



A G E N D A

Meeting of the Scotts Valley City Council

Date: November 18, 2015

Time: 6:00 p.m.

CITY OF SCOTTS VALLEY 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5602	MEETING LOCATION City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066	POSTING: The agenda was posted 11-13-15 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org .
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Elected Officials Dene Bustichi, Mayor Donna Lind, Vice Mayor Stephany E. Aguilar, Council Member Randy Johnson, Council Member Jim Reed, Council Member	City Staff Members Steve Ando, City Manager Kirsten Powell, City Attorney Corrie Kates, Community Dev Dir/Deputy City Mgr Scott Hamby, Public Works Director John Weiss, Chief of Police Tracy Ferrara, City Clerk
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Notice regarding City Council Meetings:

The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 pm in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066.

Agenda and Agenda Packet Materials:

The City Council agenda and the complete agenda packet are available for review by 5:00 pm the Friday before the Wednesday meeting on the Internet at the City's website: www.scottsvalley.org and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvalley.org.

Televised Meetings:

City Council meetings are cablecast "Live" on Community Television of Santa Cruz County on Comcast Channel 25.

CALL TO ORDER 6:00 p.m.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

COMMITTEE REPORTS

(Council members are appointed to committees which are either City committees or committees dealing with other jurisdictions. This portion of the agenda allows the committee member to present oral or written reports to the Council regarding their committee assignments. It also allows the Council to make comments and give the committee member direction, as required.)

Interjurisdictional Committees:

✓	Criminal Justice Council	(Lind/Johnson)
✓	Transportation Commission	(Johnson/Lind)
✓	Metro Transit District Board	(Bustichi)
✓	County Integrated Waste Mgmt Local Task Force	(Lind/Hamby)
✓	City/School District Joint Committee	(Reed/Johnson)
✓	AMBAG	(Aguilar/Lind)
✓	LAFCO	(Lind)
✓	City Selection Committee	(Mayor)
✓	League of California Cities Delegate Program	(Aguilar)
✓	Hazardous Materials Advisory Commission	(Ron Whittle)
✓	Cultural Council	(Lind)
✓	Seniors Advisory Council	(Lind)
✓	Santa Margarita Ground Water Basin Advisory Committee	(Lind /Aguilar)
✓	Library Financing Authority/Joint Powers Boards	(Reed/Johnson)

Standing Local Committees:

✓	Traffic Safety Committee	(Lind/Aguilar)
✓	Economic Development	(Johnson/Bustichi)
✓	Affordable Housing	(Aguilar/Bustichi)
✓	Water Subcommittee	(Bustichi/Lind)
✓	Budget Subcommittee	(Mayor/Vice Mayor)
✓	Sign Subcommittee	(Aguilar/Lind)
✓	Green Building Permit Process Subcommittee	(Lind/Reed)
✓	ADA Accessibility Subcommittee	(Aguilar)

Project Specific Committees:

✓	Skypark Subcommittee	(Johnson/Bustichi)
✓	Gateway South Commercial	(Reed/Johnson)
✓	Library Construction Subcommittee	(Bustichi/Reed)
✓	Glenwood Trails Subcommittee	(Aguilar/Reed)

CITY MANAGER REPORT

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Council on any items within the purview of the Council, which are **NOT** part of the Agenda. No action on the item may be taken, but the Council may request the matter be placed on a future agenda.)

ALTERATIONS TO CONSENT AGENDA

(Council can remove or add items to the Consent Agenda.)

CONSENT AGENDA

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.)

- A. Approve City Council meeting minutes of 11-4-15
- B. Approve check register – 11-6-15, 10-30-15
- C. Approve the following amendments to agreement for professional services for the Hacienda Drive Storm Drainage Project:
 - (1) First amendment to contract for professional services between the City of Scotts Valley and Mesiti-Miller Engineering
 - (2) Second amendment to contract for professional services between the City of Scotts Valley and Mesiti-Miller Engineering
- D. Approve renewal of American Red Cross Shelter Agreements for the Scotts Valley Senior Center and the Scotts Valley Community Center

ALTERATIONS TO REGULAR AGENDA

(Council can remove or add items to the Regular Agenda.)

REGULAR AGENDA

(Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.)

