

Other potentially at-risk residents include those with cognitive or emotional disabilities that may impair their ability to make decisions during an emergency. It is important to note that individuals with disabilities and others with access and functional needs may not be able to reach designated transportation points without assistance.

Cultural Competence

California Government Code § 8593.3 requires the use of culturally appropriate resources and outreach techniques to provide emergency communications, evacuations, and sheltering services, including the integration of interpreters and translators for culturally diverse communities. This law also requires the use of culturally appropriate resources and outreach techniques to educate and prepare community members for emergencies or disasters. **(For additional information refer to Evacuation Annex: 2.12 EVACUATION OF INDIVIDUALS WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNCTIONAL NEEDS)**

“Cultural competence” means 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.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

“Culturally diverse communities” includes, but is not limited to, race and ethnicity, including indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low income individuals and the unhoused; education level; people with no or limited English language proficiency; as well as geographic location.

Equity

“Equity” is defined as justice according to natural law or right; specifically: freedom from bias or favoritism; something that is equitable; equitable is having equity; dealing fairly and equally with all concerned. FEMA defines equity as “the consistent and systematic fair, just and impartial treatment of all individuals.” In other words, equity



recognizes that everyone doesn't begin in the same place in society. Some people face adverse conditions and circumstances making it more challenging with the same effort to achieve the same goals. Equity advocates for those who may have been historically disadvantaged, making it difficult for them to be successful. What is "fair" as it relates to equity isn't a question of what is the same but rather the point from which a person begins. Equity considers historical and other factors in determining what is fair.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures.
- Evacuation considerations.
- Emergency transportation issues.
- Care and sheltering requirements.
- Accessibility for mobility devices or service animals while in transit or at shelters.
- Accessibility to emergency information.

2.3.6 Disaster Animal Care Considerations for Local Government

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals.

The Tuolumne County Animal Control will be the lead agency in planning and response for animal care issues related to disaster preparedness, response, and recovery. The Operations Section, Law Enforcement Branch, Animal Services Unit Leader will oversee this function during an incident, disaster, or emergency and may be assisted by the Tuolumne County Animal Control.

The evacuation and transportation of animals is documented in the Sonora EOP: Evacuation Annex, 2.15 Evacuation of Animals.

Emergency Animal Services Resources

Tuolumne County Animal Control
10040 Victoria Way
Jamestown, CA 95327
(209) 694-2730 or (209) 694-2742

Call Tuolumne County Sheriff's Office Dispatch for the after-hours call out of the Tuolumne County Animal Control.

2.4 RESPONSE PHASE

Response begins when an emergency is imminent or immediately after an event occurs, and encompasses the activities that address the short-term, direct effects of an



incident. Response capabilities focus on saving lives, protecting property and the environment, and meeting basic human needs.

2.4.1 Pre-Emergency Operations

When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Brief City officials, department heads, and appropriate EOC staff.
- Review and update Plans and department SOPs.
- Evacuation of threatened populations to safe areas.
- Engage advocacy and community groups to identify and ensure response capabilities to people with disabilities and other access and functional needs **(Refer to DAFN Guidance Documents listed in the Position Specific Checklists)**.
- Notify threatened populations of the emergency and advise them of safety measures to be implemented.
- Notify the Tuolumne County OES of the emergency, if appropriate.
- Identifying the need for and request any needed mutual aid through the appropriate channels.
- Inspecting critical facilities and equipment.
- Test warning and communications systems.
- Mobilizing personnel and pre-positioning resources.
- Accelerating training efforts.
- Consider activating the City EOC.
- Consider a Proclamation of a Local Emergency or request the County proclaim.

2.4.2 Initial Emergency Response Operations

During this phase, emphasis is placed on saving lives, property, and the environment; stabilization of the situation; meeting basic human needs; and minimizing effects of the incident, disaster or emergency. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

One of the following conditions will apply to the City during this phase:

- The City is either minimally impacted, or not impacted at all, and is requested to provide mutual aid to other jurisdictions.
- The situation can be controlled without mutual aid assistance from outside the City.
- The situation requires mutual aid from outside the City.
- Evacuations of portions of the City are required due to uncontrollable immediate and ensuing threats.

The City emergency management organization will give priority to the following operations:



- Make necessary notifications and recall appropriate city employees.
- Make necessary notifications to key resources, e.g. American Red Cross and utility providers.
- Dissemination of accurate and timely information, warning, and desired actions to the public.
- Medical care and life safety operations.
- Public health operations.
- Evacuation and rescue operations.
- Identifying and assisting people with disabilities and other access and functional needs.
- Situation analysis (Damage, casualty, and impact or hazard assessments).
- Resource allocation and control.
- Care and shelter operations through the American Red Cross or Tuolumne County OES.
- Access and perimeter control.
- Photographic documentation of all disaster damage to public property.
- Maintenance or restoration of vital services, utilities and critical facilities.

When local resources are committed or anticipated to be and additional resources are required, requests for mutual aid will be initiated through the Tuolumne County OES. Fire and Law Enforcement agencies will request or render mutual aid directly through established channels.

Depending on the severity of the disaster or emergency, the City Emergency Operations Center (EOC) may be activated, and a Local Emergency may be proclaimed. If a Local Emergency is proclaimed, the EOC must be activated. The Tuolumne County OES must be advised when the EOC is activated.

2.4.3 Extended Emergency Operations

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Mutual aid may also be requested during this phase.

In addition to continuing operations to save lives, protect property and the environment, provide care and shelter, relocation and registration of displaced persons, and damage assessment operations, the following actions taken during extended operations may include:

- Preparing and reporting detailed damage and casualty assessments.
- Providing life safety, rescue, and emergency medical needs.
- Operating shelter facilities.
- Providing for the needs of people with disabilities and other access and functional needs.
- Protecting, controlling, and allocating vital resources.
- Assisting with coroner operations.
- Restoring vital utilities and services.



- Developing and implementing EOC Action Plans for extended operations (first 24 hours and beyond).

2.5 RECOVERY PHASE

Recovery is both a short-term activity intended to return critical systems to operation and a long-term activity designed to return life as close to normal pre-emergency conditions in the community as possible. (**Cal OES, California Disaster Recovery Framework, January 2019**)

The City will provide local government leadership in developing economic recovery plans, mitigation plans, and local legislative strategies necessary to promote recovery. City departments will review impacts on programs, and the City will work with Tuolumne County and will aggressively pursue state and federal assistance for local recovery.

Outside agencies and nongovernmental organizations may provide some short-term assistance to disaster victims. A County Local Assistance Centers (LAC) and a recovery website may also be established and maintained by the County and or City, providing a "one-stop" service to begin the process of receiving federal, state, and local recovery assistance for the community.

Local Assistance Centers (LAC) may be established to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.

LACs have proven to significantly contribute to a streamlined recovery process and have been field-tested in numerous disasters and emergency events. (**Cal OES, A Guide for Establishing a Local Assistance Center, June 2013**)

When a Presidential Declaration of Emergency or Major Disaster is made, FEMA may establish Disaster Recovery Centers (DRC) to provide direct disaster assistance to victims. The DRC may be co-sponsored by Cal OES and will be self-sufficient, requiring no county support.

The recovery period has major objectives that may overlap, including:

- Reinstatement of personal or family autonomy.
- Reinstatement of essential health and public services.
- Restoration and stabilization of vital services, utilities and critical facilities.
- Restoration of private and public property.
- Identification of residual hazards.
- Plans to mitigate future hazards.



- Recovery of costs associated with response and recovery efforts.

Although recovery is primarily a responsibility of local government, if the emergency or disaster receives a Presidential declaration, a number of assistance programs may be available under the Stafford Act.

- **Public Assistance** is for repair of infrastructure, public facilities, and debris removal, and may include repair or replacement of non-Federal roads, public buildings, and bridges and implementation of mitigation measures.
- **Individual Assistance** is for damage to residences and businesses or for personal property losses and may include: grants to individuals and families for temporary housing, repairs, replacement of possessions, and medical and funeral expenses; Small Business Administration (SBA) loans to individuals and businesses; crisis counseling for survivors and responders; legal services; and disaster unemployment benefits.

Under a Presidential Declaration the following assistance becomes available:

Presidential Declaration of Emergency

IHP – Assistance to Individuals & Households Program
SSGP – State Supplemental Grant Program
SBA – Small Business Administration
USDA – US Department of Agriculture

Presidential Declaration of Major Disaster

IHP – Assistance to Individuals & Households Program
SSGP – State Supplemental Grant Program
SBA – Small Business Administration
USDA – US Department of Agriculture
CCP – Crisis Counseling Programs
DUA – Disaster Unemployment Assistance
DLS – Disaster Legal Services
DCM – Disaster Case Management
D-SNAP – Disaster Supplemental Nutrition Assistance Program

The following recovery issues are addressed in **Section 10.0: Disaster Recovery**:

- The recovery organization.
- The recovery damage assessment organization and responsibilities.
- Recovery documentation procedures.
- Recovery After-Action Reports.
- Recovery Disaster Assistance (programs, purpose, restrictions and application process)



2.6 INTEGRATING FEDERAL, STATE, AND LOCAL SYSTEMS

Taken together the National Response Framework (NRF), California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the Incident Command System (ICS), and this EOP integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations (NGOs), and the private sector into a cohesive, coordinated, and seamless national framework for domestic incident management. Field level emergency responders, Department Operations Center (DOC) staff, Emergency Operations Center (EOC) staff, department executives, elected officials, and public information officers all have a vital role in successful comprehensive incident management and make up the Incident Management.



3.0 EMERGENCY OPERATIONS

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Sonora emergency management structure and how the Emergency Operations Center and EOC staff are activated.

3.1 EMERGENCY MANAGEMENT ORGANIZATION

3.1.1 City Emergency Services Organization

The City Emergency Services Organization (including emergency preparedness, mitigation, response, and recovery), which is directed by the City Administrator who serves as the Director of Emergency Services and has the responsibility for:

- Implementing the Emergency Operations Plan.
- Working with the City Council, Disaster Council, Emergency Services Coordinator, and appropriate City staff, to execute the powers and duties prescribed per the City of Sonora Municipal Code 8.30 - Emergency Services.
- Proclaim the existence or threatened existence of a local emergency.
- Request the City Council ratify the proclamation of local emergency within 7 days and review every 60 days until terminated.
- Represent the City in all dealings with public and private agencies on matters pertaining to emergencies.
- Control and direct the effort of the emergency organization of the City.
- Oversee all City emergency preparedness, mitigation, response, and short-term recovery efforts.
- Activate the Policy Group or Multi-Agency Coordination Group.

The Emergency Services Director may serve as the EOC Director or may appoint the Emergency Services Coordinator or another qualified city employee to serve in this capacity.

3.1.2 City Disaster Council

In accordance with the California Emergency Services Act, the State of California Emergency Council accredited the City of Sonora as having a Disaster Council. §8610 CA. Gov. Code details the creation; plans; powers; rules and regulations for dealing with local emergencies. The City of Sonora Disaster Council under §8610 CA. Gov. Code shall develop plans for meeting any condition constituting a local emergency or state of emergency. The Disaster Council is empowered to review and recommend for adoption by the City Council emergency services, mutual aid plans and agreements, ordinances, resolutions, rules, and regulations as are necessary to implement such plans and agreements.



The membership of the Disaster Council is designated in the City of Sonora Municipal Code 8.30 - Emergency Services. The membership of the Disaster Council is as follows:

- The Chair of the Disaster Council – Director of Emergency Services/City Administrator.
- The Vice-Chair of the Disaster Council – Fire Chief or Assistant City Administrator as appointed by the Director of Emergency Services.
- The Emergency Services Coordinator – Appointed by the Director of Emergency Services.
- Such Chiefs (Coordinators) of Emergency Services as are provided for in the current Emergency Plan of the city, adopted pursuant to the provisions of this chapter.
- Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility as may be appointed by the Director of Emergency Services with the advice and consent of the City Council.

The Disaster Council shall meet at least annually upon the call of the chair or, in his/her absence from the city or inability to call such a meeting, upon the call of the vice-chair. Given the role assigned to the Disaster Council by State law, it should be convened when a significant change is made to the City's emergency services organization or emergency plans or in the event of a major disaster.

3.1.3 Employee Emergency Responsibilities as Disaster Service Workers

California Labor Code §3211.92(b) identifies all public agency employees as Disaster Service Workers. All City of Sonora employees were sworn in as Disaster Service Workers as part of their employment process.

In the event of an emergency or major disaster, all City employees are eligible to be called upon to assume an emergency assignment (California Government Code 3100, 3101, and 3108). Should that become necessary, the City Administrator may suspend normal City business activities. The EOC Director will coordinate recruiting, orienting, and assigning City employees and volunteers to emergency tasks, as directed by the Director of Emergency Services.

In addition to being available for an emergency assignment, it is the responsibility of all City employees to:

- Be familiar with the City emergency services organization, emergency operations, concept of operations and the procedures outlined in this Emergency Operations Plan.
- Be familiar with department emergency procedures.
- Maintain proficiency in any special skills needed for emergency assignments.



3.1.4 Disaster Service Workers Volunteer Program

California law requires Disaster Service Workers register with an accredited Disaster Council, the Governor's Office of Emergency Services, or an authorized State agency.

A disaster service worker volunteer is "...any person registered with an accredited Disaster Council...for the purpose of engaging in disaster service...without pay or other consideration." Registered DSW volunteers are people who have chosen to volunteer their time to assist a disaster or emergency services agency in carrying out the responsibilities of that agency.

The person must:

- Be officially registered with the accredited Disaster Council; and,
- Not receive any pay, monetary or otherwise, for the service being provided.

The Emergency Services Act (§8657) provides DSW volunteers with limited immunity from liability while providing disaster service as it is defined in §§2570.2 and 2572.2 of the Disaster Service Worker Volunteer Program Regulation (Cal. Code of Regs., Title 19). Additionally, U.S. Public Law 105-19, Volunteer Protection Act of 1997, provides limited protection. Immunity from liability protects the political subdivision or political entity, and the DSW volunteer in any civil litigation resulting from acts of good faith made by the political subdivision or political entity, or the DSW volunteer, while providing disaster service (e.g., damage or destruction of property; injury or death of an individual). Immunity from liability does not apply in cases of willful intent, unreasonable acts beyond the scope of DSW training, or if a criminal act is committed.

The State Compensation Insurance Fund (SCIF) may provide compensation for Disaster Service Worker Volunteers who sustain injuries while performing specific disaster services.

(Functional Annex: Disaster Service Worker Program)

3.2 EMERGENCY OPERATIONS CENTER (EOC) PURPOSE

In a preplanned event or an actual or threatened incident, emergency or disaster, the City will use an Emergency Operations Center to provide a central location of authority and information from which the city may provide coordinated emergency operations, interagency coordination, and executive decision making in support of the response and short-term recovery efforts. The EOC allows for face-to-face coordination among personnel who must make emergency decisions. The level of EOC staffing will vary with the specific situation and positions within the EOC will be staffed as needed.

(Section 6.0 - SEMS)

The EOC does not command or control the on-scene response, but rather carries out the coordination and support function through:



- Overall management, coordination, and prioritization of emergency response and recovery operations and resources.
- Assess the need for, order, dispatch, and track resources. Establish priorities and resolve any conflicting demands for support or resources.
- Develop emergency policies and procedures, when appropriate consult with the policy group.
- Coordinate, communicate, and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies as appropriate.
- Control and coordinate, within established policy, the operational and logistical support of department resources committed to the emergency.
- Receive, prepare, and disseminate emergency public information to inform, alert, warn and direct the public.
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- Compile, evaluate, disseminate, and report damage and casualty information, intelligence, and other essential situational information and reports as required.
- Maintain general and specific maps, information display boards, and other situational data pertaining to operations.



4.0 CONTINUITY OF GOVERNMENT

A major disaster, emergency, or national security emergency could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the loss of public and private records essential for continued operations of government and industry.

4.1 RESPONSIBILITY

The City of Sonora takes serious its responsibility to provide continuity of leadership and authority necessary to direct emergency response and recovery operations. Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while other jurisdictions may provide additional resources upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information during any disaster.

4.2 PRESERVATION OF LOCAL GOVERNMENT

The California Government Code Section 8643(b), Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to ensure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The Emergency Services Act provides for the preservation of city or county government in the event of a major disaster.

4.3 LINES OF SUCCESSION FOR EMERGENCY OFFICIALS

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, human-caused or national security emergency.



5.0 EMERGENCY PROCLAMATION PROCESS

The California Emergency Services Act provides the basic authority for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act. There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency.

5.1 LOCAL EMERGENCY (CITY or COUNTY)

A Local Emergency may be proclaimed by the Director of Emergency Services, or their designee as specified by CHAPTER 8.30: EMERGENCY ORGANIZATION AND FUNCTIONS of the Sonora City Municipal Code and Section 8558 (c) of the California Emergency Services Act.

Definition of Local Emergency: “The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat . . .” (California Government Code (Govt. Code) section 8558 (c)). The type of disaster, date of occurrence and area affected are to be identified.

Purpose (Govt. Code sections 8625 and 8634):

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request, if necessary, that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.



- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Note: Article 17 of the Emergency Services Act, Section 8655, provides for certain privileges and immunities).

Deadlines:

- **Issuance:** A Local Emergency must be proclaimed within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA), (Govt. Code section 8685.2).
- **Ratification:** A Local Emergency proclaimed by the Director of Emergency Services must be ratified by the City Council within 7 days (Govt. Code section 8630(b)).
- **Renewal:** The City Council must review the need to continue the proclamation at least every 60 days until the Local Emergency is terminated (Govt. Code section 8630(c)).
- If the City Council meets bi-weekly (1st and 3rd Mondays of the month), the need to continue the proclamation should be reviewed every 14 days until terminated.
- **Termination:** The Local Emergency must be terminated by resolution as soon as conditions warrant (Govt. Code section 8630(d)).

Notification:

- The City of Sonora shall notify the Tuolumne Operational Area (OA) and provide a copy of the proclamation.
- The Tuolumne Operational Area (OA) shall notify the Cal OES Inland Region and provide a copy of the proclamation.
- Cal OES Inland Region will notify the Cal OES Director and Deputy Directors; and shall be the primary contact between the Cal OES Director, OA and the local jurisdiction for updates on any requests for assistance.
- Cal OES Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter.

