

AGENDA
BOARD OF SUPERVISORS
SONOMA COUNTY
575 ADMINISTRATION DRIVE, ROOM 102A
SANTA ROSA, CA 95403

TUESDAY

JANUARY 15, 2019

8:30 A.M.

(The regular afternoon session commences at 1:30 p.m.)

Susan Gorin	First District	Sheryl Bratton	County Administrator
David Rabbitt	Second District	Bruce Goldstein	County Counsel
Shirlee Zane	Third District		
James Gore	Fourth District		
Lynda Hopkins	Fifth District		

This is a simultaneous meeting of the Board of Supervisors of Sonoma County, the Board of Directors of the Sonoma County Water Agency, the Board of Commissioners of the Community Development Commission, the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District, the Sonoma County Public Finance Authority, and as the governing board of all special districts having business on the agenda to be heard this date. Each of the foregoing entities is a separate and distinct legal entity.

The Board welcomes you to attend its meetings which are regularly scheduled each Tuesday at 8:30 a.m. Your interest is encouraged and appreciated.

AGENDAS AND MATERIALS: Agendas and most supporting materials are available on the Board's website at <http://sonomacounty.ca.gov/Board-of-Supervisors/>. Due to legal, copyright, privacy or policy considerations, not all materials are posted online. Materials that are not posted are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at 575 Administration Drive, Room 100A, Santa Rosa, CA.

SUPPLEMENTAL MATERIALS: Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the Board of Supervisors office at 575 Administration Drive, Room 100A, Santa Rosa, CA, during normal business hours.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Clerk of the Board at (707) 565-2241 or bos@sonoma-county.org as soon as possible to ensure arrangements for accommodation.

PUBLIC TRANSIT ACCESS TO THE COUNTY ADMINISTRATION CENTER: Sonoma County Transit: Rt. 20, 30, 44, 48, 60, 62; Santa Rosa CityBus: Rt. 14; Golden Gate Transit: Rt. 80. For transit information call (707) 576-RIDE or 1-800-345-RIDE or visit or <http://www.sctransit.com/>

APPROVAL OF THE CONSENT CALENDAR: The Consent Calendar includes routine financial and administrative actions that are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members request specific items be discussed and/or removed from the Consent Calendar. There will an opportunity for the public to comment on the consent calendar prior to it being voted upon.

PUBLIC COMMENT: Any member of the public may address the Board on a matter listed on the agenda. Commenters are requested to fill out a Speaker Card and to come forward to the podium when recognized by the Board Chair. Please state your name and limit your comments to the agenda item under discussion. Available time for comments is determined by the Board Chair based on agenda scheduling demands and total number of speakers.

LANGUAGE INTERPRETERS: Language services are available at all regular and special Board and Committee meetings if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services: Contact (707) 565-2241.

AVISO EN ESPAÑOL: Servicios de traducción están disponibles en todas las reuniones regulares y especiales, de la Mesa de Supervisores, si se solicita por lo menos 48 horas antes de la reunión. Para más información o para solicitar servicios, de traducción llame al (707) 565-2241.

BOARD CHAMBERS SECURITY SCREENING: Security screening is conducted for all individuals attending Board meetings. Individuals planning to participate in Board meetings are advised to allow extra time to complete the screening process. The full policy can be found at <http://sonomacounty.ca.gov/Board-of-Supervisors/>

**8:30 A.M. CALL TO ORDER
PLEDGE OF ALLEGIANCE**

I. APPROVAL OF THE AGENDA

(Items may be added or withdrawn from the agenda consistent with State law)

**II. 8:30 A.M. - PUBLIC COMMENT ON MATTERS NOT LISTED ON THE
AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE
BOARD AND ON BOARD MEMBER REPORTS**

(Comments are restricted to matters within the Board's jurisdiction. The Board will hear public comments at this time for up to thirty minutes. Each person is usually granted time to speak at the discretion of the Chair. Any additional public comments will be heard at the conclusion of the meeting. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda.)

**III. BOARD MEMBER REPORTS ON ASSIGNED BOARDS, COUNCILS,
COMMISSIONS OR OTHER ATTENDED MEETINGS**

IV. REGULAR CALENDAR

COUNTY ADMINISTRATOR/EMERGENCY MANAGEMENT

1. Quarterly Disaster Preparedness Workshop – Overview of Flood Hazards
2. **ADJOURNMENT**

NOTE: The next Regular meeting will be held on, January 29, 2019, at 8:30 a.m.

Upcoming Hearings (All dates are tentative until each agenda is finalized)

January 29, 2019 - PRMD - RWV17-0001 3800 Fulton Rd



Board of Supervisors Disaster Preparedness Workshop

January 15, 2019

Objectives

The overall goal of this workshop is to enhance the ability of County Supervisors and staff to respond to a major emergency or disaster. Key objectives include:

1. Provide an overview of the County's flooding hazards, preparedness and response capabilities.
2. Discuss how the County government, Sonoma Water and allied stakeholders would monitor and respond to a flood incident.
3. Introduce and outline the new Emergency Operations Center (EOC) Senior Coordinating Team membership and function.
4. Review the role of County Supervisors in a disaster incident and provide an orientation to the new Sonoma County Supervisors Guide to Emergency Operations.

Emergency Operations Guide

The new Sonoma County Board of Supervisors Guide to Emergency Operations addresses critical subjects including emergency management systems, emergency proclamations, the County's Emergency Operations Plan, the County Emergency Operations Center and the roles of County Supervisors. Subjects in the guide will form the basis for much of the discussion in the workshop.

Agenda

- 8:45 am Welcome, Introductions and Workshop Objectives
- 8:50 a.m. Flood Hazard Overview
- History of flooding in Sonoma County
 - Potentially impacted areas
 - Potential effects / losses
 - Flood mitigation activities
 - Climate Change impacts
 - Preparedness
 - Community preparedness / messaging
 - Recovery Framework initiatives
- 9:30 a.m. Flood Response
- Situational Awareness
 - Flood response plans
 - Coordination
 - Response resources / activities
 - Alert & Warning
- 10:30 a.m. BREAK
- 10:45 a.m. Role of County Supervisors
- Phases of Emergency Management
 - Emergency Management Systems
 - Emergency Operations Plan
 - Emergency Operations Center
 - Senior Coordination Team
 - Emergency Proclamations
 - Information Coordination
 - Media Communications
 - In-District Response
- Noon BREAK
- 12:30 p.m. Role of County Supervisors - continued
- 1:15 p.m. Summary Discussion and Next Steps
- 1:30 p.m. Adjourn

References

Sonoma County Hazard Mitigation Plan <https://sonomacounty.ca.gov/PRMD/Long-Range-Plans/Hazard-Mitigation/Approved-Update/>