- 1. Presentation of updated Emergency Preparedness Plan for the City of Scotts Valley (Police/Walpole)
- 2. Consider approval of project scope change for the Mt. Hermon Road/Scotts Valley Drive/Whispering Pines Drive intersection operations improvement (PublicWorks/Hamby)
- 3. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

CONVENE TO CLOSED SESSION

CLOSED SESSION

SUBJECT:

- (1) Conference with legal counsel regarding real property negotiations.
 - Legal Authority: Govt Code section 54956.8
 - Location/APN's: The City of Scotts Valley ocean outfall pipeline starting at the City's wastewater facility, APN 021-061-25 and through Hocus Pocus Park, APN 021-061-45 which runs along Whispering Pines Drive, to Estrella Drive, to Lockewood Lane to Graham Hill Road with turnouts located off of Sims Road and Deer Path Road onto APN 060-011-02, the Pasatiempo Golf Club
 - Staff Present: City Manager, City Attorney, Community Development Director/Deputy City Manager, Public Works Director

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKEN DURING CLOSED SESSION

ADJOURNMENT

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

PROCEDURAL INFORMATION FOR THE PUBLIC

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN APPROVAL OF A RESOLUTION:

1. Move the Resolution number for approval.
2. Second the motion.
3. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN INTRODUCTION/ADOPTION OF AN ORDINANCE:

1. Move the Ordinance number for introduction (or adoption).
2. Move the Ordinance be introduced by title only and waive the reading of the text.
3. Read the Ordinance title.
4. Second the motion.
5. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN PUBLIC COMMENT/PUBLIC HEARINGS:

Unless otherwise determined by the presiding officer of the meeting:

1. Three minutes allowed per individual to speak.
2. Five minutes allowed per individual representing a group of three or more.



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DATE: 11-18-2015

MINUTES

Meeting of the Scotts Valley City Council

Date: November 4, 2015

POSTING:

The agenda was posted on 10-30-15 at City Hall, the SV Senior Center, and the SV Library, by the City Clerk.

CALL TO ORDER 6:05 p.m.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

Present:	Mayor Bustichi	City Manager Ando
	Vice Mayor Lind	City Attorney Powell
Arrived 6:23 pm	Council Member Johnson	Comm Dev Dir/Deputy City Mgr Kates
	Council Member Reed	Public Wks Director Hamby
		Police Chief Weiss
		City Clerk Ferrara
Absent:	Council Member Aguilar	

COMMITTEE REPORTS

VM Lind reported that LAFCO met and they are working on proposed changes to the sphere of influence for the Scotts Valley Water District. She reported that they also discussed a future study session on the formation of groundwater sustainability agencies.

CM Reed reported that the Library Joint Powers Board met and reviewed the new governance model that will be coming before the various jurisdictions involved. He reported that they also discussed the proposed bond measure for the 2016 ballot to support library capital improvements, which for Scotts Valley would not include improvements that are needed to the Scotts Valley Library, but also potentially other ancillary projects.

CITY MANAGER REPORT

- The City held its auction last Thursday, October 29. Nine vehicles and one motorcycle were sold for a total of \$8,500.
- I received the proofs for the free prescription discount card and poster. I approved the proofs and we should be receiving those in the near future. The cards will be at City Hall, branch library, Recreation office, and the Senior Center. People can also print them off the internet as well.
- The Glenwood EIR required the submission of a long-term management plan to U.S. Fish & Wildlife for their conditions to open the Glenwood to public use. Therefore the City and the Land Trust have provided a Habitat and Conservation Plan to Fish & Wildlife.

- City Staff and the Land Trust met with U.S. Fish and Wildlife biologists on site where the regulatory agency appeared to view the project favorable, but have not yet provided a timeline for completion of their review and conditions.
- Horse grazing has been replaced by cattle grazing to make the property more compatible for public use, while continuing to meet the requirements for vegetation management and fire protection.
- A proposed trail layout with public access points has been provided as requested by U.S. Fish & Wildlife to evaluate the long-term management plan for protection of the endangered species present on the property.
- The Santa Cruz Land Trust has launched a capital campaign to raise funds for infrastructure costs on the lands they manage, including the Glenwood.

PUBLIC COMMENT

VM Lind announced that the annual antiques and craft fair is being held on November 7 and 8 at the Scotts Valley Community Center and the Scotts Valley Senior Center.

VM Lind announced that the annual Scotts Valley Chamber of Commerce Awards dinner is being held on Saturday, November 7 at the Scotts Valley Hilton.

Wendy Brannan, SV resident, stated that she believes the loss of the free green waste bin on Erba Lane has impacted the community, and recommended placing a green waste bin on the property behind the library where the Scotts Valley Water District is distributing tertiary water. She also asked that the City work with the County to improve the culverts on Lockwood Lane due to the potential flooding problems in this area.

PC Weiss announced that the Scotts Valley Police Department Explorer Program is holding an open house at the Scotts Valley Police Department on November 4, 2015 from 7:00 pm to 9:00 pm.

ALTERATIONS TO CONSENT AGENDA

Wendy Brannan, SV resident, requested that Item G be moved to the regular agenda for discussion.

M/S: Reed/Lind

To approve the Consent Agenda as amended moving Item G to the regular agenda for discussion.