Initial Damage Estimate (IDE) Requirement:

When the local proclamation of emergency is submitted to Cal OES' Regional Operations, the package should include an IDE. An IDE is the local governments' identification of the impacts and local response and recovery activities. The IDE assists Cal OES to understand the jurisdiction's damages and prioritize Preliminary Damage Assessment (PDA) efforts, which in turn can lead to a state or federal disaster declaration. An Operational Area must include all its affected governing bodies (cities, towns, etc.), special districts (school districts, water districts, community services districts, etc.), and private non-profit organizations within the IDE.

If the City submits a Proclamation of Local Emergency directly to Cal OES, the City shall be responsible for submitting the IDE, usually within 30 days of Proclaiming.



However, if the County submits a Proclamation of Local Emergency, the City shall submit an IDE to the County.

An IDE should include:

- Type and extent of public and private sector damage;
- Estimates of damages and emergency response costs; and
- Any acute public health and environmental issues.

The IDE is evaluated, and if warranted, a State assessment is conducted by Cal OES Recovery.

The Recovery Proclamation Team works with local jurisdictions' emergency management and/or public safety agencies in the Operational Areas affected by the disaster event to accomplish these assessments.

Documentation of Response Efforts:

When a local government requests a Gubernatorial State of Emergency Proclamation, Director's Concurrence, and/or California Disaster Assistance Act funding, local government should provide information describing local response efforts and identify the specific type and extent of state emergency assistance needed, including regulatory waivers necessary to facilitate the protection of life and property during response efforts.

A local emergency proclamation and/or Governor's proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the U.S. Small Business Administration or the U.S. Department of Agriculture.

When the County proclaims a local emergency, they may request that:

- The Director of Cal OES concur with the local proclamation,
- The Governor proclaim a State of Emergency, and/or
- The Governor requests a Presidential Declaration of an Emergency or Major Disaster.

Reference document:

- Cal OES. *Emergency Proclamations; A quick reference guide for Local Government*, October 2022.
- Cal OES. *California Emergency Disaster Proclamation and CDAA Process*, January 2022.



6.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. Under Government Code Section 8607(a), SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System (ICS), a statewide Master Mutual Aid Agreement system (MMAA), the Operational Area concept (OA), and Multi-Agency or inter-agency Coordination System (MACS).

The California Emergency Services Act (ESA) requires the use of SEMS for managing multiagency and multijurisdictional responses to emergencies in California. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency/disaster response and recovery. Local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

The City of Sonora has adopted SEMS for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.

6.1 SEMS ORGANIZATIONAL LEVELS

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.

Field Response Level

The field response level is where emergency response personnel and resources carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency/disaster management are: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

When the City's EOC is activated, it will coordinate and manage the overall response and recovery effort, while the Incident Commander uses the Incident Command System to direct field responders. Incident Commanders may report directly to the EOC, usually the Operations Section. Requests for any resources or support that cannot be obtained at the field level are sent to the City EOC.



Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency/disaster response and recovery activities within their jurisdiction.

Local governments are required to use SEMS when their Emergency Operations Center is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency response and recovery operations through mutual aid (Government Code Section 8618).

Cities request all mutual aid (except fire and law) through the Operational Area. Fire and law mutual aid is coordinated through the designated Regional Fire and Law Coordinators (**Section 10.0 - MUTUAL AID**). All local governments are responsible for coordinating with the field response level, other local governments, and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

Special District Involvement

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

Coordination and communications should be established among special districts that are involved in emergency response and recovery, other local governments, and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government, and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts should work with the local governments in their service areas to determine how best to establish coordination and communications in disasters/emergencies.

When a special district is entirely contained within the City, (i.e., Sonora Unified School District) the special district should have a liaison representative at the City EOC, and direct communications should be established between the special district EOC and the City EOC. An exception may occur when there are many special districts within the City.



Nongovernmental, Private, and Volunteer Organizations

In emergency preparedness, response, and recovery, the City or County partners with nongovernmental agencies, private sector business, and volunteer organizations.

- Nongovernmental Organizations (NGOs) provide vital support services to promote the disaster recovery process for disaster victims and some may provide specialized services that help individuals with disabilities. These groups collaborate with first responders, governments at all levels and other agencies and organizations.
- Key business partners should be involved in the local crisis decision-making process or have a direct link to the EOC during an incident.
- Volunteer Organizations may work directly with the City or County as Disaster Service Workers or augment response and recovery efforts as directed.
(Disaster Service Worker Volunteer Program Annex).

The City EOC will generally be a focal point for coordination of response activities with many of these nongovernmental organizations and key businesses working directly with the City of Sonora response or recovery efforts. If the nongovernmental organizations and key businesses are working with both the City and the County, then the County/ OA EOC will be the primary point of contact and coordination. The OA EOC should establish communication with private and volunteer agencies providing services within the County.

Organizations that play key roles in the response should have representatives at the EOC or at the Incident Command Post, and their initial contact would be with the Liaison Officer. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element, often in the Operations Section. Some agencies may have several personnel participating in functional elements in the EOC. For example, City volunteer organizations or Disaster Service Worker Volunteers may be assigned several other support tasks or may have representatives located in a specific functional element, while other representatives report to the Liaison Officer to be assigned as needed.

Cities or Counties served by a large number of private and volunteer organizations may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Jurisdictions should develop alternate means of communicating with these agencies (i.e. Videoconferencing, telecommunications, email, shared documents, etc.) or when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community elected officials that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.



Operational Area Level

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within that county area. Political subdivisions include cities, a city and county, counties, district or other local governmental agency, or public agency as authorized by law.

The operational area is responsible for:

- Coordinating information, resources, and priorities among local governments within the operational area.
- Coordinating information, resources, and priorities between the regional level and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities.

The Tuolumne County EOC will fulfill the role of the Operational Area EOC. Activation of the Tuolumne Operational Area EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- 2) Two or more cities within the operational area have proclaimed a local emergency.
- 3) The county and one or more cities have proclaimed a local emergency.
- 4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b).
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- 6) The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.
- 7) The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements.



6.1.1 Communication, Coordination, and Reporting to the Operational Area

Communications should be established between all cities and the Operational Area. Reports, resource requests, and other communications should be sent to the Tuolumne County OA EOC via email, or other process as established for the incident.

City reports and notifications are to be made to the Operational Area. These reports and notifications include:

- Activation of the City EOC.
- Proclamation of a Local Emergency.
- Situation Reports.
- City Status Reports.
- Initial Damage Estimates.
- Incident Reports.
- Resource Requests.

The City should report its status to the Operational Area EOC whether or not it has any disaster damage.

The City EOC should include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

The Operational Area will use the Multi-Agency Coordinating System (MACS) concept when developing response and recovery operations.

6.1.2 Resource Request Process

When a disaster or emergency occurs, a city will use its own internal assets to provide emergency services. If a city's internal assets are not sufficient, the City will normally make a request to a neighboring jurisdiction for assistance. Internal assets include supplies and equipment available from local vendors.

- If resources are still not available, resource requests should be directed to the Operational Area EOC via the designated countywide emergency reporting systems.
- Existing mutual aid agreements and financial protocols will be followed.

Regional Level

Because of its size and geography, the State has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency/disaster related



activities.

State Cal OES has also established three Administrative Regions (Inland, Coastal and Southern). These Administrative Regions are the means by which State Cal OES maintains day-to-day contact with emergency services organizations at local, county, and private sector organizations. Tuolumne County is within Cal OES Mutual Aid Region IV and the Cal OES Inland Administrative Region, which includes 31 counties. **(Section 9.0 - MUTUAL AID, Figure 4: Cal OES Administrative and Mutual Aid Regions)**

The regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the State level. The regional level also coordinates overall State agency support for emergency/disaster response activities within the region.

State Level

The State level of SEMS manages state resources in response to the emergency/disaster needs of the other levels and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The State level also serves as the coordination and communication link between the State and the Federal disaster response system.

Federal Level

U.S. Department of Homeland Security (DHS)

The Homeland Security Act of 2002 established the Department of Homeland Security (DHS) to:

- Secure the United States from terrorist threats or attacks.
- Reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies.
- Minimize the damage and assist in the recovery from terrorist attacks, natural disasters, and other emergencies.

National Response Framework (NRF)

The Department of Homeland Security has provided the National Response Framework as a guide to how the Nation conducts all-hazards response. The National Response Framework provides structures for implementing nationwide response policy and operational coordination for all types of domestic incidents. It can be partially or fully implemented in the context of a threat, in anticipation of a significant event, or in



response to an incident. Selective implementation allows for a scaled response, delivery of the resources needed, and an appropriate level of coordination.

Incidents include actual or potential emergencies or all-hazards events that range from accidents and natural disasters to actual or potential terrorist attacks. They include events wholly contained within a single jurisdiction and others that are catastrophic in nature and national in their scope or consequences.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment. NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management. **(Section 8.0 - NIMS)**

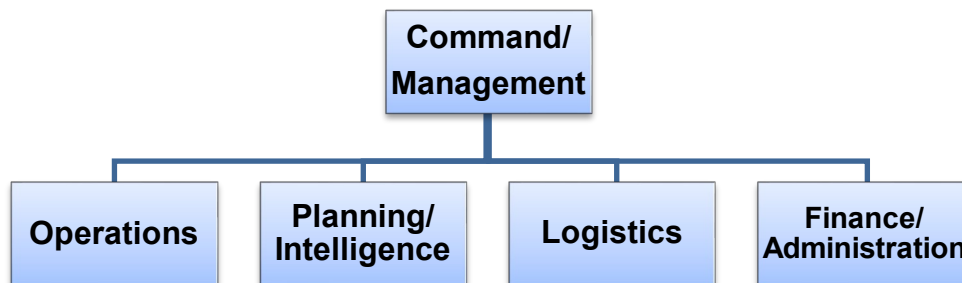
Federal Emergency Management Agency (FEMA)

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of the Emergency Support Functions (ESFs) as defined in the National Response Framework. All contact with FEMA and other federal agencies must be made through the Operational Area during the response phase. During the recovery phase, there may be direct County contact with FEMA and other federal agencies.

6.2 SEMS FUNCTIONS

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below in Figure 7: SEMS Functions. These functions must be applied at each level of the SEMS organization.

Figure 2: SEMS Functions



Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:

Command: A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.

Management: The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:

- Facilitates multiagency coordination and executive decision making in support of the incident response,
- Implements the policies established by the governing bodies,
- Facilitate the activities of the Multi-Agency Coordination (MAC) Group

Operations: Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's EOC Action Plans (EAP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages Branch Directors and Unit Leaders who share information and decisions about discipline-specific operations.



Planning/Intelligence: Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the EAP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Leaders are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.

Logistics: Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Supply Unit Leader to ensure control and accountability over resource requests. As needed, Unit Leaders are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.

Finance/Administration: Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate Purchasing activities, process claims and track costs.

Figure 3: Comparison of Field and EOC SEMS Functions

PRIMARY SEMS FUNCTION	FIELD RESPONSE LEVEL	EOCS AT OTHER SEMS LEVELS
Command/ Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning/ Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident.	Collecting, evaluating and disseminating information and maintaining documentation relative to all jurisdiction activities.
Logistics	Providing facilities, services, personnel, equipment and materials in support of the incident.	Providing facilities, services, personnel, equipment and materials in support of all jurisdiction activities as required.
Finance/ Administration	Financial and cost analysis and administrative aspects not handled by the other functions.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident.



6.3 MAJOR CONCEPTS OF SEMS

Organization Flexibility - Modular Organization

The five essential SEMS functions will be established as “sections” within the EOC and all other functions will be organized as branches, groups, or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

Management of Personnel - Unity of Command and Span-of-Control

The position title “Section Coordinator” refers to the lead person of each section in the EOC. The position title “Director” refers to the lead person of each organizational branch in the EOC. The position title “Leader” refers to the lead person of each organizational unit in the EOC. Each activated function will have only one person in charge of it (i.e. report to), but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will generally be responsible for no more than seven employees, with the ideal span-of-control being three to five persons.

The Section Coordinator for Operations, Planning/Intelligence, Logistics, and Finance/Administration constitute the EOC General Staff. The Management Section and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section.
- Interacting with each other, Management, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC Action Plans

At Local, Operational Area, Regional and State levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall performance. Action planning is an important management tool that involves a process for:

- Identifying priorities, objectives, and assignments for emergency response or recovery efforts.
- Documentation of the priorities, objectives, tasks, and personnel assignments in a formal plan.



The action planning process should involve Management and General Staff along with other specific EOC positions, special district representatives, and other agency representatives, as needed. The Planning/Intelligence Section is responsible for coordinating the development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that may range from a few hours to 12 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and example action plan formats are contained in the **Planning/Intelligence Support Documentation - Action Planning. Also Refer Figure 9: Action Planning Process "Planning P"**.

Multi-Agency or Inter-Agency Coordination

Multi-agency or inter-agency coordination inside and outside the EOC is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Inter-agency coordination is an integral part of the EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the emergency response and recovery. Agency representatives from special districts, community based organizations, volunteer services, and private organizations, may also participate with EOC functional elements in coordinating the response and recovery effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

Emergency response is coordinated at the EOC through:

- Representatives from the City of Sonora departments and agencies.
- Representatives from outside agencies including special districts, non-governmental organizations, volunteer agencies, and private organizations.
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.



Multi-Agency or Inter-Agency Coordination Group (MAC Group)

- May be established formally.
- Should develop consensus on priorities, resource allocation, and response strategies.
- May function within the EOC, at another location or through conference calls - but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- City of Sonora may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area, or regional level.



7.0 INCIDENT COMMAND SYSTEM (ICS)

One of the primary components of NIMS/SEMS is the Incident Command System (ICS), which was developed during the 1970s by an inter-agency working group of local, state, and federal fire services in California.

The Incident Command System (ICS) is a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

7.1 USE OF ICS AT THE FIELD LEVEL

The concepts, principles, and organizational structure of the Incident Command System (ICS) will be used in managing field operations. The size, complexity, hazard environment and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel using the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the ICS Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Management or General Staff may be asked to attend briefings or planning meetings at the Incident Command Post.

When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from County, State and Federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

7.2 FIELD/EOC COMMUNICATIONS AND COORDINATION

The City's communication plan outlines the communications channels and protocols to be used during an incident. Typically, field to EOC communications will occur at the Command/Management and General Staff levels or, if they are established, field units



will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The County OA EOC will communicate situation and resource status information to the Inland Region and other outside agencies via designated countywide emergency reporting systems.

7.3 FIELD/EOC DIRECTION AND CONTROL INTERFACE

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

7.4 FIELD/EOC COORDINATION WITH DEPARTMENT OPERATIONS CENTERS

If a department (Police, Fire, Public Works, etc.) within the City establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the City EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the City EOC.

7.5 ICS FUNCTIONS

- A standardized management tool for meeting the demands of small or large emergency or nonemergency situations.
- Represents "best practices" and has become the standard for emergency management across the country.
- May be used for planned events, natural disasters, and acts of terrorism.
- Is a key feature of the National Incident Management System (NIMS).

The ICS is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to enable effective and efficient domestic incident management. A basic



premise of ICS is that it is widely applicable. It is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government—Federal, State, local, and tribal—as well as by many private sector and nongovernmental organizations.

ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance and administration.

7.6 INCIDENT COMPLEXITY

“Incident complexity” is the combination of involved factors that affect the probability of control of an incident. Many factors determine the complexity of an incident, including, but not limited to, area involved, threat to life and property, political sensitivity, organizational complexity, jurisdictional boundaries, values at risk, weather, strategy and tactics, and agency policy. Incident complexity is considered when making incident management level, staffing, and safety decisions.

Various analysis tools have been developed to assist consideration of important factors involved in incident complexity. Listed below are the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources

7.7 ICS FEATURES

Standardization:

- Common Terminology: Using common terminology helps to define organizational functions, incident facilities, resource descriptions, and position titles.

Command:

- Establishment and Transfer of Command: The command function must be clearly established from the beginning of an incident. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.



- Chain of Command and Unity of Command: Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that every individual has a designated supervisor to whom he or she reports at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to control the actions of all personnel under their supervision.
- Unified Command: In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

Planning/Organizational Structure:

- Management by Objectives: Includes establishing overarching objectives; developing strategies based on incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.
- Modular Organization: The Incident Command organizational structure develops in a modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident.
- Incident Action Planning: Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- Manageable Span of Control: Span of control is key to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates.

Facilities and Resources:

- Incident Locations and Facilities: Various types of operational support facilities are established in the vicinity of an incident to accomplish a variety of purposes. Typical designated facilities include Incident Command Posts, Bases, Camps, Staging Areas, Mass Casualty Triage Areas, and others as required.
- Comprehensive Resource Management: Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation in support of



incident management and emergency response activities.

- Communications/Information Management
 - Integrated Communications: Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures.
 - Information and Intelligence Management: The incident management organization must establish a process for gathering, analyzing, sharing, and managing incident-related information and intelligence.

Professionalism:

- Accountability: Effective accountability at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, the following principles must be adhered to:
 - Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.
 - Incident Action Plan: Response operations must be directed and coordinated as outlined in the IAP.
 - Unity of Command: Each individual involved in incident operations will be assigned to only one supervisor.
 - Personal Responsibility: All responders are expected to use good judgment and be accountable for their actions.
 - Span of Control: Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
 - Resource Tracking: Supervisors must record and report resource status changes as they occur.
- Dispatch/Deployment: Personnel and equipment should respond only when requested or when dispatched by an appropriate authority.

7.8 MODULAR ORGANIZATION

Standardization of the ICS organizational chart and associated terms does not limit the flexibility of the system. A key principle of ICS is its flexibility. The ICS organization may be expanded easily from a very small size for routine operations to a larger organization capable of handling catastrophic events.

When an ICS position is not staffed, the responsibility for the tasks associated with that position are assumed by the supervisor over that position. (i.e. if the Finance/



Administration position is not filled, the Incident Commander is responsible for all tasks associated with the Finance/Administration position.)