Sonoma County Flood Protection <https://www.sonomawater.org/flood-protection/>



County Supervisors Guide to Emergency Operations

DEPARTMENT OF EMERGENCY MANAGEMENT

January 2019



TABLE OF CONTENTS

INTRODUCTION	1
I. ROLE OF THE BOARD OF SUPERVISORS	2
MEDIA RELATIONS AND COORDINATED COMMUNICATIONS	3
RESPONDING TO A DISASTER AREA	4
EMERGENCY MEETINGS OF THE BOARD OF SUPERVISORS	5
ROLE OF STANDBY SUPERVISORS.....	6
II. EMERGENCY PROCLAMATIONS.....	6
LOCAL EMERGENCY PROCLAMATION	7
STATE PROCLAMATION OF EMERGENCY	8
PRESIDENTIAL DECLARATIONS.....	9
DECLARATION OF HEALTH EMERGENCY	9
III. PHASES OF EMERGENCY MANAGEMENT.....	10
IV. EMERGENCY MANAGEMENT SYSTEMS	14
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)	16
MASTER MUTUAL AID AGREEMENT	16
V. EMERGENCY MANAGEMENT ORGANIZATION.....	17
ROLE OF COUNTY STAFF	17
EMERGENCY OPERATIONS PLAN (EOP).....	18
EMERGENCY OPERATIONS CENTER (EOC)	19
EOC SENIOR COORDINATION TEAM (EOC SCT)	22
VI. ALERT & WARNING AND COMMUNICATIONS.....	23
APPENDIX 1: SAMPLE PROCLAMATION	25
APPENDIX 2: WORKING WITH THE MEDIA	27
APPENDIX 3: ACRONYMS.....	28

INTRODUCTION

As senior elected representatives of communities that may be severely impacted by disaster, County Supervisors have a significant role in the emergency response organization of the Sonoma County Operational Area. This guide is intended to provide you with a clear understanding of the roles and responsibilities of the Board of Supervisors during disaster or emergency operations, and to assist you in the decision-making process. As an elected official, your response during a disaster is an important part of the continuity of government. Your actions influence community members, as well as employees, and directly impact our County's ability to protect lives, property, and the environment.

Your primary role during a disaster is one of policymaker, communicator, liaison, and overseer. You know the needs of the community and you have already established effective channels of communication with your constituents.

The County's Emergency Operations Plan (EOP) outlines the County's policies and procedures and ensures compliance with state and federal requirements. The EOP clearly spells out how the County, cities, special districts and various other agencies, individually and collectively, prepare for, respond to, and recover from disasters. This integrated emergency management system is based on an "all-hazards approach" designed to deal with incidents which allow the County to manage disasters no matter the size or complexity.

As with all Disaster Service Workers, your ability to support emergency response efforts will depend directly upon your preparedness at home and at work. Please take the time to familiarize yourself with this guide.

Any questions regarding the information within this guide can be directed to:

Sonoma County Department of Emergency Management
2300 County Center Drive, #B220
Santa Rosa, CA 95403
707-565-1152

I. ROLE OF THE BOARD OF SUPERVISORS

Notification

In the event of a disaster, the Board will be notified by the County Administrator, Director of Emergency Management or designee.

Roles and Responsibilities

The Board's actions during and following a disaster, influence community members as well as employees, and directly impact the County's ability to protect lives, property and the environment.

During an actual incident, the County Administrator serves as the Director of Emergency Services. The County Administrator is responsible for carrying out the emergency response policies established by the Board of Supervisors. The Emergency Operations Plan (EOP) embodies that policy direction.

When a disaster strikes, the Board of Supervisors will often serve as key conduits between the government and the public both during and after the event. The Board may hold public meetings to conduct the business relevant to response and recovery from the disaster (for example, the adoption of ordinances) and to hear from and communicate with the public. Additionally, the Board may review potential or threatened litigation and provide general direction to the Director of Emergency Services in such matters.

Specific responsibilities of the Board of Supervisors include:

- Receive regular updates and briefings from the Director of Emergency Services.
- Serve as a liaison with other County, state and/or federal government representatives.
- Review and approve the Proclamation of Local Emergency.
- Conduct public meetings to determine public needs and identify current or future County actions related to the disaster.
- Distribute information provided by the Director of Emergency Services to assist with public information outreach, keeping the constituents informed.
- Visit impacted areas, shelters, and other temporary facilities to identify community concerns, problems and challenges.
- Review requirements for special legislation and development of policy.
- Consider and approve short- and long-term recovery recommendations as developed by staff.

- Serve as the liaison with public or community organizations.
- Survey impacted areas in the County and assist jurisdictions and residents in finding solutions to problems resulting from the disaster.
- Participate in required training as required by state and federal law.

MEDIA RELATIONS AND COORDINATED COMMUNICATIONS

When a disaster strikes, communicating important information through traditional and social media is a key method for keeping the public informed of existing dangers, areas to avoid, and where to go for help. To ensure that information being released to the public is accurate and up-to-date, the emergency Public Information function may be coordinated through the management section of the Emergency Operations Center (EOC). In major incidents, a Joint Information Center (JIC) may also be established to coordinate information efforts involving multiple jurisdictions and agencies.

During a disaster, the County Public Information Officer (PIO) acts as the County's principal spokesperson, providing information and reassurance to the community through personal appearances, on media outlets, through written communications with the public, and through meetings with officials from other levels of government.

County Supervisors act as principal information conduits within their Districts. Supervisors may also act as spokespersons during incidents occurring within their Districts.

A critical step in achieving unity of effort is the process whereby Supervisors and their staff coordinate messaging with the PIO. The Director of Emergency Services and/or the County PIO will share public information at regular intervals with the Board to ensure timely communication of disaster information and to answer any questions that Supervisors may have. This information may be provided by the PIO or the EOC County Liaison Officer. The PIO will coordinate and handle incoming media requests and prepare statements. The PIO will support any Supervisor who is asked to meet with the media.

For more information about working with the media during a disaster, see the **WORKING WITH THE MEDIA** Appendix of this Guide.