Carried 3/0/2 (AYES: Bustichi, Lind, Reed; ABSENT: Aguilar, Johnson)

Consent Agenda:

- A. Approve City Council meeting minutes of 10-21-15
- B. Approve check register – 10-23-15, 10-19-15
- C. Approve the following for the MKT Investments Subdivision on Scotts Valley Drive:
 - (1) Resolution No. 1829.6 approving the final map for the MKT Investments Subdivision, Tract #1580, Scotts Valley Drive, APN 022-861-21; and

- (2) Resolution No. 960.81 authorizing execution of Improvement Agreement for the MKT Investments Subdivision, Tract #1580, Scotts Valley Drive, APN 022-861-21.
- D. Approving second reading and adoption of Ordinance No. 16-ZC-224 approving a planned development overlay zoning district (PD14-002) for a 19 unit planned development (The Terrace at Scotts Valley) located on Scotts Valley Drive / APN's 022-162-69 & -74
- E. Approve cancellation of regular City Council meeting of January 6, 2016
- F. Approve closure of City Hall and Recreation administrative offices for the weeks of December 21 and 28, 2015
- H. Approve At Will Employment Agreement between the City of Scotts Valley and Charles Comstock for Interim City Manager services from November 9, 2015 through December 23, 2015

ALTERATIONS TO REGULAR AGENDA

M/S: Reed/Lind

To approve the Regular Agenda as amended adding Consent Agenda Item G to the regular agenda for discussion.

Carried 3/0/2 (AYES: Bustichi, Lind, Reed; ABSENT: Aguilar, Johnson)

REGULAR AGENDA

- 1. Consideration of purchase agreement for sale of properties on Erba Lane, APN 022-481-18 and a portion of 022-481-19

CM Ando presented the written staff report and responded to questions from Council.

M/S: Lind/Reed

To approve the following wording regarding right of first refusal: "Grant of Right of First Refusal. Purchaser grants to Seller the right of first refusal (the "Right of First Refusal") to purchase the Property until such time as Purchaser has paid off the Note. Prior to a) soliciting any offer for sale of the Property; or b) accepting any offer to purchase the Property, Purchaser shall notify Seller of such interest to sell or offer and deliver to Seller a copy thereof. Seller may exercise the Refusal Right by delivery to Purchaser of written notice of exercise within thirty (30) days after Purchaser has received Purchaser's notice of an intent to sell. In the event Seller does not exercise the Right Of First Refusal, Purchaser may sell the Project. The purchase price for the Property (the "Purchase Price") shall be the fair market value of the Property less the amount owed on the Note. The fair market value of the Property shall be determined as follows. Purchaser shall provide Seller with a list of no fewer than three acceptable appraisers for Seller's approval. Seller may reject any appraiser for reasonable cause. If any appraiser(s) are rejected with cause, then Purchaser will provide alternative appraiser(s) of an equal number. In the event Seller fails to select an appraiser with 15 days of receiving the list of appraisers, Purchaser may select appraiser. Purchaser shall pay the cost of the appraiser. Any appraiser selected pursuant to this section shall be an MAI appraiser with at least five years of experience and have experience appraising affordable rental housing in the region."

Carried 3/0/2 (AYES: Bustichi, Lind, Reed; ABSENT: Aguilar, Johnson)

2. **Consideration of the City of Scotts Valley becoming a partner agency in the Regional Water Management Group for the purposes of development an Integrated Regional Water Management Plan (IRWMP)**

PWD Hamby presented the written staff report and responded to questions from Council.

Mayor Bustichi requested that an annual report be presented to the City Council on this item to keep the Council up to date on the benefits and impacts.

Tim Carson, Program Director of the Regional Water Management Foundation, gave an overview of the program and responded to questions from Council.

M/S: Lind/Johnson

**To approve the City of Scotts Valley becoming a partner agency in the Santa Cruz Regional Water Management Group, authorize the City Manager to sign the Memorandum of Agreement for the Santa Cruz Integrated Regional Water Management Plan (IRWMP).
Carried 4/0/1 (AYES: Bustichi, Johnson, Lind, Reed; ABSENT: Aguilar)**

M/S: Lind/Johnson

**To approve Resolution No. 1912 adopting the 2014 Santa Cruz Integrated Regional Waste Management Plan.
Carried 4/0/1 (AYES: Bustichi, Johnson, Lind, Reed; ABSENT: Aguilar)**

3. **Consideration of proposed expenditures for the remaining 2014/15 State Supplemental Law Enforcement Services Fund (SLESF)/Citizens Option for Public Safety (COPS) and the upcoming 2015/16 SLESF/COPS funds**

PC Weiss presented the written staff report and responded to questions from Council.

M/S: Lind/Johnson

**To approve the proposed expenditures of the remaining 2014/15 SLESF (State Supplemental Law Enforcement Services Fund) funds and upcoming 2015/16 SLESF funds.
Carried 4/0/1 (AYES: Bustichi, Johnson, Lind, Reed; ABSENT: Aguilar)**

G. **Approve Site Rental Agreement between the City of Scotts Valley and Vineyard Church for use of the Scotts Valley Community Center**

CM Ando presented the written staff report and responded to questions from Council.