7.9 POSITION TITLES

At each level within the ICS organization, individuals with primary responsibility positions have distinct titles. Titles provide a common standard for all users.

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. For example, in deploying personnel, it is important to know if the positions needed are Unit Leaders, clerks, etc.

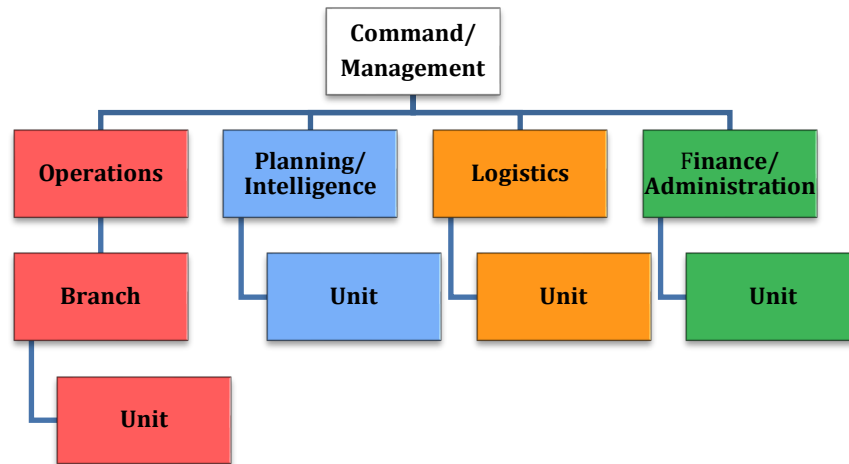
Listed below are the standard ICS titles:

Table 10: Incident Command System Titles

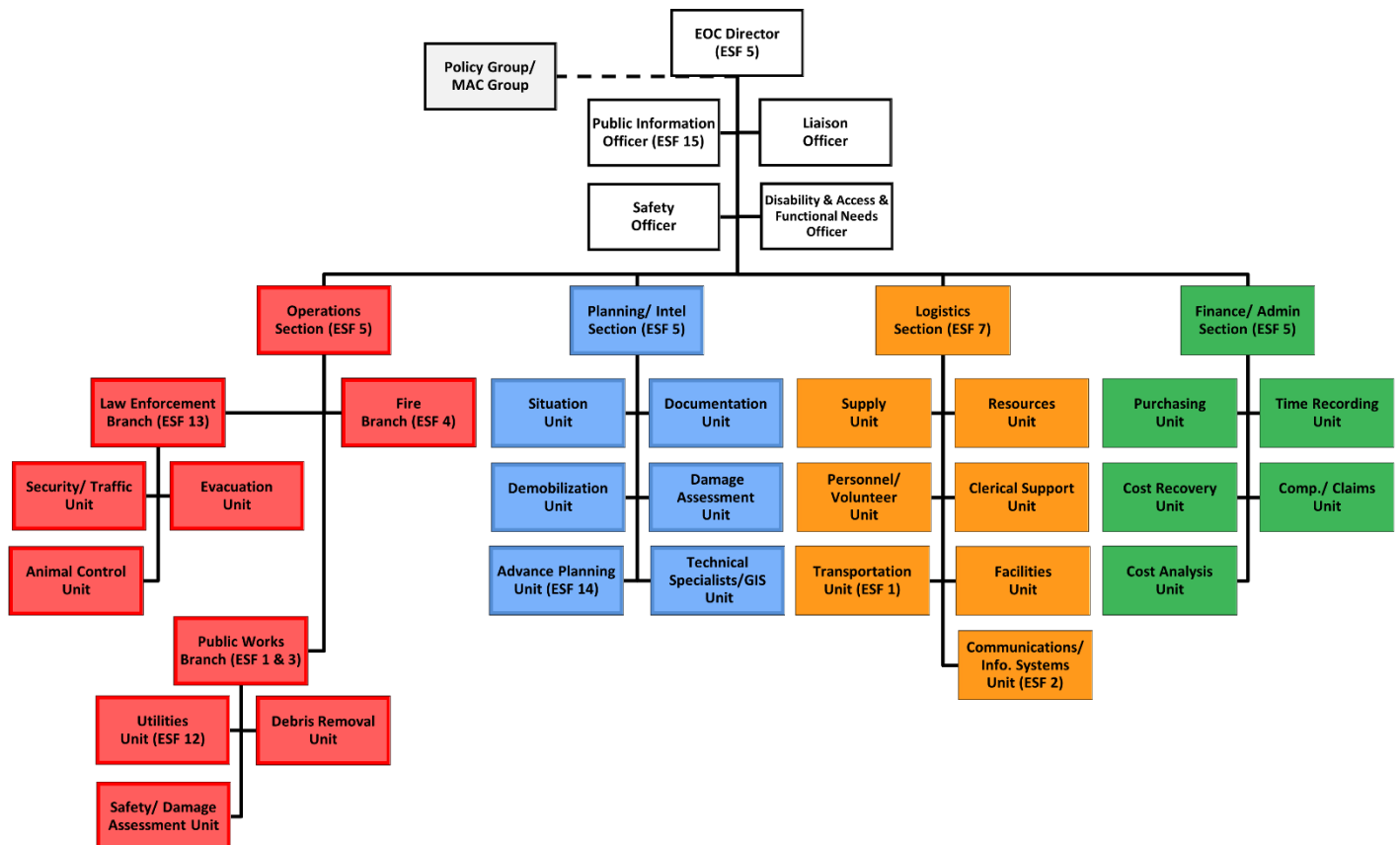
Organizational Level	Title	Support Position
Incident Command/ EOC Director	Incident Commander/ EOC Director	Deputy
Command/Management Staff	Officer	Assistant
General Staff (Section)	Chief	Deputy
Branch	Director	Deputy
Division/Group	Supervisor	N/A
Unit	Leader	Manager
Strike Team/Task Force	Leader	Single Resource Boss



**Figure 4: Basic ICS Organization for the City of Sonora
(Incident Command Post or limited EOC Activation)**



**Figure 5: Expanded ICS Organization for the City of Sonora
(Full EOC Activation)**





8.0 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

Homeland Security Presidential Directive (HSPD)-5 called for a single, comprehensive system to enhance the ability of the United States to manage domestic incidents. The National Incident Management System (NIMS) was created to provide a consistent nationwide template to enable all levels of government, the private sector, and non-governmental organizations (NGOs) to work together during an incident.

Integrating these NIMS principles into all phases of an incident and throughout all levels of government ensures that all stakeholders have a common set of principles from which to operate during an incident.

NIMS is foundationally based on SEMS and ICS, which reflect standardized best practices in incident and emergency management techniques and principles that have been applied effectively for many years. Therefore, the techniques and principles of SEMS and ICS are incorporated into NIMS, making them NIMS compliant.

8.1 NIMS COMPONENTS

Three major components make up the NIMS Framework: Resource Management, Command and Coordination, and Communications and Information Management.

<https://training.fema.gov/is/crslist.aspx?all=true> - IS-700.B: An Introduction to the National Incident Management System & IS-800.D: National Response Framework, An Introduction.

Resource Management

Resource Management describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.

<https://training.fema.gov/is/crslist.aspx?all=true> - IS-703.B: National Incident Management System Resource Management

Command and Coordination

Command and Coordination describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently.

NIMS Command and Coordination is comprised of four key organizational structures:

The Incident Command System (ICS) – ICS is a standardized, all-hazard incident management concept. Its organizational structure allows its users to match the



complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

<https://training.fema.gov/is/crslist.aspx?all=true> - IS-100.C: Introduction to the Incident Command System, ICS 100

Emergency Operations Center (EOC): The purpose, authorities, and composition of EOCs vary widely, but EOCs generally perform the following primary functions:

- Collecting, analyzing and sharing information.
- Supporting resource needs and requests, including allocation and tracking.
- Coordinating plans and determining current and future needs.
- In some cases, providing coordination and policy direction.

<https://training.fema.gov/is/crslist.aspx?all=true> - IS-2200: Basic Emergency Operations Center Functions

Multiagency Coordination Groups (MAC Group) - Are part of the off-site incident management structure of NIMS. MAC Groups are also sometimes referred to as Policy Groups. MAC Group members are typically agency administrators, executives or their designees from stakeholder agencies or organizations impacted by and with resources committed to the incident. The MAC Group may also include representatives from non-governmental organizations such as businesses and volunteer organizations.

During incidents, MAC Groups:

- Act as a policy-level body.
- Support resource prioritization and allocation.
- Make cooperative multi-agency decisions.
- Enable decision making among elected and appointed officials and the Incident Commander responsible for managing the incident.

<https://training.fema.gov/is/crslist.aspx?all=true> - IS-908: Emergency Management for Senior Officials

The Joint Information System (JIS) - Integrates incident information and public affairs into a unified organization that provides consistent, coordinated, accurate, accessible, timely and complete information to the public and stakeholders during incident operations.

JIS operates across and supports the other NIMS Management and Coordination structures: ICS, EOC and MAC Group.

JIS activities include:

- Developing and delivering coordinated interagency messages.
- Developing, recommending, and executing public information plans and strategies.
- Advise on public affairs issues that could affect the incident management effort.
- Addressing and managing rumors and inaccurate information that could undermine public confidence.



The JIS performs these activities in support of the Incident Commander or Unified Command, the EOC Director, and the MAC Group.

<https://training.fema.gov/is/crslist.aspx?all=true> - IS-29.A: Public Information Officer Awareness

Communications and Information Management

Communications and Information Management describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information sharing at all levels of incident management. These elements are briefly described as follows:

Incident Management Communications – Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

Information Management – Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps ensure that crisis decision-making is better informed.

Supporting Technologies

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

NIMS Compliance

The State of California's NIMS Advisory Committee issued "California Implementation Guidelines for the National Incident Management System" to assist State agencies, local governments, tribes and special districts to incorporate NIMS into already existing programs, plans, training and exercises. The County is following this document to ensure NIMS compliance.



Additional information on the National Incident Management System, including training, credentialing and compliance requirements can be found on the FEMA NIMS web site at <http://www.fema.gov/nims/>. A complete copy of the NIMS manual in Adobe PDF format is available from the FEMA NIMS web site and is also located in the electronic version of this plan.

As NIMS standards and practices are further defined and refined, this emergency plan will be updated to incorporate them as required. The Cal OES maintains current SEMS/NIMS Integration guidance. For updates reference the Cal OES website at: <https://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute/training-exercise-programs/emergency-management-training-program>

8.2 NATIONAL RESPONSE FRAMEWORK (NRF)

NIMS works hand in hand with the National Response Framework (NRF). NIMS provides the template for the management of incidents, while the NRF provides the structure and mechanisms for national-level policy for incident management.

The National Response Framework is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It describes specific authorities and best practices for managing incidents of all size, scale, or scope. The NRF is intended to strengthen, organize, and coordinate response actions across all levels. The doctrine of tiered response emphasizes that response to incidents should be handled at the lowest jurisdictional level capable of handling the work.

Preparedness is essential for effective response. The NRF identifies the six essential activities for responding to an incident:

Figure 6: Preparedness Cycle

- Planning
- Organizing
- Training
- Equipping
- Exercising
- Evaluating and Taking Corrective Action



Planning

Planning makes it possible to manage incidents, determine capability requirements, and identify roles. It includes the collection and analysis of intelligence and information, as well as the development of policies, plans, procedures, mutual aid and assistance agreements, and strategies to perform missions and tasks. Governments at all levels



have a responsibility to develop detailed, robust, all-hazards response plans. These plans should have clearly defined leadership roles and responsibilities. They should be integrated, operational, and incorporate the whole community.

Organizing

Organizing to execute response activities includes developing an overall organizational structure, strengthening leadership at each level, and assembling well-qualified teams of paid and volunteer staff for essential response and recovery tasks. The National Incident Management System (NIMS) provides standard command and management structures that apply to response. This common system enables responders from different jurisdictions and disciplines to work together to respond to incidents.

Governments at all levels should organize to support effective response and use the NIMS resource management principles as follows to enhance response capabilities.

Individual Resources. Resources are organized by category, kind, size, capacity, skill, and other characteristics. This organization makes resource management more efficient and ensures that similar resources from different agencies are organized according to standard principles.

Emergency Support Functions. The Federal Government and many State governments organize much of their resources and capabilities under 15 Emergency Support Functions (ESFs). ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident. ESF coordinators and primary agencies are identified on the basis of authorities and resources. Support agencies are assigned based on the availability of resources in a given functional area. ESFs provide the greatest possible access to Federal department and agency resources regardless of which organization has those resources. **(Table 15: Federal Emergency Support Functions and Table 16: California Emergency Support Functions).**

Pre-Scripted Mission Assignments. The Federal Government uses pre-scripted mission assignments to assist in planning and to reduce the time it takes to deploy response resources. Pre-scripted mission assignments identify resources or capabilities of government organizations that are commonly called upon during response to an incident. Pre-scripted mission assignments allow primary and supporting ESF agencies to organize resources that can be tailored to develop, train, and exercise rosters of deployable response personnel.

Advanced Readiness Contracting. While the Federal Government has tremendous resources on hand to support local governments, certain resources are more efficiently deployed when procured from the private sector. Advanced readiness contracting



ensures that contracts are in place before an incident for commonly needed commodities and services.

Pre-Positioned Resources. The Federal Government pre-positions resources close to those localities most at risk for particular types of events.

Training

Building essential response capabilities nationwide requires a systematic program to train individual teams and organizations – to include governmental, nongovernmental, private-sector, and voluntary organizations – to meet a common baseline of performance and certification standards. Professionalism and experience are the foundation upon which successful response is built. Rigorous, ongoing training is thus imperative.

Equipping

Jurisdictions at all levels need to establish a common understanding of the capabilities of distinct types of response resources. This facilitates planning before an incident, as well as rapid scaling and flexibility in meeting the needs of an incident. A critical component of preparedness is the acquisition of equipment that will perform to established standards, including the capability to be interoperable with equipment used by other jurisdictions and/or participating organizations.

Exercising

Exercises provide opportunities to test plans and improve proficiency in a risk-free environment. Exercises assess and validate proficiency levels. They also clarify and familiarize personnel with roles and responsibilities. Well-designed exercises improve interagency coordination and communications, highlight capability gaps, and identify opportunities for improvement.

Evaluating and Taking Corrective Action

Evaluation and continual process improvement are cornerstones of effective preparedness. Upon concluding an exercise, jurisdictions should evaluate performance against relevant capability objectives, identify deficits, and institute improvement plans. Improvement planning should develop specific recommendations for changes in practice, timelines for implementation, and assignments for completion.



Table 11: Federal Emergency Support Functions

ESF #1 – Transportation ESF Coordinator: Department of Transportation
<p>Coordinates the support of management of transportation systems and infrastructure, the regulation of transportation, management of the Nation's airspace, and ensuring the safety and security of the national transportation system. Functions include but are not limited to the following:</p> <ul style="list-style-type: none">▪ Transportation modes management and control;▪ Transportation safety;▪ Stabilization and reestablishment of transportation infrastructure;▪ Movement restrictions; and▪ Damage and impact assessment.
ESF #2 – Communications ESF Coordinator: DHS/ Cybersecurity and Infrastructure Security Agency
<p>Coordinates government and industry efforts for the reestablishment and provision of critical communications infrastructure and services, facilitates the stabilization of systems and applications from malicious activity (e.g., cyber), and coordinates communications support to response efforts (e.g., emergency communication services and emergency alerts and telecommunications). Functions include but are not limited to the following:</p> <ul style="list-style-type: none">▪ Coordination with telecommunications and information technology industries;▪ Coordination of the reestablishment and provision of critical communications infrastructure;▪ Protection, reestablishment, and sustainment of national cyber and information technology resources;▪ Oversight of communications within the federal response structures; and▪ Facilitation of the stabilization of systems and applications from cyber events.
ESF #3 – Public Works and Engineering ESF Coordinator: DOD/U.S. Army Corps of Engineers
<p>Coordinates the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prepare for, respond to, and recover from a disaster or an incident. Functions include but are not limited to the following:</p> <ul style="list-style-type: none">▪ Infrastructure protection and emergency repair;▪ Critical infrastructure reestablishment;▪ Engineering services and construction management; and▪ Emergency contracting support for life-saving and life-sustaining services.
ESF #4 – Firefighting ESF Coordinator: USDA/U.S. Forest Service and DHS/FEMA/U.S. Fire Administration
<p>Coordinates the support for the detection and suppression of fires. Functions include but are not limited to supporting wildland, rural, and urban firefighting operations.</p>
ESF #5 – Information and Planning ESF Coordinator: DHS/FEMA
<p>Supports and facilitates multiagency planning and coordination for operations involving incidents requiring federal coordination. Functions include but are not limited to the following:</p> <ul style="list-style-type: none">▪ Deliberate and crisis action planning; and▪ Information collection, analysis, visualization and dissemination.



ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services ESF
Coordinator: DHS/FEMA

Coordinates the delivery of mass care and emergency assistance. Functions include but are not limited to the following:

- Mass care;
- Emergency assistance;
- Temporary housing; and
- Human services.

ESF #7 – Logistics

ESF Coordinator: General Services Administration and DHS/FEMA

Coordinates comprehensive incident resource planning, management, and sustainment capability to meet the needs of disaster survivors and responders. Functions include but are not limited to the following:

- Comprehensive national incident logistics planning, management, and sustainment capability; and
- Resource support (e.g., facility space, office equipment and supplies, and contracting services).

ESF #8 – Public Health and Medical Services

ESF Coordinator: Department of Health and Human Services (HHS)

Coordinates the mechanisms for assistance in response to an actual or potential public health and medical disaster or incident. Functions include but are not limited to the following:

- Public health;
- Medical surge support, including patient movement;
- Behavioral health services;
- Mass fatality management; and
- Veterinary, medical, and public health services.

ESF #9 – Search and Rescue

ESF Coordinator: DHS/FEMA

Coordinates the rapid deployment of search and rescue resources to provide specialized life-saving assistance. Functions include but are not limited to the following:

- Structural collapse (urban) search and rescue;
- Maritime/coastal/waterborne search and rescue; and
- Land search and rescue.