RESPONDING TO A DISASTER AREA

Depending on the size and scope of the disaster, it is recommended that Supervisors do not respond to the immediate disaster area because of safety concerns for you as well as emergency responders working at the scene. However, if you do choose to respond to the scene, you are encouraged to report to the Incident Command Post and to follow these guidelines:

- Inform the Director of Emergency Services that you are going to the scene.
- Bring at least one form of identification. Not every police officer or firefighter will know you.
- Park your car in a safe place away from the incident and in an area where your vehicle does not obstruct the road. Blocked roads may slow emergency vehicles from reaching their destination.
- Check in with the Incident Commander or Liaison Officer as soon as you arrive at the scene. This person is responsible for directing all activities at the incident scene. The Incident Commander should be located at the Command Post.
- The Incident Commander may have designated an on-scene PIO. A liaison from the Department of Emergency Management may also be present.
- The fire department, law enforcement, or other emergency response agencies may establish a “Hot Zone” into which only persons with the proper protective clothing and training are allowed to enter for health and safety reasons. Be prepared to follow their guidance and understand that if you are denied access, it is for your safety.
- Watch for hazards and pay attention to your surroundings. Many responders are struck by cars every year because they are operating in the roadways where drivers are easily distracted by the disaster or incident.
- Watch where you step. The scene may contain hazardous materials that can wind up on your shoes, which in turn can contaminate your car, home or business. Do not walk into or touch spilled material. Avoid inhaling fumes, smoke, and vapors. Avoid flood water; it may be contaminated.

EMERGENCY MEETINGS OF THE BOARD OF SUPERVISORS

The Brown Act cannot be suspended by a local proclamation of emergency or by any other legislation. In emergency situations, the County staff and officials must still comply with the Brown Act. However, the Brown Act does provide some flexibility with the noticing and agenda requirements in “emergency situations.”¹

- **Emergency** – Defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

In cases of “emergency,” the local legislative body (the Board of Supervisors) may hold an emergency meeting without complying with the 24-hour notice requirement and/or posting requirement ordinarily necessary prior to the Council holding a special meeting. However, telephonic notification must be given to the media at least one hour before the emergency meeting is held.

- **Dire Emergency** – Defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

In cases of “dire emergency”, the one-hour notice of the meeting provided to the media can occur at the same time the presiding officer or designee is notifying the members of the legislative body about the dire emergency meeting. In situations where telephone services are not functioning, the notice requirements mentioned above shall be deemed waived, and the legislative body, or designee of the legislative body, shall notify the media of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

- **Post Meeting Obligations** – Where the Board has conducted an emergency meeting or a dire emergency meeting pursuant to the Government Code provisions, the County must post minutes of the meeting, a list of the persons notified or attempted to be notified prior to the meeting, the actions taken by the Board and roll call vote. This information must be posted in a public place, as soon after the meeting as possible and shall remain in place for ten (10) days.

¹ California Government Code section 54956.5.

ROLE OF STANDBY SUPERVISORS

County ordinances and procedures provide for continuity of government in the event of an emergency. Supervisors are responsible for designating up to three standby officers who may be appointed if they are unavailable. If needed, standby Board members will take an oath of office and assume all the other duties and responsibilities of the regular Board member, including the duty to attend Board meetings, vote on matters brought before the Board, comply with Fair Political Practices Act with respect to avoidance of conflicts of interest in making decisions, comply with the Brown Act, and adhere to all other Board requirements.

Standby Board members are encouraged to participate in disaster preparedness training as required by state and federal law and be familiar with the County's EOP and emergency management organization.

II. EMERGENCY PROCLAMATIONS

When there is a condition of extrem peril to the safety of persons and property, and the the situation is beyond the regular capability of a jurisdiction to respond effectively, an emergency may be proclaimed. This action provides the legal, fiscal and operational authorities needed to conduct extraordinary operations.

LOCAL EMERGENCY PROCLAMATION

A Local Emergency may be proclaimed by the Board, or, when there is an immediate need, by the Director of Emergency Services. If the Director proclaims a Local Emergency, the Board of Supervisors must ratify it within seven days. The Board of Supervisors must review the need for the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. This is a crucial step in receiving both regional assistance and financial support. The Board also advises and provides general direction to the Director of Emergency Services and serves as a liaison with the community and other jurisdictions.

Note: The General Manager of the Sonoma County Water Agency (Sonoma Water) may also proclaim a local emergency on behalf of Sonoma Water and/or Sanitation Districts. The Board must also ratify such a proclamation within seven days and review every 30 days.

Local Emergency Defined: A local emergency exists whenever the County or an area therein is suffering or is in imminent danger of suffering an incident that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such an incident may include but not be limited to the following: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, terrorist attack and war.

A Proclamation of a Local Emergency provides the County with the authority to:

- Activate pre-established local emergency procedures such as those for extraordinary purchasing and contracting.
- Provide limited immunity for emergency actions of public employees and governing bodies.
- Authorize the issuance of orders and regulations to protect life and property (e.g., curfews).
- Require the emergency services of a local official or employee.
- Requisition necessary personnel and materials from any local agency or department.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Impose isolation or quarantine orders or otherwise restrict public activities, as well as control or destroy objects that pose imminent threat to the public health.
- If necessary, request a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster.

WHEN TO ISSUE A LOCAL EMERGENCY PROCLAMATION

In the event an emergency or disaster exceeds the response capability of County resources or extreme conditions threaten the life and property of the community, it is the County's duty to issue an emergency proclamation. Keep in mind the following:

- The local emergency proclamation is the first step toward a state and federal declaration, which would then activate eligible state and federal disaster relief programs to provide financial relief to both local government and the public.

- A local declaration communicates to the public that officials intend to pursue every avenue available to assist the those impacted by the disaster.
- In order to acquire state and federal assistance, it is not necessary for the County to declare an emergency if the Governor has already done so.
- Cities/towns within a county are bound by county rules and regulations adopted by the county during a proclaimed local emergency when the emergency is in both the incorporated and unincorporated territory. (Ref. 62 California Attorney General Opinions, 701, dated 1979)

For more information, see the **SAMPLE PROCLAMATION** Appendix of this Guide.

STATE PROCLAMATION OF EMERGENCY

A State of Emergency may be proclaimed by the Governor when conditions of disaster or extreme peril exist which threaten the safety of person and property within the State. The Governor may also proclaim a State of Emergency when requested to do so by local authorities or when the local authority is inadequate to cope with the emergency. When the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county for outside assistance.
- The Governor shall, to the extent he/she deems necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules or regulation of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.
- The Governor may promulgate, issue and enforce orders and regulations deemed necessary.
- A State Proclamation may include application of provisions of the California Disaster Assistance Act (CDAA) which can provide financial assistance for items such as repairing or replacing public property or facilities, and local agency overtime costs and costs of supplies used in the response.
- A State Proclamation is needed to request a Presidential Declaration and access to federal disaster relief programs.

PRESIDENTIAL DECLARATIONS

The Governor of an impacted state may request a Presidential Declaration of Emergency or Disaster when the disaster is of such severity and magnitude that effective response is beyond the ability of the state and affected local jurisdictions.