Wendy Brannan, SV resident, questioned whether the City will be making this facility ADA compliant as she feels this needs to be done if the City enters into this contract.

M/S: Johnson/Lind

**To approve the site rental agreement between the City of Scotts Valley and Vineyard Church for use of the Scotts Valley Community Center.
Carried 4/0/1 (AYES: Bustichi, Johnson, Lind, Reed; ABSENT: Aguilar)**

4. **Future Council agenda items**

None.

CONVENE TO CLOSED SESSION

The City Council convened to closed session at 6:50 p.m. to discuss the following items:

- (1) Pursuant to Government Code Section 54956.8, the City Council met in closed session to confer with their legal counsel regarding real property negotiations. Location/APN's: The City of Scotts Valley ocean outfall pipeline starting at the City's wastewater facility, APN 021-061-25 and through Hocus Pocus Park, APN 021-061-45 which runs along Whispering Pines Drive, to Estrella Drive, to Lockwood Lane to Graham Hill Road with turnouts located off of Sims Road and Deer Path Road onto APN 060-011-02, the Pasatiempo Golf Club.
- (2) Pursuant to Government Code Section 54956.8, the City Council met in closed session to confer with their legal counsel regarding real property negotiations, APN 022-212-22.

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 7:25 p.m.

REPORT ON ACTION TAKEN DURING CLOSED SESSION

Mayor Bustichi announced that there was nothing to report.

ADJOURNMENT The meeting adjourned at 7:25 p.m.

Approved: _____
Dene Bustichi, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
003123	A T & T	105825	11/06/15	378.26
002066	AC3	105826	11/06/15	600.00
001528	AMERICAN MESSAGING	105827	11/06/15	69.14
000652	ANDERSON PACIFIC ENG INC	105828	11/06/15	4,839.60
000563	APPI	105829	11/06/15	604.80
003319	ARMSTRONG/KILEY	105830	11/06/15	455.00
000097	AT&T	105831	11/06/15	9.40
000931	BAY AREA BARRICADE SERVI	105832	11/06/15	915.63
001822	BC LABORATORIES INC.	105833	11/06/15	110.00
001066	BEHAVIORAL HEALTH CARE I	105834	11/06/15	126.00
003260	BILES DDS MA/DAVID	105835	11/06/15	204.00
000437	BRASS KEY LOCKSMITH	105836	11/06/15	68.33
001216	C & N TRACTORS	105837	11/06/15	567.04
001633	CAL-WEST LIGHTING & SIGN	105838	11/06/15	3,735.43
001349	CALVERT DDS/M SCOTT	105839	11/06/15	160.00
003174	CAPITAL ONE COMMERCIAL	105840	11/06/15	149.23
003473	CENTRAL MEDICAL LAB., IN	105841	11/06/15	65.00
000037	CRYSTAL SPRINGS WATER CO	105842	11/06/15	81.25
003398	CYPRESS ENVIRONMENTAL	105843	11/06/15	1,952.50
003160	DIXON & SON TIRE	105844	11/06/15	112.50
001362	DUNCAN AUTO TECH	105845	11/06/15	1,270.44
000191	EMPLOYMENT DEV. DEPT.	105846	11/06/15	979.00
003185	EUROFINS EATON ANALYTICA	105847	11/06/15	325.00
000054	EWING IRRIGATION PRODUCT	105848	11/06/15	296.86
000703	FAMILY SERVICE AGENCY	105849	11/06/15	990.75
001991	FASTENAL	105850	11/06/15	41.07
000202	FEDERAL EXPRESS	105851	11/06/15	21.36
003352	FERNANDEZ DDS/PABLO	105852	11/06/15	53.50
001597	FLEMING/JOSEPHINE	105853	11/06/15	4,500.00
000599	FORD HALL COMPANY, INC	105854	11/06/15	2,034.00
001881	GRAINGER	105855	11/06/15	486.33
001239	HAYASHI DDS/ARTHUR K	105856	11/06/15	427.50
000615	HOHMANN/PATRICK J.	105857	11/06/15	280.20
001902	INDEPENDENT ELECTRIC SUP	105858	11/06/15	43.62
001925	INDUSTRIAL CHEM LABS &	105859	11/06/15	209.91
003003	INNERWORKINGS	105860	11/06/15	747.07
000835	INTERSTATE SALES	105861	11/06/15	302.07
003331	KOFFLER ELECTRICAL MECHA	105862	11/06/15	7,592.63
000618	MANDEGO, INC.	105863	11/06/15	924.65
000195	MESITI-MILLER ENGINEERIN	105864	11/06/15	11,631.00
003171	MICHALAK/GENE	105865	11/06/15	110.00
000218	MID VALLEY SUPPLY	105866	11/06/15	1,407.23
000083	MISSION UNIFORM SERVICE	105867	11/06/15	652.56
001615	OLIN CORP-CHLOR ALKALI	105868	11/06/15	1,942.23
001802	ONTRAC	105869	11/06/15	104.13
000900	OUTDOOR WORLD INC.	105870	11/06/15	282.71
001890	PARKSON CORPORATION	105871	11/06/15	2,359.46
001787	PETRINI'S GARDENING SERV	105872	11/06/15	75.00