ESF #10 – Oil and Hazardous Materials Response

ESF Coordinator: Environmental Protection Agency

Coordinates support in response to an actual or potential discharge and/or release of oil or hazardous materials. Functions include but are not limited to the following:

- Environmental assessment of the nature and extent of oil and hazardous materials contamination; and
- Environmental decontamination and cleanup, including buildings/structures and management of contaminated waste.



ESF #11 – Agriculture and Natural Resources

ESF Coordinator: Department of Agriculture

Coordinates a variety of functions designed to protect the Nation's food supply, respond to pest and disease incidents impacting agriculture, and protect natural and cultural resources. Functions include but are not limited to the following:

- Nutrition assistance;
- Agricultural disease and pest response;
- Technical expertise, coordination, and support of animal and agricultural emergency management;
- Meat, poultry, and processed egg products safety and defense; and
- Natural and cultural resources and historic properties protection.

ESF #12 – Energy

ESF Coordinator: Department of Energy

Facilitates the reestablishment of damaged energy systems and components, and provides technical expertise during an incident involving radiological/nuclear materials. Functions include but are not limited to the following:

- Energy infrastructure assessment, repair, and reestablishment;
- Energy industry utilities coordination; and
- Energy forecast.

ESF #13 – Public Safety and Security

ESF Coordinator: Department of Justice/Bureau of Alcohol, Tobacco, Firearms, and Explosives

Coordinates the integration of public safety and security capabilities and resources to support the full range of incident management activities. Functions include but are not limited to the following:

- Facility and resource security;
- Security planning and technical resource assistance;
- Public safety and security support; and
- Support to access, traffic, and crowd control.

ESF #14 – Cross-Sector Business and Infrastructure

ESF Coordinator: DHS/Cybersecurity and Infrastructure Security Agency

Coordinates cross-sector operations with infrastructure owners and operators, businesses, and their government partners, with particular focus on actions taken by businesses and infrastructure owners and operators in one sector to assist other sectors to better prevent or mitigate cascading failures between them. Focuses particularly on those sectors not currently aligned to other ESFs (e.g., the Financial Services Sector). Functions include but are not limited to the following:

- Assessment, analysis, and situational awareness of cross-sector challenges; and
- Facilitates operational coordination with critical infrastructure sectors.



ESF #15 – External Affairs

ESF Coordinator: DHS

Coordinates the release of accurate, coordinated, timely, and accessible public information to affected audiences, including the government, media, NGOs, and the private sector. Works closely with state and local officials to ensure outreach to the whole community. Functions include but are not limited to the following:

- Public affairs and the Joint Information Center;
- Intergovernmental (local, state, tribal, territorial, nongovernmental, and private sector) affairs; and
- Congressional affairs.

Table 12: California Emergency Support Functions

CA-ESF Title	Definition	Lead Agency	Federal ESF
ESF 1 Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	California Transportation Agency (Caltrans)	ESF #1 – Transportation
ESF 2 Communications	Provide resources, support, and restoration of government emergency telecommunications, including voice and data.	California Governor's Office of Emergency Services	ESF #2 – Communications
ESF 3 Construction and Engineering	Organizes the capabilities and resources of the State government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions.	California Government Operations Agency-Dept. of General Services	ESF #3 – Public Works and Engineering
ESF 4 Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and wildland fires and emergency incident scene rescue activities and provide personnel, equipment, and supplies to support local jurisdictions.	California Governor's Office of Emergency Services	ESF #4 – Firefighting
ESF 5 Management	Coordinates and resolves issues among the CA-ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director.	California Governor's Office of Emergency Services	ESF #5 – Emergency Management



2025 City of Sonora Emergency Operations Plan

ESF 6 Care and Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.	California Health and Human Services Agency	ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services
ESF 7 Resources	Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations.	California Government Operations Agency-Dept. of General Services	ESF #7 – Logistics Management and Resource Support
ESF 8 Public Health and Medical	Coordinates Public Health, Environmental Health, and Emergency Medical Services activities statewide in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.	California Health and Human Services Agency	ESF #8 – Public Health and Medical Services
ESF 9 Search and Rescue	This Emergency Support Function was merged into CA-ESF 4 Fire and Rescue for Urban Search and Rescue requests and CA-ESF 13 Law Enforcement for Wilderness Search and Rescue.	California Governor's Office of Emergency Services	ESF #9 – Search and Rescue
ESF 10 Hazardous Materials	Coordinates State resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases, including oil spills.	California Environmental Protection Agency	ESF #10 – Oil and Hazardous Materials Response
ESF 11 Food and Agriculture	Supports the responsible jurisdiction and coordinates activities during and immediately following a disaster, impacting the agriculture and food industry, and supports the recovery of impacted industries and resources post disaster.	California Department of Food and Agriculture	ESF #11 – Agriculture and Natural Resources
ESF 12 Utilities	Provide resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater and telecommunications.	California Natural Resources Agency-California Energy Commission and California Utilities Emergency Association	ESF #12 – Energy



2025 City of Sonora Emergency Operations Plan

ESF 13 Law Enforcement	Coordinates State law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities, Wilderness Search and Rescue, and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.	California Governor's Office of Emergency Services	ESF #13 – Public Safety and Security
ESF 14 Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	California Governor's Office of Emergency Services	ESF #14 – Long-Term Community Recovery
ESF 15 Public Information	Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.	California Governor's Office of Emergency Services	ESF #15 – External Affairs
ESF 16 Evacuation	This Emergency Support Function was merged into CA-ESF 13 Law Enforcement in August 2013.	N/A	N/A
ESF 17 Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a State response.	Office of the Governor - California Volunteers	N/A
ESF 18 Cybersecurity	Coordinates resources to prepare, mitigate, respond to, and recover from a significant cybersecurity event.	California Governor's Office of Emergency Services	N/A



9.0 MUTUAL AID

The foundation of California's emergency planning and response is a statewide mutual aid system that is structured to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the State, all 58 counties, and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the State. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements.

Mutual aid agreements exist in:

- Law Enforcement /Coroners
- Fire Services
- Medical
- Public Health
- Emergency Management
- Hazardous Materials
- Public Utilities
- Engineers

9.1 STATEWIDE MUTUAL AID SYSTEM

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from local governments, operational areas, regions, and State to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in **Figure 13: Mutual Aid System Flow Chart**.

The system includes several discipline-specific mutual aid agreements, such as fire and rescue, law, medical, building and safety, coroners, emergency managers and public works. These systems are consistent with SEMS and NIMS at all levels.

In addition to the mutual aid agreements that are in place within the state of California, the Governor signed the Emergency Management Assistance Compact (EMAC) that allows the State of California to participate with the other states in a nationwide mutual aid system. Interstate mutual aid may be obtained through direct state-to-state contacts,



pursuant to interstate agreements and compacts, or may be coordinated through federal agencies (www.emacweb.org).

9.2 MUTUAL AID REGIONS

Mutual aid regions I-VI were established in California under the Emergency Services Act and each contains designated counties. Tuolumne County is in Mutual Aid Region IV which is in the Cal OES Inland Administrative Region. **Figures 16 and 17** depict the State mutual aid and administration regions, respectively.

9.3 MUTUAL AID COORDINATORS

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and State levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the Emergency Management Mutual Aid (EMMA) system by emergency management staff at the local government, operational area, regional and State levels. In the Operational Area, this would be coordinated through the Tuolumne County Office of Emergency Services. The flow of resource requests and information among mutual aid coordinators is illustrated in **Figure 13: Mutual Aid System Concept: General Flow of Requests and Resources** and **Figure 14: Mutual Aid Coordinators Flow Chart Discipline Specific Mutual Aid Systems**. The discipline-specific mutual aid is coordinated through the Inland Regional Mutual Aid Coordinators for the specific discipline as illustrated in **Figure 17: Inland Region Operational Area Mutual Aid Coordinator Map**.

Mutual aid system coordinators at an EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on how the EOC is organized, and the extent to which it is activated.

9.4 VOLUNTEER, NON-GOVERNMENTAL, AND PRIVATE ORGANIZATIONS

Volunteer, non-governmental, and private organizations may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. The County's emergency preparedness partnerships, including volunteer agencies such as the American Red Cross, Sheriff's Office volunteer programs, community, and faith-based organizations and others are an essential element of Local, State, and National emergency response to meet the needs of disaster victims. Volunteer and non-governmental organizations mobilize volunteers and other resources



through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer and non-governmental organizations with extensive involvement in the emergency response should be represented in OA EOC or the City EOC if the agency is only assigned to work with the City. For County wide incidents, the OA EOC will be the lead and coordinate all volunteer, non-governmental, or private organizational assistance.

Some private agencies have established mutual aid arrangements to assist other private agencies and government within their functional area. For example, electric and gas utilities have mutual aid agreements within their industry and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

The City of Sonora coordinates and maintains two Pre-Registered DSW Volunteer Classification programs: The Police Explorer Program, and Community Service Volunteers (CSV).

- The Police Explorer Program - The Sonora Police Department actively supports the Law Enforcement Explorer Program. The Law Enforcement Explorer Program is an important asset for today's youth that allows them to explore the career opportunities offered in the law enforcement profession. In addition, Explorers are exposed to and learn correct information about the criminal justice system, which often is a topic of conversation among their peers.

The Explorer program is a very important community-based program that provides educational and practical information to its participants. In return, the Explorers provide a valuable asset to the community by working at special events, such as the Mother Lode Round-Up, Christmas Parade, Spring Festival, and football games, as well as assisting officers on ride-a-longs. They assist with searches, traffic control, allowing sworn officers to address more critical situations.

- Community Service Volunteers (CSV) - Volunteers perform many important functions for the police department. Their participation allows police officers and other criminal justice employees to spend more time conducting proactive law enforcement activities.

Volunteers perform primarily in two areas: administration and patrol. Administrative duties include, but are not limited to, data entry, record keeping, filing, and reception work. Patrol duties include, but are not limited to, traffic control, special events, business checks, and home vacation checks.

Liaisons should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information



exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

9.5 SAFETY ASSESSMENT PROGRAM (SAP)

The Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. The program is managed by Cal OES, with cooperation from professional organizations. SAP produces two resources: SAP Evaluators, described above, and SAP Coordinators, which are local government representatives that coordinate the program. Cal OES issues registration ID cards to all SAP Evaluators that have successfully completed the program requirements. Training for this program is now eligible for Homeland Security Grant Program funding.

Certified building inspectors, licensed engineers and architects who are part of the SAP are divided into two resource pools:

- Volunteers.
- Public Resources.
 - Local government employees.
 - State government employees.

All SAP participants must be activated by Cal OES through the State Operations Center (SOC). Requests for SAP mutual aid must be made through the Inland Region or State Operating Center.

9.6 EMERGENCY FACILITIES USED FOR MUTUAL AID

Incoming mutual aid resources may be received and processed at several types of facilities including: marshaling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below.

Marshaling Area

Defined in the National Response Framework as an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster affected area. Marshaling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center

Off-incident location at which emergency or disaster service personnel and equipment are temporarily located pending assignment, release, or reassignment. For major area-wide disasters, mobilization centers may be located in or on the periphery of the disaster area.



Incident Facilities/Staging Areas

Incoming resources may be sent to staging areas, other incident facilities or directly to an incident, depending on the circumstances. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

9.7 POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.
- During a proclaimed emergency/disaster, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.
- Make sure a communications plan is in place for response activities.
- Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies.
- Law and Fire Mutual aid requests will be made through established regional reporting systems (**See Figure 17: Inland Region Operational Area Mutual Aid Coordinator Map**).
- The Tuolumne County will make all non-law and non-fire mutual aid requests via the Inland Region IV mutual aid systems or the State Operations Center (SOC). Requests should specify, at a minimum:
 - Number and type of personnel needed.
 - Type and amount of equipment needed.
 - Reporting time and location.
 - To whom resources should report.
 - Access routes.
 - Estimated duration of operations.
 - Risks and hazards.

9.8 AUTHORITIES AND REFERENCES

Mutual aid assistance may be provided under one or more of the following authorities:

- State of California Emergency Managers Mutual Aid Plan.
- California Fire and Rescue Emergency Plan.
- California Fire Assistance Agreement.
- California Law Enforcement Mutual Aid Plan.
- California Law Enforcement Guide for Emergency Operations.
- California Master Mutual Aid Agreement.
- Emergency Management Assistance Compact.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288, as amended: provides federal support to state and local disaster activities).
- Emergency Management Mutual Aid, Cal OES, November 2012.



Figure 7: Mutual Aid System Concept: General Flow of Requests and Resources

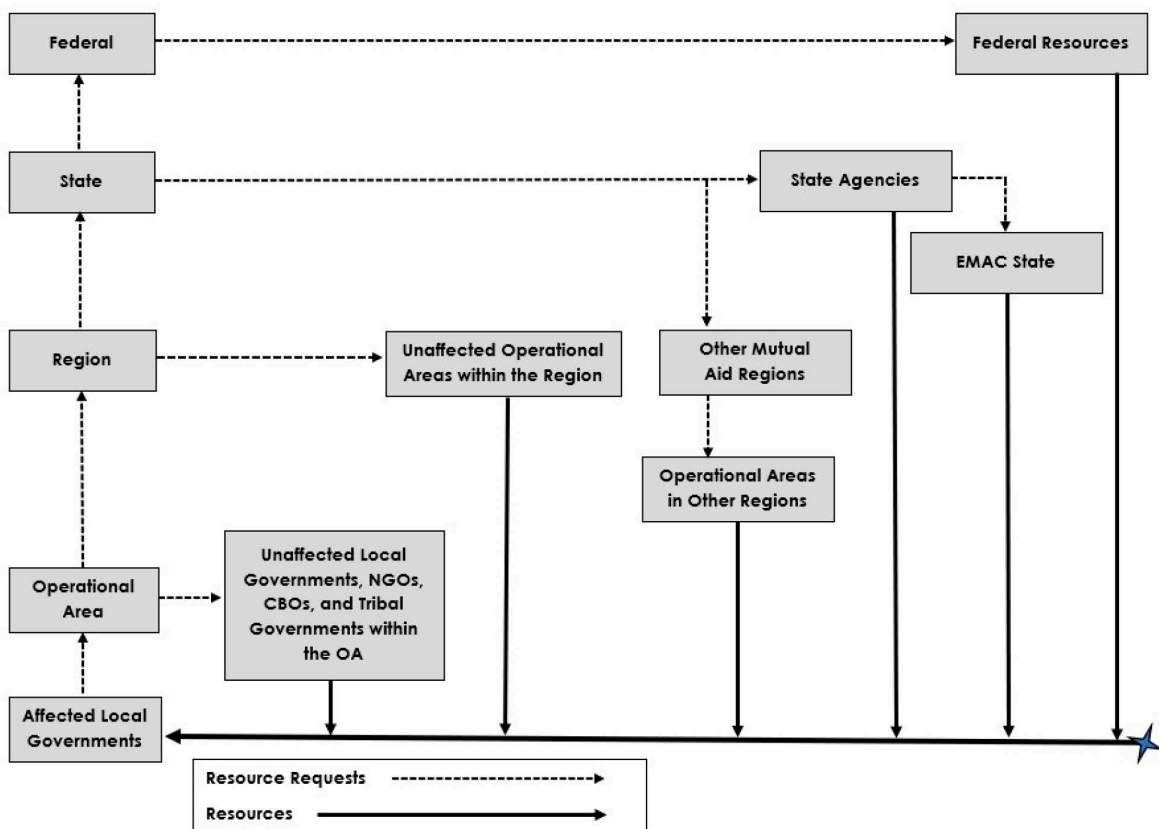


State of California
Draft State Emergency Plan
Section 7 – Response Concept of Operations

7.7.7. Flow of Mutual Aid and Other Resource Requests

Exhibit 7.7-3 Flow of Requests and Resources below depicts the resource management process for the state under SEMS. In this model, the affected local government can access all stakeholders at all levels of the system.

Exhibit 7.7-3 Flow of Requests and Resources



OA- Operational Area
NGO-Non-Governmental Organization
CBO-Community Based Organization

Notes: Local governments may request mutual aid directly from other local governments where local agreements exist.

Figure 8: Discipline Specific Mutual Aid Coordinators Flow Chart



State of California
Draft State Emergency Plan
Section 7 – Response Concept of Operations

Cal OES will analyze and coordinate resource requests and assign mission tasking to the appropriate state agency or department to fill the need.

Exhibit 7.7-2 Discipline-Specific Mutual Aid System below documents the flow of information, resource requests, and resources within specific mutual aid agreements relative to the SEMS organization levels.