Federal Declaration of Emergency: In some cases, the President may make a Declaration of Emergency instead of a Disaster. An Emergency Declaration provides the support of any or all of the 29 federal agencies contained in the National Response Plan. It also authorizes reimbursement of emergency work, such as debris removal and emergency protective measures.

Federal Declaration of Major Disaster: A Presidential Declaration of Disaster is made when the President determines that the situation warrants major federal disaster assistance. In addition to the assistance provided in an Emergency Declaration, a Disaster Declaration may make a broad range of assistance available to individual victims. See the Recovery – Types of Federal Assistance section below.

DECLARATION OF HEALTH EMERGENCY

The County Public Health Officer (PHO) may declare a local health emergency whenever there is a release, spill, escape, or entry of hazardous waste or medical waste that is determined to be an immediate threat to the public health, or an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent.²

This declaration must be ratified by the County Board of Supervisors if it is to remain in effect after seven days and must be reviewed at least every 30 days until the emergency is terminated. After a health emergency has been declared, the PHO will have supervision and control over all environmental health and sanitation programs and personnel employed by the County.

In the event of communicable disease, the PHO may then require isolation or quarantine of any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health. The PHO may also take any measures as may be necessary to prevent the spread of the disease or occurrence.

² California Health and Safety Code § 101080 and Government Code § 8558

III. PHASES OF EMERGENCY MANAGEMENT

The phases of emergency management—mitigation, preparedness, response, and recovery—represent the various stages of a disaster cycle. The phases are dynamic and interconnected.



Mitigation

Mitigation refers to any activity that prevents an emergency, reduces the chance of an emergency happening, or reduces the effects of unavoidable circumstances that turn into emergencies. Mitigation refers to any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation, also known as prevention (when done before a disaster), encourages long-term reduction of hazard vulnerability. The goal of mitigation is to decrease the need for response as opposed to simply increasing the response capability. Mitigation can protect critical community facilities, reduce exposure to liability, and minimize community disruption.

Examples of mitigation in Sonoma County include flood prevention efforts such as maintaining reservoirs and waterways, installation of flood control pumps, and strict adherence to building codes.

Preparedness

Preparedness refers to plans or preparations made to save lives and to assist response and rescue operations. Preparedness involves activities that are done before a disaster; such as training, planning, community education, and exercises. Examples of preparedness in Sonoma County include plans developed for care and shelter, debris removal, emergency public information and earthquake response. Ongoing disaster preparedness training efforts include training for County staff and volunteers as well as community disaster preparedness information for residents and visitors.

During a major emergency or disaster, the County's emergency response efforts may be significantly delayed by 72 hours or longer, and therefore it is crucial for the public to be educated about disaster preparedness and survival techniques. As a community

leader, Supervisors can encourage others to have plans and emergency supplies for both home and workplace. Encourage residents to get involved in their community and to promote a neighborhood approach to emergency preparedness. Additionally, you have the opportunity to set a good example by developing a family disaster plan and creating an emergency supplies kit for your home and your workplace.

Response

Response involves actions taken to save lives and prevent property damage in an emergency situation. Response is putting your preparedness plans into action. This is the most visible and dramatic phase of activity and could include efforts by public safety first responders, alert & warning messaging, evacuations, major media coverage, activation of emergency operations centers, and establishment of public shelters.

Sonoma County's Order Response Priorities:

1. Protect life, property and the environment.
2. Mitigate the threat (includes reducing property damage and protection and restoration of critical infrastructure).
3. Initiate recovery actions.

Recovery

Recovery is often the most challenging phase of the disaster and includes those actions taken to return the community to its normal state, or an even more resilient condition following an emergency.

Short-term recovery consists of immediate efforts to stabilize and provide immediate restoration of critical community functions in the first weeks and months. This may include restoring utilities, clearing some debris, repairing some damages, provide additional community services, addressing public health issues, and supporting transitional housing.

Long-term recovery may continue for months and years and address functions such as supporting development of permanent housing, repair/replacement of infrastructure, removing debris, and obtaining financial assistance to help pay for these activities.

Government agencies at all levels are key partners in the recovery process, offering resources and programs that will help the County, its residents, community groups and business owners pick up the pieces and restore and even strengthen the community.

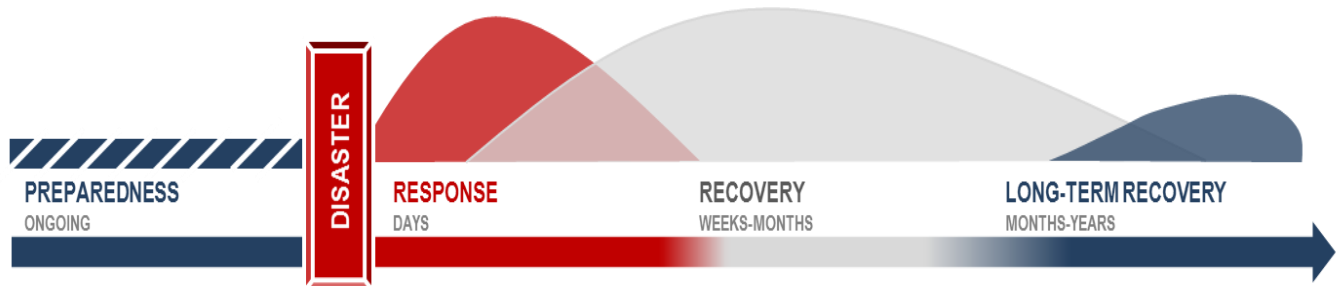
During the recovery phase, the County may be able to provide:

- *Drinking water*
- *Emergency shelter*
- *Emergency medical transport/treatment*
- *Help in seeking disaster assistance*

But normally does not provide:

- *Batteries*
- *Flashlights*
- *Ice*
- *Generators*
- *Food (except in shelters and mass feeding sites)*
- *Transportation*

Short- and long-term recovery efforts often overlap with each other and potentially with ongoing efforts from previous disasters.



Types of Federal Disaster Assistance

None of the Federal Emergency Management Agency's (FEMA) programs are designed to fully replace individual losses. Rather, they are intended only to bring living conditions back to a "safe and habitable" condition. The majority of federal disaster assistance is conveyed in the form of U.S. Small Business Administration (SBA) Loans, not grants. Public and private entities will complete significant paperwork, undergo numerous inspections, and devote hundreds of staff-hours toward reimbursement for disaster-related losses. Despite these complexities, federal disaster relief is all that many individuals have to rely on to rebuild their lives.

Not all federal disaster relief programs are activated for every disaster. Presidential decisions about relief programs are based on the preliminary damage assessment and any subsequent information that may be discovered. Some disaster declarations will provide only Individual Assistance (private) or only Public Assistance (government). Hazard mitigation opportunities are available in most situations. The County's efforts in the damage assessment process will help ensure that residents obtain as many benefits as possible under the law.