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				130,173.50

RECORDS PRINTED - 000155

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
11/06/2015 16:04:24
GL060S-V07.27 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
----	-----	
001	GENERAL	85,611.32
003	GAS TAX - SPECIAL STATE TRST	2,506.40
004	RECREATION	2,315.90
010	WASTEWATER OPERATIONS	31,160.66
012	WASTEWATER CAPITAL RESERVE	4,915.00
025	GENERAL TRUST	1,952.50
028	SENIOR CENTER	127.22
112	DENTAL INS INTERNAL SERV	1,584.50
TOTAL ALL FUNDS		130,173.50

BANK RECAP:

BANK	NAME	DISBURSEMENTS
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BA	GENERAL CHECKING ACCOUNT	130,173.50
TOTAL ALL BANKS		130,173.50

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
	002066 AC3	105762	10/30/15	700.00
	000620 ALVAREZ/TONY	105763	10/30/15	20.00
	001009 ARD/KRISTIN	105764	10/30/15	30.00
	001670 AT & T	105765	10/30/15	777.16
	000097 AT&T	105766	10/30/15	379.84
	002011 B & B SMALL ENGINE	105767	10/30/15	346.48
	000205 BACK TO EDEN INC	105768	10/30/15	950.00
	.14954 BAY AREA PERMIT ACCT.	105769	10/30/15	19.80
	001373 BAY TREE, LLC	105770	10/30/15	3,620.38
	001551 BEEMER SHOP	105771	10/30/15	476.51
	001477 BLISS/MARCIA	105772	10/30/15	453.00
	000500 BOLANOS/DORENE	105773	10/30/15	20.00
	000437 BRASS KEY LOCKSMITH	105774	10/30/15	45.61
	001566 BUSINESS WITH PLEASURE	105775	10/30/15	51.33
	001956 CENTRAL COAST CISM TEAM	105776	10/30/15	187.50
	002091 COMCAST	105777	10/30/15	133.98
	001860 CONTRERAS/EFRIAM	105778	10/30/15	10.50
	003398 CYPRESS ENVIRONMENTAL	105779	10/30/15	3,025.00
	002060 DUKE'S ROOT CONTROL INC	105780	10/30/15	3,744.45
	001828 GONZALES/GABE	105781	10/30/15	20.00
	000615 HOHMANN/PATRICK J.	105782	10/30/15	20.00
	001903 JONES/KIMARIE	105783	10/30/15	20.00
	001992 KOSMONT COMPANIES, INC	105784	10/30/15	2,923.80
	.14953 KURRLE/LISA	105785	10/30/15	200.00
	000332 LABOR READY INC	105786	10/30/15	539.20
	003321 LOPEZ/RENE	105787	10/30/15	20.00
	003403 MAR-KEN INTERNATIONAL PO	105788	10/30/15	260.00
	001591 MARKELL/ROD	105789	10/30/15	1,974.00
	001234 MC GRAW DDS/BERNARD	105790	10/30/15	41.20
	001964 MILROY/JUSTIN	105791	10/30/15	10.50
	000463 NOB HILL FOODS	105792	10/30/15	388.33
	000101 PACIFIC GAS & ELECTRIC C	105793	10/30/15	40,575.32
	000098 PALACE ART & OFFICE	105794	10/30/15	2,851.74
	000100 PETTY CASH - R. LIEB	105795	10/30/15	95.00
	003323 POMPETTE/NICOLE	105796	10/30/15	20.00
	001097 PRODESSE PROPERTY GROUP	105797	10/30/15	3,522.64
	001503 PRUDENTIAL INSURANCE CO/	105798	10/30/15	612.85
	001833 RADAR SHOP, INC./THE	105799	10/30/15	208.50
	003137 RUIZ/JIM	105800	10/30/15	250.00
	001894 S.V. WATER DISTRICT - BU	105801	10/30/15	216.50
	000820 SANTA CRUZ/COUNTY OF	105802	10/30/15	30.00
	000128 SCARBOROUGH LUMBER	105803	10/30/15	1,824.98
	000319 SCOTTS VALLEY CAR WASH	105804	10/30/15	199.76
	003021 SCOTTS VALLEY ROTARY CLU	105805	10/30/15	251.69
	000133 SCOTTS VALLEY SPRINKLER	105806	10/30/15	291.48
	000799 SENIOR'S COUNCIL OF SANT	105807	10/30/15	723.00
	.14952 SILVA/DONNA	105808	10/30/15	36.33
	001923 SIRCHIE	105809	10/30/15	167.30