Exhibit 7.7-2 Discipline-Specific Mutual Aid System

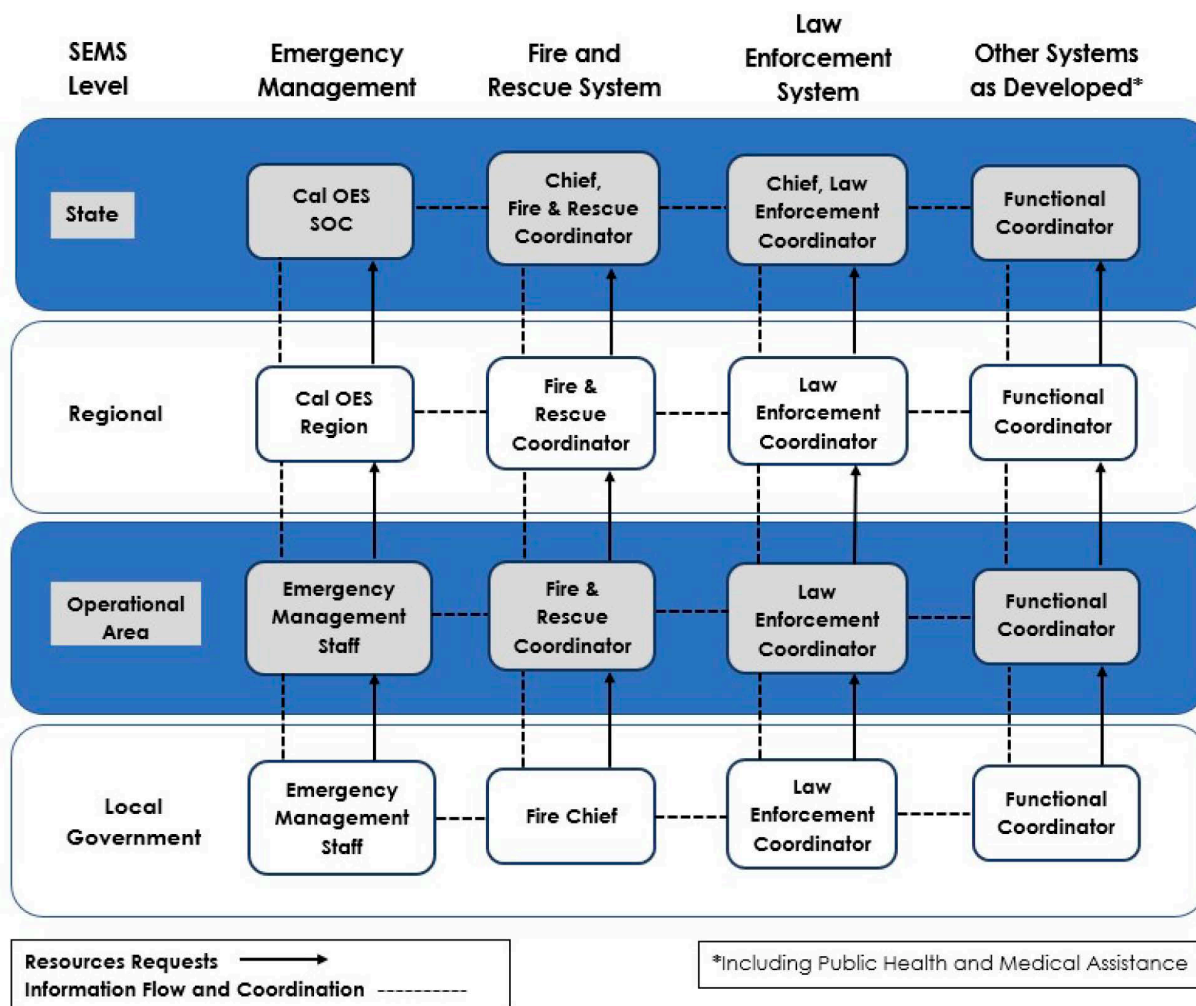
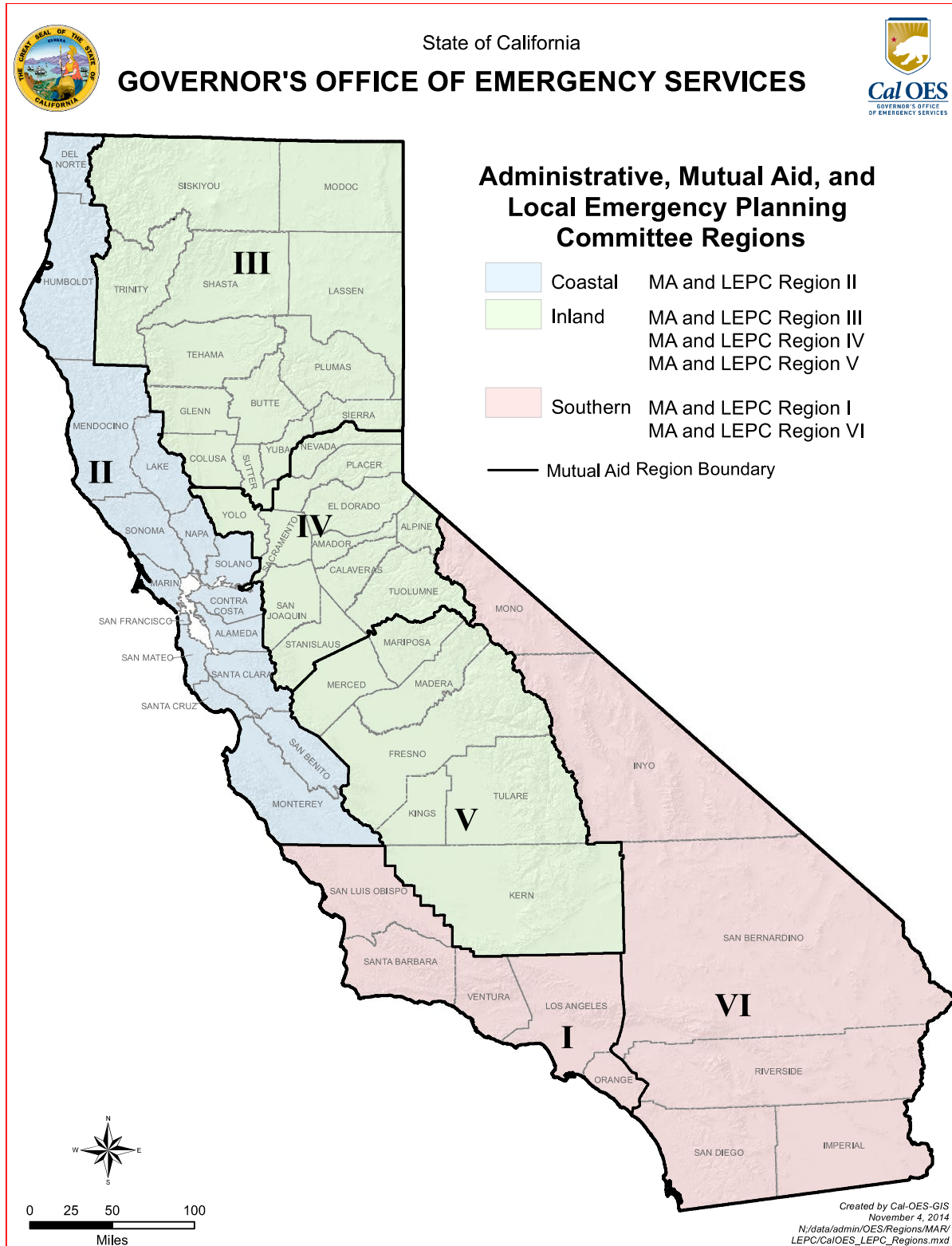


Figure 9: State Cal OES Administrative Regions Map





Figure 10: State Mutual Aid Regions Map





10.0 DISASTER RECOVERY

The recovery phase of an emergency or disaster is often defined as restoring a community to its pre-disaster condition. More realistically, recovery is the process of re-establishing a state of normalcy in the affected communities. The location, type, magnitude and effects of the incident will determine the specific approach to recovery operations following a disaster.

Immediately after the onset of an emergency or disaster, the Advance Planning Unit within the Planning/Intelligence Section, with the support and coordination of the Finance/Administration Section, will begin the initial recovery planning.

As the incident progresses and begins to shift from the response phase to the actual recovery phase, the Director of Emergency Services will determine the appropriateness of establishing a separate section from the EOC to focus on recovery operations. The Director of Emergency Services and the Management Section within the EOC will determine which units should be activated for the recovery effort. The following Recovery functions may be established as the need arises and their primary responsibilities include:

- Planning/Intelligence Section
 - Land use and zoning for redevelopment of damaged areas
 - Environmental assessment
 - Housing programs and assistance
- Public Works Branch
 - Building and safety inspections
 - Demolition and debris removal
 - Restoration of utility services
- Finance/Administration Section
 - Accounting and claims processing
 - Contracting for recovery service and supplies
 - Applications for disaster financial assistance
 - Liaison with assistance providers

Staffing for these units will be provided from other Sections within the EOC. In most incidents, pre-existing positions within other Sections, Branches, and Units will simply transition into these positions as the incident progresses from the response phase to the recovery phase.



10.1 RECOVERY COMPONENTS

Transition to Recovery

While the immediate lifesaving activities are occurring, emergency managers are simultaneously assessing how soon the response phase can transition to recovery. Critical response phase operations will gradually shift to assisting individuals, households, businesses and governments in meeting basic needs and returning to self-sufficiency.

Short Term Recovery

Short-term recovery operations begin during or shortly after the response operations. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Rapidly remove debris and cleanup.
- Restore essential services.
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.

Long Term Recovery

Long-term recovery continues the short-term recovery actions but focuses on community restoration. Long-term recovery may continue for a number of months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities, infrastructure and essential services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes and other land use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through federal grant programs.
- Complete after-action reporting and improvement plan reports.



Individuals and Households

Individuals and households will try to stabilize their circumstances by seeking adequate shelter, assessing damage to their property, resuming work and other regular activities, applying for federal assistance and obtaining insurance proceeds.

The Private Sector

The private sector engages in activities necessary to resume business operations, including assessing damage, implementing continuity of business plans, caring for employees, shifting operations to temporary facilities or other locations, applying for federal assistance and obtaining insurance proceeds. In coordination with Cal OES and local governments, businesses also may play a key role in donating goods and services for community recovery.

Non-Government Organizations

Non-Government Organizations (NGO's) and community-based organizations, such as the American Red Cross and the Salvation Army, will provide support to individuals and households who are displaced by a disaster and work with governmental organizations to support the transition from care and shelter operations to interim housing arrangements. Community organizations active before a disaster may expand their services to meet increased needs. Such groups include churches, neighborhood health clinics and food distribution agencies. NGO and community based organizations may provide a range of services such as donations management, emergency food, clothing and shelter, as well as support of housing reconstruction. They provide these services independently or in coordination with federal, state and local efforts.

Local Governments Actions

The city organizes recovery operations according to established priorities and mechanisms for conducting business. The city may work with neighboring jurisdictions to share resources or address common problems. Regional entities may also play a role in setting priorities and obtaining resources for recovery within their respective areas of authority. The city may undertake the following actions to stimulate recovery:

- Conduct damage and safety assessment.
- Assess the housing situation, identify potential solutions and request support.
- Assess damage to public facilities and initiate temporary repairs.
- Assess damage to private property and issue permits for repairs and demolition.
- Remove debris.
- Open transportation routes.
- Restore services such as power, water, sewer and transportation.
- Activate Local Assistance Centers to assist individuals and households.
- Coordinate program assistance to individuals, businesses, farmers and



- ranchers.
- Document disaster-related costs for reimbursement through federal grant programs.
- Work with state and federal officials to assess damage, identify needs and secure financial assistance.
- Resume governmental functions.
- Begin planning for long-term community recovery.
- Enact appropriate zoning variances to accommodate business and commercial repairs.
- Assist with the identification of temporary housing and business space.

State Government Actions

When a State of Emergency is proclaimed in the impacted counties, Cal OES will lead California's recovery operations and coordinate assistance provided by other state agencies and the federal government. When federal assistance is required, Cal OES will work together with the FEMA and other federal agencies to ensure effective delivery of services.

Safety Assessment Program (SAP)

It is necessary to plan for increased assistance to building inspection by local government in order to rapidly assess facility safety following a disaster. Mutual aid and volunteer assistance through the Safety Assessment Program is part of this planning.

Safety assessment is the evaluation of facilities following a disaster to determine the condition of buildings and infrastructure for use and occupancy. These assessments are not intended to identify or quantify damage, but to categorize facilities as to their safety.

The Safety Assessment Program (SAP) utilizes volunteers and mutual aid resources to provide professional engineers and architects and certified building inspectors to assist local governments in safety evaluation of their built environment in the aftermath of a disaster. The program is managed by Cal OES, with cooperation from professional organizations. SAP produces two resources: SAP Evaluators, described above, and SAP Coordinators, which are local government representatives that coordinate the program. Cal OES issues registration ID cards to all SAP Evaluators that have successfully completed the program requirements. Training for this program is now eligible for Homeland Security Grant Program funding.

Certified building inspectors, licensed engineers and architects who are part of the SAP are divided into two resource pools:

- Volunteers
- Public Resources
 - Local government employees
 - State government employees



All SAP participants must be activated by Cal OES through the State Operations Center (SOC). Requests for SAP mutual aid must be made through the Tuolumne Operational Area or Inland Region Emergency Operational Center (REOC).

State Coordinating Officer (SCO)

The Governor appoints a State Coordinating Officer (SCO) to coordinate the state's requests for federal assistance.

Federal Coordinating Officer (FCO)

In accordance with the Stafford Act, the President appoints a Federal Coordinating Officer (FCO) to manage federal operations and coordinate recovery programs.

SOC and REOC Operations

Initially, Cal OES coordinates recovery operations through the SOC and its REOC. The recovery organization will include functions added to the existing EOC organization.

Local Assistance Centers (LAC)

Cal OES often encourages local governments to establish Local Assistance Centers (LACs) in which services for disaster survivors can be centralized. LACs are staffed with representatives of local and state agencies and NGOs and provide a convenient "one-stop shop" for disaster survivors who can access recovery assistance and referrals to other programs and assistance that may not be represented. LACs may also host representatives of organizations that provide other services such as the U.S. Postal Service, utilities and property tax officials who can help survivors begin the process of recovery. Federal agencies may also provide representatives who can provide information regarding federal disaster assistance programs.

LACs are managed by the local government and are staffed by Private non-Profit (PNPs), local, state and federal government, as appropriate. In addition to assisting local governments with the establishment of LACs, Cal OES coordinates the participation of state agency personnel. Cal OES publishes "**A Guide for Establishing Local Assistance Centers**", January 2021.

FEMA Disaster Recovery Centers (DRC)

FEMA may establish Disaster Recovery Centers (DRCs) to centralize public outreach operations for federal agencies and their respective assistance programs and to supplement LAC operations. DRC's are managed by FEMA and are staffed by FEMA, Cal OES, Small Business Administration (SBA), and other federal, state and local agencies as appropriate. Cal OES, FEMA and the local jurisdiction(s) coordinate on the locations of LAC and DRC to best meet the needs of the communities affected by the disaster. Establishment of a DRC is recommended for Presidential Declared disasters.



Transition to the Joint Field Office

As resources and conditions allow, Cal OES and FEMA establish the JFO to manage and coordinate recovery operations. In general, all Emergency Support Functions (ESFs) that support federal response and recovery efforts operate from the JFO once it is activated. Cal OES and other state agencies deploy staff to the JFO to ensure effective coordination with federal counterparts as part of the joint state/federal operation.

JFO Operations

State and federal officials will coordinate directly with other state agencies, other states and FEMA to provide recovery resources requested by local governments. Under the direction of the SCO, Cal OES will implement Stafford Act assistance programs with FEMA and coordinate the implementation of long-term recovery operations. Cal OES is responsible for:

- Requesting federal assistance.
- Setting priorities for federal assistance in conjunction with local government requirements.
- Ensuring effective implementation of assistance programs.
- Managing grants under the Public Assistance Program, and Coordinating with state agencies that have responsibility for managing grant programs.

Multiagency Coordination Groups

The JFO may establish a Multiagency Coordination (MAC) Group to facilitate coordination among various agencies, technical groups, private sector and NGO. The MAC will develop recommendations on criteria for prioritizing limited resources, the need for technical specialist groups and will provide these recommendations to the SOC and REOC Directors, FCO and SCO as appropriate.

State Agency Assistance

Other state agencies may provide support to local governments under their respective authorities, or under other federal programs. These state agencies coordinate their activities with Cal OES but may direct operations from their respective Department Operations Centers.

Long-Term Recovery Efforts

Cal OES will coordinate long-term recovery efforts within the state. Long-term recovery may include the implementation of Emergency Support Function (ESF) #14, Long-Term Community Recovery whereby federal agencies help affected communities identify recovery needs and potential sources of recovery funding and provide long-term community recovery planning support, as appropriate.



10.2 PUBLIC ASSISTANCE PROGRAMS (PAP)

Public Assistance, oriented to public entities, can fund the repair, restoration, reconstruction, or replacement of a public facility or infrastructure, which is damaged or destroyed by a disaster. Eligible applicants include State governments, local governments and any other political subdivision of the State, Native American tribes and Alaska Native Villages.

Certain private nonprofit (PNP) organizations may also receive assistance. Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide “critical services” (power, water--including water provided by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA/EPR for a disaster grant. All other PNPs must first apply to the Small Business Administration (SBA) for a disaster loan. If the PNP is declined for a SBA loan or the loan does not cover all eligible damages, the applicant may reapply for FEMA/EPR assistance.

As soon as practicable after the declaration, the State, assisted by FEMA/EPR, conducts the Applicant Briefings for State, local and PNP officials to inform them of the assistance available and how to apply for it. A Request for Public Assistance must be filed with the State within 30 days after the area is designated eligible for assistance. Following the Applicant’s Briefing, a Kickoff Meeting is conducted where damages will be discussed, needs assessed, and a plan of action put in place. A combined Federal/State/local team proceeds with Project Formulation, which is the process of documenting the eligible facility, the eligible work, and the eligible cost for fixing the damages to every public or PNP facility identified by State or local representatives. The team prepares a Project Worksheet (PW) for each project.

Projects fall into the following categories:

- Category A: Debris removal
- Category B: Emergency protective measures
- Category C: Road systems and bridges
- Category D: Water control facilities
- Category E: Public buildings and contents
- Category F: Public utilities
- Category G: Parks, recreational, and other facilities
- Category Z: Administrative cost

For insurable structures within special flood hazard areas (SFHA), primarily buildings, assistance from FEMA/EPR (Emergency Preparedness and Response) is reduced by the amount of insurance settlement that could have been obtained under a standard



NFIP policy. For structures located outside of a SFHA, FEMA/EPR will reduce the amount of eligible assistance by any available insurance proceeds.

FEMA/EPR reviews and approves the PWs and obligates the Federal share of the costs (which cannot be less than 75 percent) to the State. The State then disburses funds to local applicants.

Projects falling below a certain threshold are considered 'small.' The threshold is adjusted annually for inflation. For fiscal year 2024, that threshold is \$1,037,000. (<https://www.fema.gov/assistance/public/tools-resources/per-capita-impact-indicator>) For small projects, payment of the Federal share of the estimate is made upon approval of the project and no further accounting to FEMA/EPR is required. For large projects, payment is made on the basis of actual costs determined after the project is completed, although interim payments may be made as necessary. Once FEMA/EPR obligates funds to the State, further management of the assistance, including disbursement to subgrantees is the responsibility of the State. FEMA/EPR will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance and compliance with the law and regulations.