Federal disaster assistance available under a major disaster declaration falls into three general categories: Individual Assistance, Public Assistance, and Hazard Mitigation Assistance.

- **Individual Assistance** – This assistance is directed towards residents, business owners, individuals, and families. In every case, the disaster victim must register for assistance to establish eligibility. FEMA (or the providing agency) will verify eligibility and determine a need before assistance is offered. Individual Assistance³ includes:

³ Congressional Research Service. FEMA Individual Programs in Brief, 2018.

<https://fas.org/sgp/crs/homesec/R45085.pdf>

- Temporary Housing Assistance
 - Home Repair Assistance
 - Mortgage and Rental Assistance
 - SBA Disaster Loans
 - Individual and Family Grants for necessary expenses and serious needs of disaster victims that cannot be met through insurance or other aid.
- **Public Assistance** – FEMA Public Assistance funds the repair, restoration, reconstruction, or replacement of a public facility or portion of the infrastructure that is damaged or destroyed by a disaster. Projects fall into the following categories: debris removal, emergency protective measures, road systems and bridges, water control facilities, public buildings and contents, public utilities, and parks and recreation.

Intent to apply for assistance must be filed with the State within 30 days after the area is designated eligible for assistance. FEMA reviews and approves the project applications and obligates the federal share of the costs (75%) to the State. The State then disburses funds to local applicants. The State will cover 75% of the project costs that FEMA does not cover and may elect to cover the full share not covered by FEMA.

- **Hazard Mitigation Assistance** – This funding is for measures designed to reduce future losses to public and private property. Eligible mitigation projects include acquisition or relocation of properties located in high hazard areas; elevation of flood-prone structures; seismic and wind retrofitting of existing structures; and protecting existing structures against wildfire. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

Many additional federal recovery assistance programs may be made available including the Federal Highway Administration Emergency Relief Program and the Housing and Urban Development Community Development Block Grants – Disaster Recovery Program.

IV. EMERGENCY MANAGEMENT SYSTEMS

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

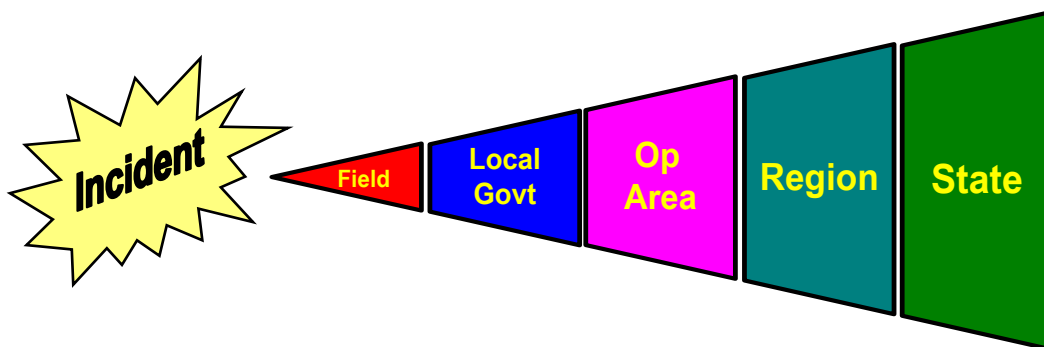
The County of Sonoma adopted the Standardized Emergency Management System (SEMS) in 1995 for managing the response to multi-agency and multi-jurisdiction emergencies. Local governments in California are required to use SEMS in order to remain eligible for state funding of response-related personnel costs.

SEMS Management Tools

- Incident Command System – A field-level public safety emergency response system based on management by objectives.
- Multi-agency/Interagency Coordination – Affected agencies work together to coordinate allocations of resources and emergency response activities.
- Mutual Aid – A system for obtaining additional emergency resources from non-affected jurisdictions.
- Operational Area Concept – The County and its subdivisions coordinate damage information, resource requests and emergency response.

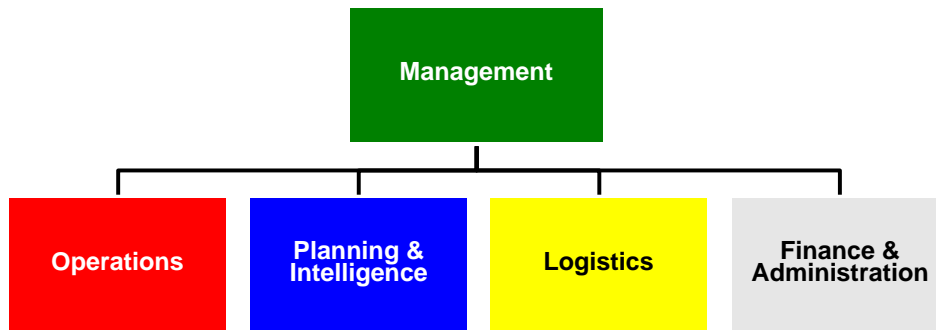
SEMS Organizational Levels

SEMS consists of five levels of governmental response coordination: field response, local government (Sonoma County), Operational Area (countywide), Region, and State. The various levels are activated starting at the field level and move up as the size of an incident increases and additional resources are needed. The County is the lead agency for the Sonoma County Operational Area and is located in the Coastal Region of the Governor's Office of Emergency Services (OES).



- Field – On-scene responders carry out tactical decisions and activities in direct response to an incident or threat.
- Local – The County and allied agencies manage and coordinate emergency response within the unincorporated sections of the County.
- Operational Area – The County of Sonoma coordinates resources among local governments, and multi-agency response and recovery efforts countywide.
- Regional – The Coastal Region of the California Office of Emergency Services coordinates information and resources among operational areas, and coordinates overall state agency support for emergency response activities within the region.
- State Level – The state manages state resources and coordinates mutual aid. The state also serves as the coordination and communication link between the state and the federal disaster response system including FEMA.

SEMS Functions



SEMS utilizes the five organization functions established in the Incident Command System. Emergency response organizations - including the County's EOC - are organized using these functional areas.

- Management – Provides overall direction, establishes priorities, and coordinates public information.
- Operations – Conducts response activities, provides services, and implements priorities established by management.
- Planning/Intelligence – Gathers and evaluates information; develops an understanding of current conditions, and develops the planning tools needed to guide response efforts.
- Logistics – Obtains the resources to support operations, including equipment, supplies and materials, facilities, services, and personnel.
- Finance & Administration – Tracks all costs related to the operations, including personnel and equipment cost accounting and documentation.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The County of Sonoma adopted the National Incident Management System (NIMS) to ensure a nationwide, standardized approach to incident management and response. Developed by DHS, NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations.