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	003287 SLV ELECTRIC, INC	105810	10/30/15	900.00	
	002053 STEPFORD	105811	10/30/15	5,313.00	
	001487 STEVENSON'S LANDSCAPING	105812	10/30/15	525.00	
	003471 SUNCOAST AWNING	105813	10/30/15	974.88	
	001933 THURINGER/JOE	105814	10/30/15	20.00	
	001560 TRITON CONSTRUCTION	105815	10/30/15	75.00	
	000754 UPS STORE/THE	105816	10/30/15	287.85	
	001803 VARGAS ACADEMY OF	105817	10/30/15	884.80	
	000151 VISION SERVICE PLAN	105818	10/30/15	1,222.00	
	000443 WALPOLE/STEVE	105819	10/30/15	384.00	
	001342 WELCH/JAMES	105820	10/30/15	20.00	
	003118 WILLDAN, INC	105821	10/30/15	2,125.00	
	003008 WILLIAMS/JESSE	105822	10/30/15	20.00	
	003055 WITTWER DDS/RYAN A	105823	10/30/15	151.00	
	001625 YOSHIDA DDS/NOREEN	105824	10/30/15	132.00	
	GENERAL CHECKING ACCOUNT			86,320.19	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
10/30/2015 13:15:26
GL540R-V07.27 PAGE 3

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				86,320.19

RECORDS PRINTED - 000156

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
10/30/2015 13:15:27
GL060S-V07.27 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	29,069.99
002	RECYCLING/ENVIRONMENTAL	281.69
004	RECREATION	3,274.65
009	PARKS & REC FACILITIES	974.88
010	WASTEWATER OPERATIONS	36,808.63
011	TERTIARY TREATMENT PLANT	32.61
019	AFFORDABLE HOUSING	1,974.00
023	SVRDA SUCCESSOR AGENCY	7,143.02
025	GENERAL TRUST	3,025.00
028	SENIOR CENTER	1,244.99
050	PINEWOOD EST LNDSCP MAINT DT	9.55
077	SKYPARK MAINT ASSESS DIST	982.55
112	DENTAL INS INTERNAL SERV	708.20
123	COMMUNITY FACILITY CENTER	790.43
TOTAL ALL FUNDS		86,320.19

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	86,320.19
TOTAL ALL BANKS		86,320.19

City of Scotts Valley

INTEROFFICE MEMORANDUM

DATE: November 18, 2015

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

**SUBJECT: AGREEMENT WITH MESITI-MILLER ENGINEERING, INC. FOR
DESIGN OF THE HACIENDA DRIVE STORM DRAINAGE PROJECT**

SUMMARY OF ISSUE:

Storm drain runoff issues in the upper Hacienda Road area have created an immediate need to install a new storm drain system. This project will also address stormwater runoff issues on Nashua Drive. The project basically consists of the design of approximately 2,300 linear feet of new storm drain in Hacienda and Nashua Drives. The agreement with Mesiti-Miller Engineering includes civil engineering, surveying, easement description, drainage calculations, and plans, specifications and estimates for use in competitive bidding and construction as well as support during bidding and construction administration.

Watershed from upper Hacienda Drive near Cadillac Drive has historically drained via the City's storm drain system onto private properties off of Cadillac Drive and private property located in the County of Santa Cruz. Years of stormwater runoff in this area have created flooding and erosion concerns on these private properties. Over the past year staff has worked with Bowman and Williams Engineers and Mesiti-Miller Engineering to develop a plan to remedy the situation and prevent future flooding and erosion. Three alternatives were considered:

1. On-site treatment and mitigation
2. Extending the storm drain system to the west for discharge into Bean Creek
3. Installing a new storm drain system in Hacienda and Nashua Drive for discharge into the Carbonero Creek Watershed

Severe grade and private property issues excluded alternative 1 from being a viable option. Distance, severe grade, ongoing maintenance and issues with gaining access over private properties located within the County ruled out alternative 2.

The volume of stormwater runoff and potential erosion generated from the upper Hacienda watershed is cause for action on behalf of the City. Staff has consulted with the two engineering firms and determined that alternative 3 is the best option for the City to pursue. Most of the work associated with the Hacienda/Nashua storm drain will

be within the City's Right of Way and this will improve access and reduce long term maintenance costs. The new drainage improvements will benefit the City by reducing the amount of debris that is carried into the system from unimproved drainages and will also benefit homeowners on both Hacienda and Nashua Drive by reducing flooding, erosion, and nuisance drainage that currently flows from City infrastructure onto private property.

Due to the immediate need for this project, design work has already begun pursuant to the previously approved agreement (attached). Also attached to this staff report are Amendments numbers 1 and 2. Amendments 1 and 2 are needed as the existing storm drain on lower Hacienda was analyzed in detail and it was determined that the existing drainage system does not have the capacity to handle the additional flow created from the upper Hacienda and Nashua watershed. The original plan was to install the entire system on Hacienda, but because of the capacity issue, the storm drain will now utilize Nashua and complete the connection on Grace Way where it will discharge into a riparian corridor with ample capacity.