State Assistance

The California Disaster Assistance Act (CDAA) authorizes the state to provide financial assistance for costs incurred by local governments as a result of a disaster. CDAA assistance may be implemented in circumstances when local resources are exceeded but the President does not declare an emergency or major disaster under the Stafford Act. In general, the state's share of work that is eligible under CDAA is no more than 75 percent of total state eligible costs. However, funding may vary with the type of disaster at the discretion of the Legislature.

There are two levels of CDAA assistance:

- Director's Concurrence: Under CDAA, the Cal OES Director may concur with a local government request for state assistance independently of a Governor's Proclamation of a State of Emergency. A Director's Concurrence is limited to eligible permanent repair work. There is generally a 75%-25% cost share between state and local governments.
- Governor's Proclamation of State of Emergency: When the Governor proclaims a State of Emergency, both emergency and permanent work are eligible for assistance. Again, there is generally a 75%-25% cost share between state and local governments.



Federal Assistance

Under a declaration of emergency or major disaster, the President may designate certain counties in the affected areas as eligible for the Public Assistance (PA).

Major assistance programs available under the Stafford Act are managed by FEMA.

- **FEMA Public Assistance Grant Program:** FEMA provides state agencies, local governments, tribal governments and certain private non-profit entities with federal grants to cover eligible disaster recovery work on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75 percent. The State of California shares the remaining cost with the applicant. Federal share 75%, state share 18.75% and local share 6.25%. Eligible costs must be associated with:
 - Debris removal.
 - Emergency work necessary to save lives, protect public health and safety and protect property.
 - Restoration of damaged facilities, including buildings, equipment and infrastructure and also to pre-disaster design and function.
 - Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage to those facilities.
- **Assistance to Tribal Governments:** In accordance with the National Response Framework, the state coordinates with impacted tribal governments within the State and initiates requests for a Stafford Act Presidential declaration of an emergency or major disaster on behalf of an impacted tribe when appropriate. Within California, tribal governments may submit Requests for Public Assistance to Cal OES, which reviews the requests and submits them to FEMA. FEMA may then work directly with the tribal governments as grantees.

Non-Stafford Act Programs

The federal government provides recovery assistance through authorities and programs outside of the Stafford Act. These programs may be implemented in conjunction with Stafford Act programs under a disaster declaration or separately. Depending on the program, the agencies may provide assistance directly to recipients or through another state agency besides Cal OES. Examples include:

- The Fire Management Assistance Grant (FMAG) program was authorized by the Disaster Mitigation Act of 2000 and provides for the mitigation, management, and control of fires that threaten such destruction as would constitute a major disaster. The purpose of FMAG is to provide supplemental federal assistance to states and local government to fight fires burning on public (non-federal) or privately-owned forest or grassland.



A Local or State fire agency must request an FMAG through the Cal OES Fire and Rescue Branch or the California State Warning Center (CSWC) while the fire is burning uncontrolled. There are four criteria used to evaluate the threat posed by a fire or fire complex:

- Threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas;
- Availability of State and local firefighting resources;
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System;
- Potential major economic impact.

The entire process is accomplished on an expedited basis and a decision is rendered in a matter of hours.

- Federal Highway Administration: Under the Emergency Relief Program, the Federal Highway Administration (FHWA) provides assistance to the Department of Transportation (Caltrans) and local governments for damage to roads, bridges and other facilities on the federal-aid system. Caltrans implements this program on behalf of FHWA.
- Natural Resources Conservation Service: Under the Emergency Watershed Protection Program, the Natural Resources Conservation Service (NRCS) provides assistance to state agencies and local governments for emergency work necessary to protect life, property and public health and safety in watersheds that have been damaged by a disaster, such as a wildfire or flood.
- U.S. Army Corps of Engineers: Under the Rehabilitation and Inspection Program, the United State Army Corps of Engineers (USACE) provides assistance for flood fighting, emergency repair and repairs to damaged facilities. The USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program.
- U.S. Department of Housing and Urban Development: The United States Department of Housing and Urban Development's (HUD) Community Development Block Grants may be requested by state, local and tribal governments for a wide range of recovery purposes.
- Congressional Appropriations: The U.S. Congress may make disaster-specific appropriations that allow federal agencies to provide assistance beyond existing authorities and programs. State coordination of this assistance depends on the nature of the appropriation and the federal agency that is charged with its implementation.

10.3 INDIVIDUAL ASSISTANCE PROGRAM (IAP)

- Non-Governmental Organizations Assistance: Many NGOs, such as the American



Red Cross, the Mennonite Disaster Services and the Salvation Army, provide recovery assistance to individuals, families and community organizations. This may include assistance for shelter, food, clothing, and housing reconstruction.

- **State Assistance:** The state does not have authority to offer financial assistance to private sector disaster victims under the California Disaster Assistance Act (CDAA). However, Cal OES actively coordinates with federal, state, local and NGOs to provide other types of recovery assistance to individuals, households, businesses and the agricultural community. Under the Welfare and Institutions Code, the California Department of Social Services (CDSS) is authorized to assist those who receive the maximum grant under the Federal Individuals and Households Program (IHP) and still have eligible losses as identified by the FEMA inspector.

The State also has a variety of other programs and services to assist individuals, businesses, and farmers in recovering from a disaster.

- **FEMA Assistance:** Under the Stafford Act, FEMA provides a wide range of programs for individuals and households. This assistance includes:

The Individuals and Households Program (IHP)

The Individuals and Households Program - is a combined FEMA/EPR and State program. The IHP provides financial and direct assistance to eligible homeowners and renters displaced from their pre-disaster primary residence. When a major disaster occurs, this program provides money and services to people in the declared area whose property has been damaged or destroyed and whose losses are not covered by insurance. In every case, the disaster victim must register for assistance and establish eligibility. The toll-free telephone registration number is 1-800-621-FEMA (or TTY 1-800-462-7585 for the hearing or speech impaired). FEMA/EPR (or the providing agency) will verify eligibility and need before assistance is offered.

- **Housing Assistance:**
 - The IHP - Housing Assistance assures that people whose homes are damaged by disaster have a safe place to live. The IHP - Other Needs Assistance (ONA) provides financial assistance to individuals and households who have other disaster-related necessary expenses or serious needs and do not qualify for a low interest loan from Small Business Administration (SBA). These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are United States citizens, non-citizen nationals, or qualified aliens affected by the disaster. The following is a list of the types of assistance available through this program and what each provides.



- Temporary Housing - homeowners and renters receive funds to rent a different place to live or a temporary housing unit when rental properties are not available.
- Repair - homeowners receive grants to repair damage from the disaster that is not covered by insurance. The goal is to make the damaged home safe and sanitary.
- Replacement - under rare conditions, homeowners receive limited funds to replace their disaster damaged home.
- Permanent Housing Construction - homeowners and renters receive direct assistance or a grant for the construction of a new home. This type of assistance occurs only in very unusual situations, in insular areas or remote locations specified by FEMA/EPR where no other type of housing is possible.
- Other Needs Assistance (ONA): The IHP provides financial assistance for uninsured disaster related necessary expenses and serious needs, including personal property, medical, dental, and transportation expenses. Applicants receive grants for necessary and serious needs caused by the disaster. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other expenses that FEMA/EPR approves. The homeowner may need to apply for an SBA loan before receiving assistance.

U.S. Small Business Administration (SBA)

Low-Interest Loans: The U.S. Small Business Administration provides low-interest disaster loans to homeowners, renters, businesses and private non-profit organizations in declared disaster areas. Loans may be made for uninsured physical damage to homes, businesses and other properties, or for economic losses. Following Presidential disaster declarations, SBA implements its program in conjunction with FEMA's IA Stafford Act programs. When a Presidential disaster declaration is not viable or warranted or does not include IA due to the scope of the disaster, it may be appropriate for Cal OES to coordinate requests for SBA assistance, since this can be done independently of a FEMA declaration. In order to pursue SBA assistance, the damage incurred by the community must meet certain minimum thresholds. The Small Business Administration can provide three types of disaster loans to qualified homeowners and businesses:

- Home disaster loans to homeowners and renters to repair or replace disaster-related damages to home or personal property,
- Business physical disaster loans to business owners to repair or replace disaster-damaged property, including inventory, and supplies; and
- Economic injury disaster loans, which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.



For many individuals the SBA disaster loan program is the primary form of disaster assistance.

Agricultural Assistance

The U.S. Department of Agriculture (USDA) provides low interest loans to farmers, ranchers, and aquaculturists for physical and/or crop production losses in areas designated a disaster by the Secretary of Agriculture. This designation may also follow a Presidential disaster declaration. As a result, the SBA may also provide economic injury disaster loans to small non-farm businesses, small agricultural cooperatives, and most private non-profit organizations of any size.

Disaster Unemployment Assistance (DUA)

The Disaster Unemployment Assistance program provides unemployment benefits and reemployment services to individuals who have become unemployed because of major disasters. Benefits begin with the date the individual was unemployed due to the disaster incident and can extend up to 26 weeks after the Presidential declaration date. These benefits are made available to individuals not covered by other unemployment compensation programs, such as self-employed, farmers, migrant and seasonal workers, and those who have insufficient quarters to qualify for other unemployment compensation.

All unemployed individuals must register with the State's employment services office before they can receive DUA benefits. However, although most States have a provision that an individual must be able and available to accept employment opportunities comparable to the employment the individual held before the disaster, not all States require an individual to search for work.

Disaster Legal Services (DLS)

When the President declares a disaster, FEMA/EPR, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims. Legal advice is limited to cases that will not produce a fee (i.e., these attorneys work without payment). Cases that may generate a fee are turned over to the local lawyer referral service.

The assistance that participating lawyers provide typically includes:

- Assistance with insurance claims (life, medical, property, etc.)
- Counseling on landlord/tenant problems
- Assisting in consumer protection matters, remedies, and procedures



- Replacement of wills and other important legal documents destroyed in a major disaster

Disaster legal services are provided to low-income individuals who, prior to or because of the disaster, are unable to secure legal services adequate to meet their needs as a consequence of a major disaster.

Crisis Counseling Programs (CCP)

The Crisis Counseling Assistance and Training Program (CCP), authorized by §416 of the Stafford Act, is designed to provide supplemental funding to States for short-term crisis counseling services to people affected in Presidentially declared disasters.

There are two separate portions of the CCP that can be funded: immediate services and regular services. A State may request either or both types of funding. The immediate services program is intended to enable the State or local agency to respond to the immediate mental health needs with screening, diagnostic, and counseling techniques, as well as outreach services such as public information and community networking.

The regular services program is designed to provide up to nine months of crisis counseling, community outreach, and consultation and education services to people affected by a Presidentially declared disaster. Funding for this program is separate from the immediate services grant.

To be eligible for crisis counseling services funded by this program, the person must be a resident of the designated area or must have been located in the area at the time the disaster occurred. The person must also have a mental health problem which was caused by or aggravated by the disaster or its aftermath, or he or she must benefit from services provided by the program.

Disaster Supplemental Nutrition Assistance Program (D-SNAP)

Through the Disaster Supplemental Nutrition Assistance Program (D-SNAP), the USDA Food and Nutrition Service (FNS) is able to quickly offer short-term food assistance benefits to families suffering in the wake of a disaster. Eligible households receive one month of benefits, equivalent to the maximum amount of benefits normally issued to a SNAP household of their size. Benefits are issued via an electronic benefits transfer (EBT) card, which can be used to purchase food at most grocery stores.

Through D-SNAP, affected households use a simplified application. D-SNAP benefits are issued to eligible applicants within 72 hours, speeding assistance to disaster victims and reducing the administrative burden on State agencies operating in post-disaster conditions. Households not normally eligible for SNAP may qualify for D-SNAP as a result of their disaster-related expenses, such as loss of income, damage to property,



relocation expenses, and, in some cases, loss of food due to power outages. When States operate a D-SNAP, ongoing SNAP clients can also receive disaster food assistance. Households with disaster losses whose SNAP benefits are less than the monthly maximum can request a supplement. The supplement brings their benefits up to the maximum for the household size. This provides equity between D-SNAP households and SNAP households receiving disaster assistance.

FNS approves D-SNAP operations in an affected area under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act when the area has received a Presidential disaster declaration of Individual Assistance (IA) from the Federal Emergency Management Agency (FEMA). State agencies request FNS approval to operate a D-SNAP within the disaster area. FNS approves program operations for a limited period of time (typically 7 days) during which the State agency may accept D-SNAP applications.

Disaster Case Management (DCM)

Technical assistance for the development of the State DCM Grant Program application may be requested, in writing, to the Individual Assistance Branch Director (IABD) in the JFO. A pre-application of the grant request may be submitted to FEMA within 45 days of the date of declaration for technical review and negotiation. This option will allow the State to avoid potential delays in the grant award process caused by incomplete information, inaccurate budgets or the need to revise the State's DCM plan. The final DCMP grant application must be submitted by the State within 60 days of the Presidential declaration. Pre-application and final applications should be submitted to the IABD in the JFO.

Once the State submits the application, it is forwarded to the FCO for review. The FCO will provide a written recommendation of approval/denial to the FEMA Regional Office for concurrence and then will forward the package to FEMA HQ. FEMA HQ DCM staff will review and approve/disapprove the State's DCMP application. The HQ review will include the programmatic approval/disapproval as well as the grant business review carried out by a Regional Grants representative to ensure compliance with grant administration standard requirements and to ensure the review is documented in the official grant file via the Grant Application Checklist.

If the application is approved, FEMA HQ will notify the Senate Appropriations Committee for the statutorily required notification process for grants over \$1M. Once the notification is complete, the FEMA Regional Office grants staff will complete an award package to include the Notice of Grant Award (NOGA) either via eSystem (e.g. NEMIS) or manually following standard grant administrative practices.

A State DCM Grant Program Application package should include the following:

- Completed application, including budgets



- Standard Form 424, Application for Federal Assistance
- Standard Form 112-0-3, Standard Assurances (Non-construction)
- Standard Form 112-0-8, Budget Information (Non-construction)
- FEMA Form 089-0-9, Budget Detail Worksheet
- State Administrative Plan for Disaster Case Management Services

Special Tax Considerations

Taxpayers who have sustained a casualty loss from a declared disaster may deduct that loss on the federal income tax return for the year in which the casualty actually occurred, or elect to deduct the loss on the tax return for the preceding tax year. In order to deduct a casualty loss, the amount of the loss must exceed 10 percent of the adjusted gross income for the tax year by at least \$100. If the loss was sustained from a federally declared disaster, the taxpayer may choose which of those two tax years provides the better tax advantage.

The Internal Revenue Service (IRS) can expedite refunds due to taxpayers in a federally declared disaster area. An expedited refund can be a relatively quick source of cash, does not need to be repaid, and does not need an Individual Assistance declaration. It is available to any taxpayer in a federally declared disaster area.

10.4 DEBRIS MANAGEMENT PROGRAMS

Disasters may create significant quantities of debris that must be removed and disposed of to reduce threats to public health and safety and allow for the recovery of the community. Debris management poses challenges for state, local and tribal agencies in terms of available resources for: debris management operations, appropriate Purchasing and management of contractors, reduction of debris volume, disposal and segregation, handling and disposal of household hazardous waste and other hazardous materials. There are also legal requirements to recycle applicable waste streams and specific environmental issues that need to be evaluated for compliance issues.

- **Local Responsibility:** Debris management operations are the responsibility of the affected jurisdiction; however, at the request of the state, the federal government may provide assistance for debris management following a Presidential declaration of emergency or major disaster.
- **State Assistance:** Cal OES can provide Debris Management Technical Assistance to local governments in the development of pre-disaster debris management plans. When a disaster occurs, Cal OES coordinates requests for federal assistance with debris removal and provides state agencies and local governments with guidance regarding requirements that must be met to ensure eligibility of debris management activities for funding.