Command and Management

The NIMS standard incident command structures are based on the following key organizational systems:

- The Incident Command System (ICS)
- Multi-Agency Coordination Systems (MACS)
- Public Information Systems

Other key NIMS components include:

Preparedness – Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards; and equipment acquisition/certification.

Resource Management – NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

Communications and Information Management – 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.

Supporting Technologies – Technology systems provide supporting capabilities essential to implementing and refining NIMS. These include voice and data communications systems and information management systems.

DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT

The statewide mutual aid system is codified in the California Disaster and Civil Defense Master Mutual Aid Agreement. All counties, incorporated cities, and the State of California have adopted the Agreement, which was developed in 1950. This Master Mutual Aid Agreement creates a formal structure wherein each local jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the State. This is used regularly by law enforcement and fire services but also supports public works and emergency management.

V. EMERGENCY MANAGEMENT ORGANIZATION

DIRECTOR OF EMERGENCY SERVICES

The County Administrator serves as the County Director of Emergency Services and is responsible for implementing the County's EOP through the efforts of County departments and allied stakeholders.

The Director of Emergency Services is empowered to:

- Proclaim the existence of a local emergency if the immediate needs of the disaster require a local emergency proclamation sooner than the next feasible Board of Supervisors meeting. The Director is also empowered to request the Governor to proclaim a "state of emergency" when locally available resources are inadequate;
- Immediately notify the Board of Supervisors of the issuance of a proclamation of local emergency (if the Board is not immediately available to issue the proclamation itself);
- Direct and control the effort of the emergency organization of the County;
- Direct cooperation between and coordination of services and staff of the emergency organization of the County; and resolve questions of authority and responsibility that may arise between them;
- Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board of Supervisors;
- Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the County for the fair value thereof and, if required immediately, to commandeer the same for public use;
- Require emergency services of any County officer or employee, and in the event of the proclamation of a State of Emergency in the County or the existence of a State of War Emergency, to command the aid of as many citizens of this community as deemed necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered Disaster Service Workers (DSW);
- Requisition necessary personnel or material of any County department or agency.

ROLE OF COUNTY STAFF

Under the California Emergency Services Act, all public employees (including County government) are designated as Disaster Service Workers (DSWs)⁴.

If the County declares a Local Emergency during normal work hours, employees will be expected to remain at work to respond to the emergency needs of the County. County leadership may make adjustments to ensure that employees can safeguard their families. If a Local Emergency is declared outside of normal work hours, employees may be called back to work, either in Sonoma County or in their home communities.

The County's EOP outlines the defined organizational structure and chain of command for emergency operations procedures, and the functional responsibilities of the County's departments during such an emergency. In one way or another, every employee of Sonoma County is a participant in the County's emergency response organization.

County employees with pre-designated response roles (ex. EOC staff) are trained on the basic emergency management systems as well as the specific knowledge, skills, and abilities needed to conduct their assigned tasks. County leadership must ensure that employees are available to participate in pre-disaster training and exercise activities.

EMERGENCY OPERATIONS PLAN (EOP)

The Sonoma County EOP addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the County.

The Emergency Operations Plan:

- Establishes the emergency management organization required to respond to and mitigate any significant emergency or disaster affecting the County.
- Identifies the policies, responsibilities, and procedures required to protect the health and safety of County residents, public and private property and the environment.
- Establishes the operational concepts and procedures associated with field response to emergencies, the County's EOC activities, and the recovery process.

⁴ California Government Code § 3100 and 8550

- Establishes the framework for implementation of SEMS and NIMS in the County of Sonoma. The EOP is intended to facilitate multi-agency and multi-jurisdictional coordination in emergency operations, particularly between the County and other local governments, including cities, special districts, community-based organizations, and state agencies.
- Serves as an operations guide and planning reference. County departments and local agencies with roles and responsibilities identified in the EOP are encouraged to develop their own emergency plans, detailed standing operating procedures (SOPs), and emergency response checklists.

EMERGENCY OPERATIONS CENTER (EOC)

While day-to-day operations are conducted from departments that are dispersed throughout the County, the EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, County departments, and representatives from organizations that are assigned emergency management responsibilities. The level of EOC staffing varies depending on the specific situation.

The EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Sonoma County EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies, procedures, and action plans.
- Collecting intelligence from, and disseminating information to, the various EOC representatives and the Board of Supervisors, and, as appropriate, to cities, special districts, non-profit and community-based organizations, state agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating the operational and logistical support of departmental resources committed to the emergency.

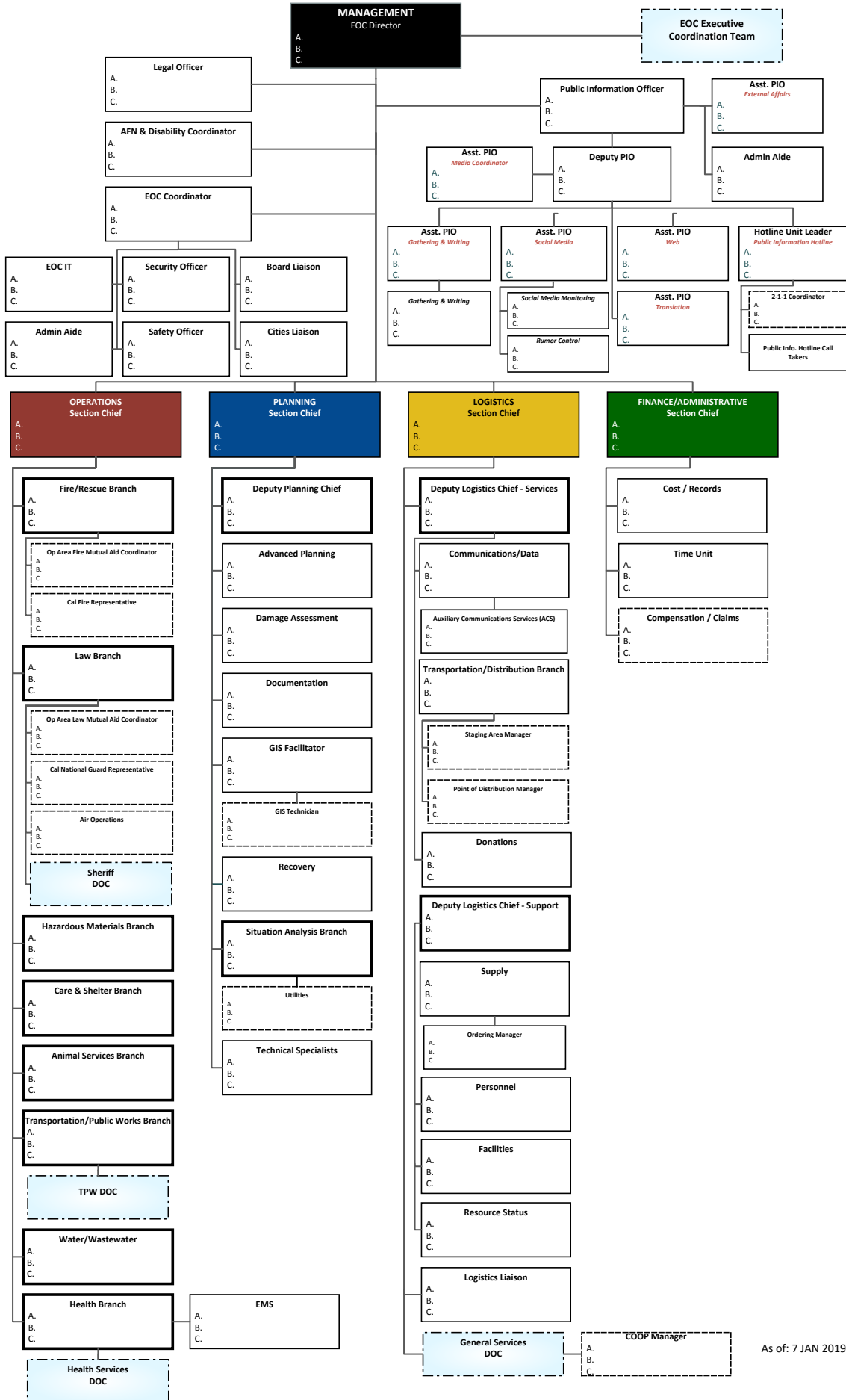
- Maintaining contact and coordination with support departments, other non-governmental agencies and the County/Operational Area EOC.
- Providing emergency warnings, alerts, information, and instructions to the public, making official releases to the news media.