FISCAL IMPACT:

Cost for design is \$80,484 to be paid from Engineering Department General Fund Budget

STAFF RECOMMENDATION:

Approve Amendments 1 and 2 for the Hacienda Storm Drainage Project.

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CITY OF SCOTTS VALLEY AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services ("Agreement") is made and entered into as of **July 22, 2015**, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and **Mesiti-Miller Engineering, Inc.** hereinafter referred to as "CONSULTANT".

RECITALS

- A. CITY desires to retain Consultant for certain professional services as set forth in this Agreement.
- B. CONSULTANT is specially trained, experienced and competent to perform the special services which will be required by this Agreement.
- C. CONSULTANT possesses the skill, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

NOW, THEREFORE, in consideration of the recitals and the mutual promises contained herein, CITY and CONSULTANT agree as follows:

AGREEMENT

- 1. **Employment of CONSULTANT:** CITY agrees to, and hereby does, retain and employ CONSULTANT to perform the professional services as outlined in the Scope of Work attached hereto and incorporated herein as Exhibit "A". CONSULTANT'S work product shall be performed pursuant to generally accepted standards of practice in effect at the time of performance.
- 2. **Responsible Personnel:** CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be **Rodney Cahill, P.E., LEED AP, Principal, whose address is 224 Walnut Street, Suite B, Santa Cruz, CA 95060; telephone: (831) 426-3186; Email: rodney@m-me.com.**
- 3. **Scope of Work:** CONSULTANT shall perform the services as specified in Exhibit A in a professional manner.
- 4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. All such work shall be completed as soon as possible. Time is of the essence in the performance of this Agreement. No waiver by either party hereto of the nonperformance or any breach of any term, provision, or condition of this Agreement, or any default hereunder shall be considered to be or operate as a waiver of any subsequent nonperformance, breach or default.

5. **Compensation:** CONSULTANT shall accept compensation for services performed as set forth in Section 3 in an amount not to exceed **\$39,500**. Such compensation shall be paid upon the completion of the services set forth in Section 3.

Payments to CONSULTANT shall be made upon invoices submitted by CONSULTANT to CITY for review and approval. Invoices will be paid by CITY within a reasonable time after said approved invoices are received.

6. **Indemnity:** CONSULTANT shall hold harmless, indemnify and defend CITY, its elective and appointive boards, commissions, officers, agents, servants, volunteers, and employees from and against any and all claims, costs, damages, liability, losses, or suits (including court costs and attorney fees) for personal injury (including death), property damage and any other damages of any sort whatsoever, arising out of, or alleged to have arisen out of, the willful or negligent acts, errors, or omissions of CONSULTANT or CONSULTANT'S contractors, subcontractors, agents, or employees in the performance of this Agreement. This indemnity shall not apply to a) claims brought by CONSULTANT for default of this Agreement, or (b) claims brought by CITY or any third party where the underlying injury or damage is finally determined by a court of competent jurisdiction to arise solely from the negligent or willful misconduct of CITY.

CITY shall hold harmless and indemnify CONSULTANT from any damage which may be caused to the CITY's computer network system.

7. **Termination:** This Agreement may be terminated by the CITY immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, CONSULTANT shall be entitled to compensation for services performed up to the effective date of termination.

CONSULTANT shall accept, for itself, as full payment for services rendered and all work to be done and performed hereunder and in complete satisfaction of all claims against CITY by reason of voluntary abandonment or suspension of work or termination of the Agreement, the sum determined on an hourly basis in accordance with the provisions of this Agreement, or any modification or amendment thereto, plus all direct expenses incurred, including those expenses incurred which are directly attributable to the incomplete portion of the work which could not be canceled.

In the event of termination, CONSULTANT shall deliver as a condition to the payment of the compensation provided for above, or otherwise make available to CITY, all research data, reports, estimates, summaries, and other such information and materials as may have been accumulated by CONSULTANT in performing this Agreement, whether completed or in process in accordance with Section 8 of this Agreement.

8. **Documents:** Notes, studies, charts, computations, electronic files, and other data and information obtained by CONSULTANT for this project shall, upon receipt of payment for services rendered, be made available to CITY by CONSULTANT at CITY'S request and shall become the property of CITY. In the event CITY alters the document, CITY agrees CONSULTANT shall have no responsibility whatsoever for any claim arising out of, or alleged to have arisen out of, use of the altered document,

All plans, studies, documents, charts, computations, and electronic files prepared by and for CONSULTANT, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the CITY upon payment to CONSULTANT for such work, and the CITY shall have the sole right to use such materials in its discretion without further compensation to CONSULTANT or to any other party. CONSULTANT shall, at CONSULTANT'S expense, provide such reports, plans, studies, documents and other writings to CITY upon written request.