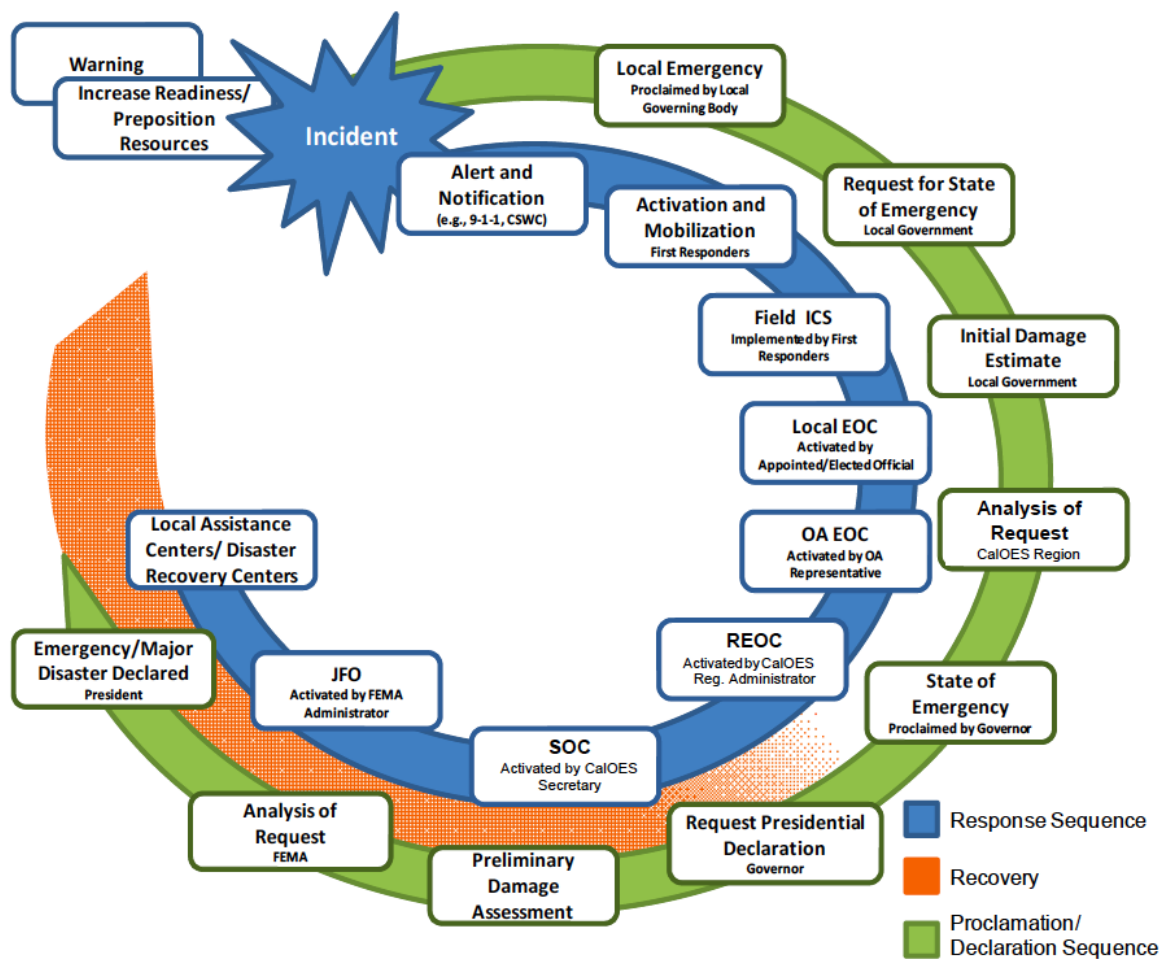


- Recycling of Debris: To conserve California's landfill capacity and, in keeping with state policy to maximize all diversion options in order to reduce the amount of solid waste that must be disposed, it is the state's intent that disaster-related debris be recycled or centrally held until it can be processed for maximum recycling. The Integrated Waste Management Disaster Plan provides guidance on this topic.
- State Environmental Requirements: FEMA is responsible for ensuring compliance with federal laws, regulations and Executive Orders for Stafford Act programs. At the state level, Cal OES ensures that the state's management of these programs proceeds in accordance with these requirements, as well as with applicable state environmental laws and regulations. Cal OES provides guidance to communities regarding the California Environmental Quality Act (CEQA). Additionally, the Cal OES provides technical assistance to Cal OES Environmental Compliance Program applicants.
- Federal Assistance: The following federal debris management assistance programs are coordinated by FEMA:
 - Technical Assistance: The federal, state, local and tribal governments coordinate as a team to identify, evaluate and provide the most appropriate technical assistance available. FEMA may be requested to task another federal agency to provide specific technical expertise to accomplish debris management tasks.
 - Direct Federal Assistance: FEMA, coordinating directly with the FCO, SCO and the Public Assistance Officer (PAO), may task another federal agency, such as the U.S. Army Corps of Engineers (USACE) to perform debris management activities directly on behalf of the state, local government, or tribe when that entity does not have the resources for the work.
 - Financial Assistance: Under the Public Assistance Program (PA), FEMA provides financial assistance to state, local and tribal governments for eligible debris management activities completed by those entities. Cal OES is responsible for providing the technical program assistance for those entities eligible to apply for reimbursement assistance.
 - Federal Environmental Requirements: FEMA and other federal agencies that provide assistance must ensure that all actions comply with applicable federal environmental laws, regulations and Executive Orders (EO). For Stafford Act assistance programs, FEMA ensures compliance with the following, depending on the type and scope of the project:
 - National Environmental Policy Act (NEPA)
 - National Historic Preservation Act
 - Endangered Species Act
 - Clean Water Act



- Executive Order 11988, Floodplain Management and Executive Order 11990, Protection of Wetlands
- Executive Order 12898, Environmental Justice
- Exemptions: The Stafford Act and its implementing regulations in 44 Code of Federal Regulations (CFR) Part 9 provide FEMA with exclusions that exempt certain actions from the NEPA review process, including debris removal, emergency protective measures, repairs of damaged facilities to pre-disaster condition and minor mitigation measures. Although a project may be excluded from NEPA review, compliance with other laws, such as the Endangered Species Act and the National Historic Preservation Act, is still required. Additionally, the project must comply with all applicable state environmental laws and regulations.

Figure 11: Response Phase Sequence of Events





11.0 HAZARD MITIGATION

11.1 OVERVIEW

Hazard Mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters.

Two sections of the Stafford Act, §404 and §406, can provide hazard mitigation funds when a Federal disaster has been declared. In each case, the Federal government can provide up to 75 percent of the cost, with some restrictions.

Through the Hazard Mitigation Grant Program (HMGP), authorized by §404 of the Act, communities can apply for mitigation funds through the State. The State, as grantee, is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The applicant, or subgrantee carries out approved projects. The State or local government must provide a 25 percent match, which can be fashioned from a combination of cash and in-kind sources. Federal funding from other sources cannot be used for the 25 percent non-federal share with one exception. Funding provided to States under the Community Development Block Grant program from the Department of Housing and Urban Development can be used for the non-federal share.

The amount of funding available for the HMGP under a disaster declaration is finite and is limited to 7.5 percent of FEMA/EPR's estimated total disaster costs for all other categories of assistance (less administrative costs). Section 322 of the Disaster Mitigation Act of 2000 emphasizes the importance of planning in reducing disaster losses. States will be required to develop a State Mitigation Plan that provides a summary of the hazards facing them, an assessment of the risks and vulnerabilities to those hazards, and a strategy for reducing those impacts. These plans will be required by November 1, 2004 as a condition of non-emergency assistance under the Stafford Act, and must be reviewed and updated every three years. States may choose to develop an Enhanced State Mitigation Plan in order to receive an increased amount of 20 percent for Hazard Mitigation Grant Program funding. By November 1, 2004, local jurisdictions also must develop mitigation plans in order to be eligible for project grant funding under the Hazard Mitigation Grant Program. In addition, States may use a set-aside of up to five percent of the total HMGP funds available for mitigation measures at their discretion. To be eligible, a set-aside project must be identified in a State's hazard mitigation plan and fulfill the goal of the HMGP, this is, to reduce or prevent future damage to property or prevent loss of life or injury.

Eligible mitigation measures under the HMGP include acquisition or relocation of property located in high hazard areas; elevation of flood prone structures; seismic rehabilitation of existing structures; strengthening of existing structures against wildfire; dry floodproofing activities that bring a structure into compliance with minimum NFIP



requirements and State or local code. Up to seven percent of the HMGP funds may be used to develop State and/or local mitigation plans.

All HMGP projects, including set-aside projects, must comply with the National Environmental Policy Act and all relevant Executive Orders. HMGP grants cannot be given for acquisition, elevation, or construction purposes if the site is located in a designated SFHA and the community is not participating in the NFIP.

FEMA/EPR's primary emphasis for HMGP funds, where appropriate, is the acquisition and demolition, relocation, elevation, or floodproofing of flood damaged or floodprone properties (non-structural measures).

- Acquisition and demolition: Under this approach, the community purchases the flood-damaged property and demolishes the structure. The property owner uses the proceeds of the sale to purchase replacement housing on the open market. The local government assumes title to the acquired property and maintains the land as open space in perpetuity.
- Relocation: In some cases, it may be viable to physically move a structure to a new location. Relocated structures must be placed on a site located outside of the 100-year floodplain, outside of any regulatory erosion zones, and in conformance with any other applicable State or local land use regulations.
- Elevation/Floodproofing: Depending upon the nature of the flood threat, elevating a structure or incorporating other floodproofing techniques to meet NFIP criteria may be the most practical approach to flood damage reduction. Floodproofing techniques may be applied to commercial properties only; residential structures must be elevated. Communities can apply for funding to provide grants to property owners to cover the increased construction costs incurred in elevating or floodproofing the structure.

Funding under §406 that is used for the repair or replacement of damaged public facilities or infrastructure may be used to upgrade the facilities to meet current codes and standards. It is possible for mitigation measures to be eligible for funding under both the HMGP and §406 programs; however, if the proposed measure is funded through §406, the project is not eligible for funds under the HMGP as well.

11.2 SONORA LOCAL HAZARD MITIGATION PLAN

The Tuolumne County and the City of Sonora are required to have a Federal Emergency Management Agency (FEMA) approved Hazard Mitigation Plan to be eligible for certain disaster assistance and mitigation funding. The City of Sonora Hazard Mitigation Plan document fulfills FEMA requirements and provides direction and guidance on implementing hazard mitigation action items on a hazard-level, probability, and cost-priority basis. The overall goal of the Local Hazard Mitigation Plan is to reduce the potential for damage to critical assets from natural hazards. In addition, the plan



describes past and current hazard mitigation activities and philosophies, and outlines future mitigation goals and strategies.

Hazard mitigation planning is a dynamic process built on realistic assessments of past and present information that enables Sonora to anticipate future hazards and provide mitigation strategies to address possible impacts and identified needs. The overall approach to the Local Hazard Mitigation Plan included developing a baseline understanding of the natural hazards, determining ways to reduce those risks, and prioritizing mitigation recommendations for implementation.

The **“City of Sonora Local Hazard Mitigation Plan”, July 2024** is a document maintained as an appendix of this Emergency Operations Plan.



This page was intentionally left blank.

Emergency Operations Plan

POSITION SPECIFIC CHECKLISTS



City of Sonora, California
2025



This page was intentionally left blank.



POSITION SPECIFIC CHECKLISTS

POLICY GROUP/ MAC GROUP

- Mayor Position Checklist
- City Council Member Position Checklist
- Legal Advisor Position Checklist

MANAGEMENT SECTION

- EOC Director Position Checklist
- Public Information Officer Position Checklist
- Liaison Officer Position Checklist
- Safety Officer Position Checklist
- Disabilities and Access and Functional Needs Officer Position Checklist

OPERATIONS SECTION

Law Enforcement Branch Director Position Checklists

- Security/Traffic Control Unit Leader Position Checklist
- Evacuation Unit Leader Position Checklist
- Animal Services Unit Leader Position Checklist

Fire Branch Director Position Checklist

Public Works Branch Director Position Checklists

- Utilities Unit Leader Position Checklist
- Safety/ Damage Assessment Unit Leader Position Checklist
- Debris Removal Unit Leader Position Checklist

PLANNING AND INTELLIGENCE SECTION

- Situation Unit Leader Position Checklist
- Documentation Unit Leader Position Checklist
- Damage Analysis Unit Leader Position Checklist
- Demobilization Unit Leader Position Checklist
- Advance Planning Unit Leader Position Checklist
- Technical Specialists/ GIS Unit Leader Position Checklist

LOGISTICS SECTION

- Supply Unit Leader Position Checklist
- Resources Unit Leader Position Checklist
- Personnel/ Volunteers Unit Leader Position Checklist
- Clerical Support Unit Leader Checklist
- Facilities Unit Leader Position Checklist
- Transportation Unit Leader Position Checklist
- Communications/ Information Systems Unit Leader Position Checklist



FINANCE AND ADMINISTRATION SECTION

Purchasing Unit Leader Position Checklist
Time Recording Unit Leader Position Checklist
Cost Recovery Unit Leader Position Checklist
Compensation/ Claims Unit Leader Position Checklist
Cost Analysis Unit Leader Position Checklist

Emergency Operations Plan

ANNEX 1: ALERT, WARNING, AND PUBLIC INFORMATION



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

Providing Emergency Alerts, Warnings, and Public Information is a priority during a real or threatened disaster or emergency. The City of Sonora has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures.

This Alert, Warning, and Public Information Annex establishes guidelines for use in partnership with the City of Sonora, the County of Tuolumne, and the surrounding jurisdictions. The alert and warning program provides public notification of protective actions to take before, during, and after a threat or an emergency; and to disseminate other kinds of messages to community members who have opted in to receive such messages.

1.2 SCOPE

This Alert, Warning, and Public Information Annex details procedures, processes, and provides tools and resources for the function of emergency notifications and communications during an incident or disaster.

1.3 ASSUMPTIONS

- Natural and manmade disasters can occur with or without warning, at any time of the day or night, and can affect multiple jurisdictions.
- The succession of events in an emergency is not predictable.
- To avoid conflicts and confusion, the Emergency Alert, Warning and Public Information function operates best when centralized and coordinated through the Tuolumne County Office of Emergency Services and is coordinated among all involved jurisdictions, agencies, and organizations within Tuolumne County.
- Joint Information Center staffing and activities will depend on the nature and demands of the emergency, and will usually be coordinated by the Tuolumne County Office of Emergency Services.
- Emergency communications during an incident will require use of multiple channels that include mass media (TV, radio, and print), social media, a city emergency website, email, town halls and community meetings, door-to-door canvassing, signage, and the Tuolumne County Emergency Alert Notification System which reaches people via their cell phone, landline or email.
- Critical information will be made accessible in accordance with local, State and federal ADA guidelines.



2.0 CONCEPT OF OPERATIONS

2.1 CENTRALIZED AND COORDINATED EMERGENCY MESSAGING

Centralized and coordinated messaging is through the Tuolumne County Office of Emergency Services.

In conjunction with established public safety warning protocols, the Incident Commander, or activated EOC will manage the dissemination of timely and adequate warnings to threatened populations in the most effective manner possible. Warning information will be issued as quickly as possible once a threat is detected, using the most direct and effective means possible.

The following information describes the various systems available to fulfill this responsibility.

2.2 TRANSMITTING AN EMERGENCY ALERT AND WARNING MESSAGE

A comprehensive alert and warning program is a critical component to a community's ability to effectively respond to emergencies. Most Alert and Warning messages are associated with evacuation advisories and are often the result of a no-notice or short notice incident. Without proper information, people may evacuate towards a hazard, putting them in greater danger, or may evacuate unnecessarily and create additional congestion on identified evacuation routes.

A **Public Alert** is a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive, takes the intended action, and searches for additional information from the sources you direct them to.

A **Public Warning** is a communication intended to persuade members of the public to take one or more protective actions to reduce losses or harm. The measure of an effective public warning message is the extent to which the intended audience receives the message and takes the intended protective action.

Emergency Operations Plan

ANNEX 2: EVACUATION



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

The purpose of this City of Sonora Evacuation Annex is to provide strategies and procedures for the City, Tuolumne County, and other supporting agencies and organizations' response to emergencies that involve the evacuation of people from an impacted area.

This involves coordination and support for the safe and effective evacuation of some or all of the City's population, including people with disabilities and access and functional needs who may require additional support to evacuate. Focus areas within this evacuation annex include evacuation triggers; public alert, warning, and information; and evacuation transportation and traffic control. The annex outlines organizational roles and responsibilities, operational concepts, and a documented process to accomplish an evacuation.

This Annex was developed as an Annex to the City of Sonora Emergency Operations Plan (EOP); and is consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). The development of this Evacuation Annex was coordinated with the Tuolumne County Office of Emergency Services, California Governor's Office of Emergency Services (Cal OES) and other local and regional jurisdictions, agencies, community organizations and representatives of the whole community. This Annex is also consistent with the Tuolumne County and State emergency plans and is applicable to all locations and to all agencies, organizations, and personnel with evacuation and evacuation support function responsibilities.

1.2 SCOPE

The City of Sonora Evacuation Annex applies to mass evacuation preparedness, response, and recovery operations during local emergencies or major disasters and to all City of Sonora public, private, and nongovernmental organizations (NGOs) with operational responsibilities in a mass evacuation event.

This document is intended to provide evacuation strategies and protocols for Medium-Level (Partial) to High-Level (Multi-Zone or Complete), as defined in **2.5 EVACUATION LEVELS**, evacuation events in the City of Sonora and is developed with consideration to predominant threats and hazards impacting the City of Sonora.

This Annex is intended to support activation of the City of Sonora Emergency Operations Centers (EOC) and the Tuolumne County Operational Area (OA) Emergency Operations Center (EOC). For Medium-Level (Partial) to High-Level (Multi-Zone or Complete) Evacuations, the evacuation will be coordinated by the Tuolumne



County OA EOC. The City EOC may activate separate from the Tuolumne County OA EOC or may activate as a joint EOC with the Tuolumne County OA EOC. Should the City EOC activate separate from the Tuolumne County OA EOC, the City EOC must coordinate with and make all resource requests through the Tuolumne County OA EOC. This plan also provides overall operational guidance for public alert, warning and public information, movement of evacuees; it provides a concept of operations and provides the roles of key departments and agencies during an evacuation. It does not provide or replace operational plans for specific departments or specific functions, such as shelter management.

In Low-Level (Local) evacuations, as defined in **2.5 EVACUATION LEVELS**, such as those occurring during isolated local structure fire(s), at crimes scenes, or due to a localized hazardous materials spill. This annex assumes that such events will be managed by local first responders in the field Incident Command Post (ICP), typically without an activation of the City EOC and without an activation of this Annex.



2.0 CONCEPT OF OPERATIONS

2.1 OVERVIEW

The Evacuation Annex will follow basic protocols set forth in the City of Sonora EOP and the California Master Mutual Aid Agreement, which dictate who is responsible for an evacuation effort and how county and regional resources will be requested and coordinated. The overall objectives of emergency evacuation operations and notifications are to:

- Expedite the timely movement of persons from hazardous areas and entry access for first responders and evacuation support transportation.
- Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated areas. The Sonora Police Department may use discretion in allowing access for caregivers, personal care assistants, or other support personnel on a case-by-case basis as determined by the incident commander.
- Provide for evacuation to temporary evacuation points, evacuation centers, and shelters.
- Support the transportation of vulnerable populations including individuals with disabilities and access and functional needs, older adults, children, and individuals who are transportation disadvantaged.
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other agreements.
- Control evacuation traffic.
- Account for the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.
- Provide initial notification, ongoing, and re-entry communications to the public through the Joint Information Center (JIC).
- Ensure the safe re-entry of the evacuated persons.



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 3: CARE AND SHELTER



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 INTRODUCTION

Care and Shelter is a term used to describe an organized way of providing temporary relief and services, including shelter, food, liquids, basic health care, information, communications with family and friends, and other human services, for large numbers of people temporarily displaced or cut off from normal access to life-sustaining supplies or services by emergencies or disasters.

Under the Standardized Emergency Management System (SEMS), the City of Sonora is the primary jurisdiction for the initial emergency evacuation services that may be needed during the onset of an emergency impacting their population. However, through a mutual agreement with the Tuolumne County Office of Emergency Services, Tuolumne County Health and Human Services Agency, and the American Red Cross, all Care and Shelter responsibilities are assumed by these agencies, who are the lead agencies for Care and Shelter in Tuolumne County. Under SEMS Tuolumne County is also referred to as the Tuolumne Operational Area (OA).