Development and maintenance of the EOC and alternate EOC facilities is the responsibility of the County's Department of Emergency Management. This responsibility includes all facility functions, support systems, and operational readiness issues. The EOC Director has the primary responsibility for ensuring that the Board of Supervisors is kept apprised of the situation.

The EOC can be activated by the following staff:

- Director of Emergency Services (County Administrator)
- Assistant or Deputy County Administrator
- Sheriff
- Director of the Department of Emergency Management

In major incidents, the EOC may staff a Board Liaison Officer position who will work with Supervisors and their staff to facilitate the exchange of situational awareness information, receive Supervisor input, review potential resources and address community interests. In other smaller incidents, the PIO will perform the Board liaison function. The organizational chart below represents a full activation of the EOC. For smaller events, only certain positions within the EOC will be staffed.

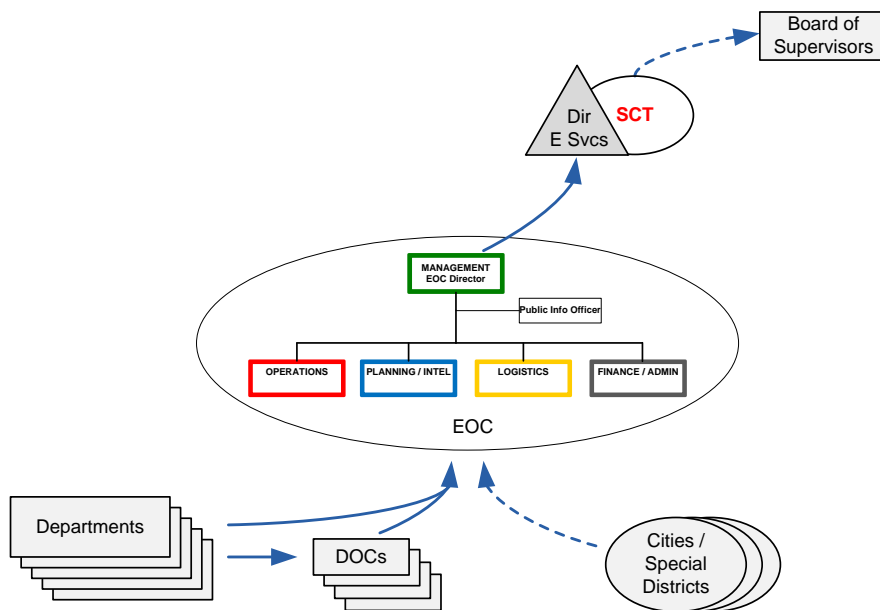


EOC SENIOR COORDINATION TEAM (EOC SCT)

Depending on the severity, complexity and/or duration of the emergency incident, the County Administrator as the Director of Emergency Services may assemble a team of senior elected and appointed officials to consult and advise on external communications, resource allocation for internal county continuity of operational service needs and government relations issues. Operational decisions regarding disaster response will continue to be directly addressed by the Director of Emergency Services, and County/EOC staff. Examples of matters that may come to the EOC SCT include de-conflicting relationships with state/federal agencies, and addressing significant process or financial issues with state/federal elected officials

EOC SCT core members include the Director of Emergency Services, the Chair of the Board of Supervisors and the Vice Chair of the Board of Supervisors. Depending upon the nature of the incident or the matters that may need to be addressed, additional members may be designated by the Director of Emergency Services – these could include selected County department heads or staff and elected or appointed officials from other impacted jurisdictions.

The Director of Emergency Services will establish the scope and schedule for EOC SCT meetings, briefings, and communications. The EOC SCT may meet in person or virtually. The EOC SCT may be supported by a Public Information Officer and/or dedicated administrative support.



VI. ALERT & WARNING AND COMMUNICATIONS

SoCo Alert

SoCoAlert is the primary emergency warning systems used in Sonoma County. The system may be used to warn individuals of life-safety threats including wildfires, flooding, crime incidents, hazardous material incidents, and infectious disease. SoCoAlert will send voice messages to phone numbers included those in the emergency 911 database, 411 telephone directory database, and those phone numbers provided by County residents as part of their registration in the program. The system will also send emails and text messages to registered addresses and phone numbers. SoCoAlert is primarily an opt-in system, which means individuals have to sign up for the system in order to receive warning messages. Individuals can sign up at www.SoCoAlert.org.



Wireless Emergency Alert System (WEA)

Best known for their use in AMBER Alerts, the federal Wireless Emergency Alert (WEA) system can send a brief text message to all operating cellphones in a specified area. WEA is available to cities as well the County. WEA is an opt-out system - at the time of purchase, all cellular phones have WEA messaging activated, but owners can choose to disable it for local alerts. A significant advantage of the system is that WEA alerts will generally reach individuals who both live in as well as those visiting Sonoma County and who have probably not registered for SoCoAlert.