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 4: DEBRIS MANAGEMENT PROGRAM



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

1.1 PURPOSE

- To provide policies and guidance to the City of Sonora for the removal and disposition of debris caused by a major disaster.
- To facilitate and coordinate the management of debris following a disaster in order to mitigate against any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

1.3 ASSUMPTIONS

- A natural disaster that requires the removal of debris from public or private lands and waters could occur at any time.
- The amount and type of debris resulting from an event or disaster could exceed the local government's ability to properly and safely dispose of it.
- If the natural disaster requires, the Governor will declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of debris. In the event Federal resources are required, the Governor would request through FEMA a Presidential Disaster Declaration.
- Private contractors will play a significant role in the debris removal, collection, reduction and disposal process.
- The debris management program implemented by the local government will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration and landfilling.



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 5: ACTIVE SHOOTER



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 INTRODUCTION

1.1 PURPOSE

This annex to the City of Sonora Emergency Operations Plan (EOP) is intended to ensure an effective and coordinated response to an Active Shooter Incident. It provides for interagency coordination among city departments, Tuolumne County, special districts, public safety agencies, and community stakeholders in accordance with the City EOP, the California Emergency Services Act, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).

The plan is designed to:

- Provide an overview of the threats that Active Shooter Incidents pose to the City and define the potential range of impacts.
- Outline policies and procedures for responding to an Active Shooter Incident.
- Support development of additional supporting preparedness plans by City and County departments and agencies.
- Provide the Emergency Operations Center with contextual information to guide initial response planning.

1.2 SCOPE

This annex has been developed in accordance with the City of Sonora EOP. In keeping with the EOP's "all-hazards" approach for local emergency management, the response policies and protocols for an active shooter incident will align with those established in the EOP.

The annex supplements but does not alter EOP policy and directions, such as for activating and managing the EOC. It does provide additional guidance that may be used to complement the EOP within the context of an active shooter Incident.

The location, scale, and type of active shooter incidents that Sonora may face are by their nature highly unpredictable. No plan can possibly identify all considerations for a response. Given this, the annex is focused on providing broad considerations to guide overall response, not detailed procedures for the tactical execution of response tasks.

This annex is primarily focused on readiness and response operations. Elements related to preparedness, long-term recovery, and mitigation are addressed in the City's EOP.



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 6: DAM FAILURE – PHOENIX DAM

Dam No. 550-007

National Inventory of Dams No. CA00389

**REFER TO TUOLUMNE UTILITY DISTRICT
EMERGENCY ACTION PLAN**



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 INTRODUCTION

1.1 PURPOSE

The Phoenix Dam is located northeast of the City of Sonora and flows downstream along Sullivan Creek. The Phoenix Dam is maintained and operated by the **Tuolumne Utilities District (TUD)**.

The Department of Water Resources (DWR), Division of Safety of Dams (DSOD) has given Phoenix Dam a "High Hazard" rating based on the downstream hazard classification.

If unusual conditions are detected by either human observation or failure codes from sensors on the integrity and safety of the structure, the TUD will enact safety and alert and warning actions consistent with their Dam Emergency Action Plan (EAP).



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 7: MAJOR EARTHQUAKE



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 INTRODUCTION

1.1 PURPOSE

An earthquake is the result of a sudden release of energy in the Earth's crust that creates seismic waves. Earthquakes could cause a significant amount of damage to the local roads, infrastructure, residential areas and many other structures.

Earthquakes usually occur along known fault lines, however, there is a possibility of an earthquake occurring along a previously unknown fault line that may cause significant damage to the City of Sonora. According to the US Geological Survey (USGS), "Research shows that many earthquakes occur on small, un-named faults located near well-known faults".

According to the City of Sonora 2024 Local Hazard Mitigation Plan (LHMP), although there is a low probability of fault rupture occurring within the City of Sonora, there is a pre-quaternary fault mapped within the City of Sonora that is considered to be inactive, thus the probability of a future occurrence is considered minimal.

Similarly, ground shaking from earthquakes originating outside of the City of Sonora is also considered a low probability hazard for the reasons listed below. While Tuolumne County is located within a seismically active area, previous earthquake occurrences were reported with low magnitudes and little to no impacts to the City. Fault zones known to be active are mapped with considerable distance from the City. Historically, ground shaking due to major earthquakes on regional fault zones has largely dissipated by the time seismic energy reaches the planning area. Thus, the probability for future occurrences is considered low.

This Earthquake Annex is a hazard-specific annex to the City of Sonora Emergency Operations Plan (EOP) and provides a framework for coordinating actions to be taken prior to and during an earthquake event that may result in evacuations and notifications.

1.2 SCOPE

This Annex addresses preparedness, response, and limited recovery activities during a major earthquake event impacting the City. It applies to all public, private, non-governmental organizations (NGOs), and community-based organizations (CBOs) within the Operational Area (OA).

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 8: FLOOD



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 INTRODUCTION

1.1 PURPOSE

Most extreme weather disasters that occur globally every year are floods. For many parts of the U.S., 2024's onslaught of severe storms caused extensive flooding.

From 1980 to October 2024, there have been 44 floods in the U.S. that caused more than a billion dollars in damage each. The average cost is \$4.5 billion per year. At least 738 people died from these events, and many more in other smaller floods. At least five of 2024's billion-dollar disasters included floods.

Many areas of the U.S. have dealt with some level of drought in the past few years. When the ground dries out, it cannot easily absorb the influx of water from an intense storm, causing flooding. Similarly, when water falls on already saturated ground, it cannot be readily absorbed.

Tree roots and soil can weaken in a flood, leading to falling trees (which often destroy telecommunications) and mudslides (which block transportation access).

When a wildfire has damaged an area, the rainfall cannot be absorbed by the ground and can cause debris flows, where the fire-damaged debris and water mix and begin moving like an avalanche.

This Flood Annex is a hazard-specific annex to the City of Sonora Emergency Operations Plan (EOP) and provides a framework for coordinating actions to be taken prior to and during a wildfire event that may result in evacuations and notifications. (<https://disasterphilanthropy.org/disasters/2024-us-floods/>).

1.2 SCOPE

This Annex addresses preparedness, response, and limited recovery activities during Flood events in the County. It applies to all public, private, non-governmental organizations (NGOs), and community-based organizations (CBOs) within the OA.

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 9: WILDFIRE



**City of Sonora, California
2025**



This page was intentionally left blank.



1.0 INTRODUCTION

1.1 PURPOSE

The fire season in California typically occurs from late April through late October. During this time, the Tuolumne Operational Area (OA) and the City of Sonora are highly susceptible to wildfire events. The City of Sonora is especially vulnerable to wildfire because portions of the City and the surrounding area are heavily wooded with a number of populated areas, homes and development located within and directly adjacent to wildland urban interface areas. While each fire season varies slightly from year to year the variety of fuels in and around the City make fire seasons a year-long event. We should prepare our community to be ready to evacuate year-round for wildfires with early indicators of likely increased fire activity, such as Red Flag Warnings. The National Weather Service (NWS) is more likely to issue Red Flag Warnings during California's drier seasons.

This Wildfire Annex is a hazard-specific annex to the City of Sonora Emergency Operations Plan (EOP) and provides a framework for coordinating actions to be taken prior to and during a wildfire event that may result in evacuations and notifications.

1.2 SCOPE

This Annex addresses preparedness, response, and limited recovery activities during wildfire events in the County. It applies to all public, private, non-governmental organizations (NGOs), and community-based organizations (CBOs) within the OA.

All activities are in accordance with the state Standardized Emergency Management System (SEMS), which has been integrated with the federal National Incident Management System (NIMS). SEMS principles will be followed during multi-agency or multi-jurisdictional emergency management activities.



This page was intentionally left blank.

Emergency Operations Plan

ANNEX 10: APPENDIXES



**City of Sonora, California
2025**



This page was intentionally left blank.



APPENDIX 6: ACRONYMS

AA/CA	After Action/Corrective Action
AADT	Annual Average Daily Traffic
AAR	After Action Report
AAR/IP	After Action Report/ Improvement Plan
AC	Area Command
ADA	Americans with Disabilities Act
ADC	Area Disaster Center
ADT	Animal Disaster Team
AFN	Access and Functional Needs
AO	Administrative Order
AQI	Air Quality Index
AQMD	Air Quality Management District
ARC	American Red Cross
ASL	American Sign Language
ATC	Applied Technology Council
ATSDR	Agency for Toxic Substances and Disease Registry
BOS	Board of Supervisors
CA	California
Cal EPA	California Environmental Protection Agency
CAL FIRE	California Department of Forestry and Fire Protection
Cal OES	California Governor's Office of Emergency Services
Cal Recycle	California Department of Resources Recycling and Recovery
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAP	Corrective Action Planning
CARES	California Animal Response Emergency System
CAVMRC	California Veterinary Medical Reserve Corps
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear and Explosive
CCC	Tuolumne County
CCP	Crisis Counseling Programs
CCR	California Code of Regulations
C&D	Construction and Demolition
CD	Civil Defense
CDAA	California Disaster Assistance Act
CDBG	Community Development Block Grant
CDC	Centers for Disease Control and Prevention
CDFA	California Department of Food and Agriculture
CDPH	California Department of Public Health
CDSS	California Department of Social Services
CEPEC	California Earthquake Prediction Evaluation Council



CEQA	California Environmental Quality Act
CERS	Cal EPA California Environmental Reporting System
CERT	Community Emergency Response Team
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CGC	California Government Code
CGS	California Geological Survey
CHEMTREC	Chemical Transportation Emergency Center
CHP	California Highway Patrol
CIKR	Critical Infrastructures and Key Resources
CISD	Critical Incident Stress Debriefing
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CM	Consequence Management
CMS	Changeable Message Signs
CNRFC	California Nevada River Forecast Center
Co.	County
COE	Corps of Engineers (US Army)
COG	Continuity of Government
COOP	Continuity of Operations
CPG	Comprehensive Planning Guide
CST	Civil Support Teams
CT	Contact Team
CSWC	California State Warning Center
CVERT	UC Davis California Veterinary Emergency Team
CWA	Clean Water Act
CWPP	Community Wildfire Protection Plan
Cy	Cubic Yard
D-SNAP	Disaster Supplemental Nutrition Assistance Program
DA	Damage Assessment
DAFN	People with Disabilities and others with Access and Functional Needs
DAP	Disaster Assistance Programs
DCM	Disaster Case Management
DCS	Disaster Communications Service
DHS	Department of Homeland Security
DLS	Disaster Legal Services
DMH	California Department of Mental Health
DMTF	Debris Management Task Force
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy



DOJ	Department of Justice
DOP	Department Operations Plan
DOT	Department of Transportation
DPH	Department of Public Health
DRC	Disaster Recovery Center
DRM	Disaster Recovery Manager
DSS	California Department of Social Services
DSW	Disaster Service Worker
DSWVP	Disaster Service Worker Volunteer Program
DUA	Disaster Unemployment Assistance
DWR	California Department of Water Resources
EAP	Emergency Action Plan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EF	Emergency Function
EHSD	Employment and Human Services Department
EIDL	Economic Injury Disaster Loan Program (SBA)
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMS	Emergency Medical Services
EMSA	Emergency Medical Services Authority
ENN	Emergency News Network
EO	Executive Orders
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
EPI	Emergency Public Information
E-PREP	Emergency Preparedness
ER	Emergency Relief
ERT	Emergency Response Team
ESA	Emergency Services Act
EOC	Emergency Operations Center
EOC	Emergency Services Coordinator
ESF	Emergency Support Functions
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FAC	Family Assistance Center
FBI	Federal Bureau of Investigation
FBO	Faith-Based Organization



FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FD	Fire Department
FE	Functional Exercise
FEAT	Flood Emergency Action Team
FEMA	Federal Emergency Management Agency
FHSZ	Fire Hazard Severity Zones
FHWA	Federal Highway Administration
FMA	Flood Mitigation Assistance
FMAG	Fire Management Assistance Grant
FNS	Food and Nutrition Service
FOC	Flood Operations Center
FOSC	Federal On-Scene Coordinator
FPD	Fire Protection District
FPV	First Person View
FSE	Full Scale Exercise
FTS	Field Treatment Sites
GIS	Geographic Information System
GSA	General Services Administration
HAR	Highway Advisory Radio
HAZMAT	Hazardous Materials
Hazus-MH	Hazards U.S. Multi-Hazard
HHW	Household Hazardous Waste
HI	Heat Index
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HQ	Headquarters
HSPD	Homeland Security Presidential Directive
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IAP	Incident Action Plan
IAP	Individual Assistance Program
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IDLH	Immediate Danger to Life or Health
IED	Improvised Explosive Device
IHP	Federal Assistance to Individuals and Households Program
IHSS	In-Home Support Services
IMT	Incident Management Team



IND	Improvised Nuclear Device
IPAWS	Integrated Public Alert and Warning System
IRS	U.S. Internal Revenue Service
IT	Information Technology
JDIC	Justice Data Interface Controller
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JPA	Joint Powers Agreement
LAC	Local Assistance Center
LECC	Local Emergency Communications Committees
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
LHMP	Local Hazard Mitigation Plan
LNO	Liaison Officer
LOS	Level of Service
LP	California Local Area Primary Stations
LRA	Local Responsibility Area
MAA	Mutual-Aid Agreements
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination System
MBO	Management by Objectives
MC	Mobilization Center
MHOAC	Medical and Health Operational Area Coordinator
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
MSA	Multi-Purpose Staging Area
MYTEP	Multi-Year Training and Exercise Program
NAWAS	National Warning System
NCRIC	Northern California Regional Intelligence Center
NCS	National Communications System
NDMS	National Disaster Medical System
NEMIS	National Emergency Management Information System
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NGO	Non-Governmental Organizations
NHPA	National Historic Preservation Act
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NOGA	Notice of Grant Award
NRC	Nuclear Regulatory Commission
NRCS	Natural Resources Conservation Service



NRF	National Response Framework
NSHM	National Seismic Hazard Maps
NTAS	National Terrorism Advisory System
NW	Neighborhood Watch
NWR	National Weather Service Radio
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OHS	Office of Homeland Security
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PA	Public Assistance
PAO	Public Assistance Officer
PAP	Public Assistance Programs
PD	Police Department
PDD	Presidential Decision Directive
PDM	Pre-Disaster Mitigation
PHS	The Pets Evacuation & Transportation Standards (PETS) Act of 2006
PETS	Public Health Service
PG&E	Pacific Gas & Electric
PIO	Public Information Officer
PL	Public Law
PNP	Private Nonprofit Organization
POC	Point of Contact
PPE	Personal Protective Equipment
PSI	Pounds per Square Inch
PSPS	Public Safety Power Shutoff
PUC	California Public Utilities Commission
PW	Project Worksheet
RACES	Radio Amateur Civil Emergency Services
RAN	Radio Alert Network
RDMHC	Regional Disaster Medical and Health Coordinator
REOC	Regional Emergency Operations Center
RESTAT	Resources Status
RFC	Repetitive Flood Claims
RTF	Rescue Task Force
SA	Salvation Army
SAC	Special Agent in Charge
SAP	Safety Assessment Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)



SAT	Safety Assessment Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCBA	Self-Contained Breathing Apparatus
SCO	State Coordinating Officer
SDARS	Satellite Digital Audio Radio
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SITREP	Situation Report
SNAP	Specific Needs Disaster Voluntary Registry
SNS	Strategic National Stockpile
SO	Safety Officer
SO	Sheriff's Office
SOC	State Operations Center
SOP	Standard Operating Procedure
SRA	State Responsibility Area
SRL	Severe Repetitive Loss
SSGP	State Supplemental Grant Program
START	Superfund Technical Assistance Response Team
SUV	Spontaneous Unaffiliated Volunteer
TCARES	Tuolumne County Amateur Radio Emergency Services
TCCC	Tactical Casualty Combat Care
TECC	Tactical Emergency Casualty Care
TDA	NTSB Transportation Disaster Assistance Division
TDSR	Temporary Debris Storage and Reduction
TEP	Temporary Evacuation Point
TH	Temporary Housing
TLO	Terrorism Liaison Officers
TMC	Transportation Management Center
TTX	Table Top Exercise
UAS	Unique Alert System
UC	Unified Command
UCERF 2	Uniform California Earthquake Rupture Forecast, Version 2
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	United States Department of Agriculture
USGS	United States Geological Survey
VAR	Values-At-Risk
VHFHSZ	Very High Fire Hazard Severity Zones
VIPS	Very Important Persons
VOAD	Volunteer Organizations Active in Disaster
VSAT	Very Small Aperture Terminal
WCAG	Web Content Accessibility Guidelines



WEA	Wireless Emergency Alert System
WERT	Watershed Emergency Response Team
WGCEP	Working Group of California Earthquake Probabilities
WMD	Weapons of Mass Destruction
WMD-CST	Weapons of Mass Destruction Civil Support Team
WUI	Wildland Urban Interface



APPENDIX 7: TABLES AND FIGURES

TABLES

Table 1: Department/Agency Plan Concurrence	4
Table 2: Record of Revisions	5
Table 3: EOP Distribution List	6
Table 4: City of Sonora Threats and Hazards	14
Table 5: Sonora Ethnicity Distribution ¹	15
Table 6: Sonora Population with Disabilities ²	16
Table 7: Sonora Schools	16
Table 8: Sonora Population Car Ownership ²	17
Table 9: Sonora Population Commute Method ²	17
Table 12: Incident Command System Titles	63
Table 13: Federal Emergency Support Functions	71
Table 14: California Emergency Support Functions	74

FIGURES

Figure 1: Exercise Staircase	10
Figure 7: SEMS Functions	53
Figure 8: Comparison of Field and EOC SEMS Functions	54
Figure 10: Basic ICS Organization for the City of Sonora	64
Figure 11: Expanded ICS Organization for the City of Sonora	64
Figure 12: Preparedness Cycle	68
Figure 13: Mutual Aid System Concept: General Flow of Requests and Resources	82
Figure 14: Discipline Specific Mutual Aid Coordinators Flow Chart	83
Figure 15: State Cal OES Administrative Regions Map	84
Figure 16: State Mutual Aid Regions Map	85
Figure 18: Response Phase Sequence of Events	104