Emergency Alert System (EAS)

The Emergency Alert System (EAS) is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service (SDARS) providers, and direct broadcast satellite (DBS) providers to provide the communications capability. EAS enables County agencies to interrupt broadcasts with a message up to two minutes in length. The EAS is neither an opt-in nor an opt-out system – the message is automatically delivered if the device is in use.



Nixle

Nixle is a branded, private-sector communications platform used primarily by local law enforcement agencies (including the Sheriff) to communicate directly with residents regarding notable local law enforcement and public safety activities. Each agency (including some fire agencies) contracts with the provider to deliver text messages and emails to individuals who have subscribed for that agency's information. Individuals can subscribe to receive information from more than one agency. Individuals can also choose the type of information they would like to see – from non-urgent awareness information up to life safety threats. Nixle may also be used to augment emergency warnings but is not considered a primary, life-safety standard, alert and warning system.



Government Emergency Telecommunications System (GETS)

Selected County staff with emergency response assignments and County Supervisors are registered with the federal Government Emergency Telecommunications System (GETS). GETS provides emergency access and priority processing in the local and long-distance telephone system. It is intended to be used in an emergency or crisis situation when telephones are congested. Registered staff have been provided with a GETS calling card and passcode which provides access.



APPENDIX 1: SAMPLE PROCLAMATION



County of Sonoma
State of California

THE WITHIN INSTRUMENT IS A
CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE

ATTEST: **OCT 10 2017**
SHERYL BRATTON, Clerk/Secretary
BY: *[Signature]*
DEPUTY CLERK/SECRETARY

Resolution No. 17-0389

575 Administration Drive
Santa Rosa, California

Date: 10/10/2017

RESOLUTION OF BOARD OF SUPERVISORS OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, RATIFYING COUNTY ADMINISTRATOR'S PROCLAMATIONS OF THE EXISTENCE OF A LOCAL EMERGENCY AND REQUEST THAT THE GOVERNOR REQUEST A PRESIDENTIAL DISASTER PROCLAMATION DUE TO EXISTENCE OF MULTIPLE FIRES

WHEREAS, California Government Code section 8630 and Section 10.5, Chapter 10 of the Sonoma County Code, empowers the County Administrator to proclaim the existence of a local emergency when the county is affected or likely to be affected by a public calamity is subject to ratification by the Board of Supervisors at the earliest practicable time; and

WHEREAS, conditions of extreme peril to the safety of persons and property arose within the County caused by threat of the existence of multiple fires, referred to as the Sonoma Complex Fire, commencing on or about midnight on the 9th day of October, 2017, at which time the Board of Supervisors of the County of Sonoma was not in session; and

WHEREAS, the County Administrator of the County of Sonoma did proclaim the existence of a local emergency within the Sonoma County Operational Area on the 9th day of October, 2017 and then made another proclamation with a request that the Governor of the State of California make available California Disaster Act Assistance and seek all available forms of disaster assistance and relief programs, including a request for a Presidential Declaration of a Major Disaster; and

WHEREAS, the scope of disaster caused by the fast-moving and widespread scope of the destruction of the fire, including loss of many homes and evacuation of thousands of people, has caused the Governor of the State of California to proclaim a State of Emergency and declare eligibility for Fire Management Assistance Grant and other relief programs;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that during the existence of the Local Emergency, the powers, functions, and duties of the County Administrator and the Emergency Organization of this County shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Sonoma in order to mitigate the effects of the Local Emergency, and the County Administrator is the person designated to receive, process and coordinate aid; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Proclamations of Existence of a Local Emergency, as issued by the County Administrator, are hereby ratified by the Board of Supervisors of the County of Sonoma, and

IT IS FURTHER PROCLAIMED AND ORDERED that this proclamation of local emergency shall be reviewed by the Board of Supervisors for the need to continue this local emergency at least once every thirty days until it is proclaimed terminated by the Board of Supervisors; and

IT IS FURTHER PROCLAIMED AND ORDERED that until July 10, 2018, permit fees for repair and reconstruction for already permitted fire damaged residential, commercial, and agricultural structures only, from the Sonoma Complex Fires, shall be waived by the County of Sonoma, unless the Board of Supervisors determines to extend the waiver period; and the County of Sonoma shall review and consider waiver of other regulations that may hinder response and recovery efforts; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded to the State Director of Emergency Services, the Governor and all State and Federal legislators representing the County of Sonoma.

PASSED AND ADOPTED by the Board this 10 day of October, 2017.

SUPERVISORS:

Gorlin: Aye Rabbitt: Aye Gore: Aye Hopkins: Aye Zane: Aye

Ayes: 5 Noes: 0 Absent: 0 Abstain: 0

SO ORDERED

Resolution No. 17-0389

APPENDIX 2: WORKING WITH THE MEDIA

Public Information

In the event of a significant incident, Board of Supervisors members will be contacted and briefed by the Director of Emergency Services or PIO. In addition, media briefings may be scheduled for Board members to attend. The PIOs or the EOC Director will confer with Board members to brief them on the situation and what response and recovery actions are underway.

Board members will be provided copies of all news releases and information.

The County's PIO is supported by EOC staff during an event. The PIO is trained, skilled and experienced in dealing with the media, and has established working relationships with all media.

Cultivating a good relationship with the media prior to a disaster may provide better support from the media during the hectic hours of responding to an emergency. The media can convey important information to the public about issues such as evacuations and disaster assistance information. While the PIO will work closely with the media, County Supervisors will often be sought out by the news media for comments or information specific to the disaster.

Tips for responding to questions from the media during a disaster:

- Answer all questions directly and to the point.
- If you don't know the answer to a question, say so. Don't risk a guess. Erroneous information can cause the public to take incorrect actions and potentially put them in danger. Ask the reporter to leave his or her name and telephone number so that you can provide an answer.

Give facts as you know them and cite your own sources. If you know you are going to be interviewed, please contact the PIO or Director of Emergency Services for information to work with.

Coordinating at a scene with the Incident Commander

- Coordinate any requests to tour the scene with the Incident Commander before making any promises to the media.
- Let the County PIO know if you talk to the media.

APPENDIX 3: ACRONYMS

CDA	California Disaster Assistance Act
DBS	Direct Broadcast Satellite
DHS	Department of Homeland Security
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
GETS	Government Emergency Telecommunications System
ICS	Incident Command System
NIMS	National Incident Management System
OES	Office of Emergency Services (State)
PHO	Public Health Officer
PIO	Public Information Officer
SEMS	Standardized Emergency Management System
SoCoAlert	Sonoma County Emergency Alert System
SOP	Standard Operating Procedures
WEA	Wireless Emergency Alert