9. **Independent Contractor:** CONTRACTOR is an independent contractor retained by CITY to perform the work described herein. ALL personnel employed by CONSULTANT are not and shall not be deemed to be employees of CITY. CONSULTANT shall obtain no rights to retirement benefits or other benefits which accrue to CITY'S employees, and CONSULTANT hereby expressly waives any claim it may have to such rights. CONSULTANT shall comply with all state and federal laws pertaining to employment and compensation of its employees and its agents, including the provision of Workers' Compensation.

10. **Licenses:** CONSULTANT represents and warrants to CITY that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of CONSULTANT to practice its profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of CONSULTANT to practice its profession. Consultant shall maintain a City of Scotts Valley business license.

11. **Assignment:** The parties recognize that a substantial inducement to CITY for entering into this Agreement is the professional reputation, experience and competence of CONSULTANT. Assignments of any or all rights, duties or obligations of the CONSULTANT under this Agreement will be permitted only with the express consent of the CITY. CONSULTANT shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the CITY. If the CITY consents to such subcontract, CONSULTANT shall be fully responsible to CITY for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between CITY and subcontractor nor shall it create any obligation on the part of the CITY to pay or to see to the payment of any monies due to any such contractor other than as otherwise required by law.

12. **Binding on Successors:** This Agreement is binding on the heirs, successors and assigns of the parties hereto.

13. **Amendment:** This Agreement may be amended, modified or changed by the parties, provided that said Agreement, modification or change is in writing and approved by the authorized representative of the parties.

14. **Applicable Law and Attorney's Fees:** This Agreement shall be construed and enforced in accordance with the laws of the State of California, and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Santa Cruz. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision of the Agreement, the prevailing party of such action shall be entitled to recover its reasonable litigation expenses, including attorney fees.

15. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings, whether oral or written, between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. The drafting and negotiation of this Agreement have been participated in by each of the parties and/or their counsel, and for all purposes this Agreement shall be deemed to have been drafted jointly by all parties.

16. **Waiver:** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this agreement.

17. **Severability:** If any term or portion of this Agreement shall be held by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this **22nd day of July, 2015**, at Scotts Valley, California.

CONSULTANT:

CITY OF SCOTTS VALLEY:



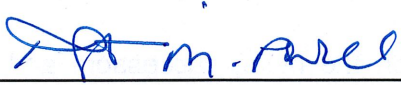
Rodney Cahill, P.E., LEED AP, Principle
Mesiti-Miller Engineering Inc.



Stephen H. Ando, City Manager

APPROVED AS TO FORM:

ATTEST:



Kirsten M. Powell, City Attorney



Tracy Ferrara, City Clerk



Submittals

At the following points in the design process, we will furnish the following submittals to you for your use, review and comment:

- Schematic Design – one set of reproducible drawings in PDF format
- Design Development – one set of reproducible drawings in PDF format
- Construction Documents – one set of reproducible drawings on translucent bond, three sets of calculations stamped and signed

Time Schedule

Based on our present workload, we could begin work on this project within two weeks of receiving a signed copy of this proposal. The work will be diligently pursued to a mutually agreeable schedule.

Compensation for Services

Compensation for all services rendered in connection with this project will be based on time and expenses charged in accordance with our Standard Billing Rates, a current copy of which is enclosed. Based on information available to us at this time, it is our opinion the probable cost of our design phase services will be approximately **\$39,500** plus reimbursable expenses. Please see the attached "Engineering Fee Estimate" for more information. This figure is purely an estimate and is not intended as an upward limit of our billings, which are based on hourly fees and expenses. However, we will not exceed this estimate without your authorization.

This proposal assumes we are able to negotiate an agreement with mutually acceptable terms and conditions. If you would like us to proceed with the work, you can send us a standard agreement referencing this document for understanding, scope and fee.

Thank you for the opportunity to prepare this proposal. Should you have any questions or wish to further discuss this proposal, please call me.

Respectfully yours,

Rodney Cahill, C.E.
Principal

Enclosure

cc: Addressee
Contract file

i:\15177 city of sv - ce for hacienda drive storm drainage\proposals\pro 2015 07 20.docx



are most qualified to observe and review the work of construction for general conformance with our drawings and specifications, the engineering calculations and our design intent. Although construction documents are carefully prepared, construction errors, drawing misinterpretations and unacceptable adjustments of materials or details may occur if the construction work is permitted to proceed without our assistance and periodic review.

Phase Four - Bidding

1. Respond to questions from contractors that may arise during bidding.
2. Assist in analyzing bids for awarding general contract.
3. Provide the administrative support necessary for us to perform these services.

Phase Five - Construction Administration

1. Attend a pre-construction meeting to answer questions about design intent or about interpretation of the documents and to examine the contractor's understanding of the project and its requirements.
2. Assist in establishing clear lines and procedures for all communications.
3. Review requests for change orders as they may arise.
4. Review civil submittals submitted through and checked by the General Contractor, for general compliance with the intent and requirements of the Construction Documents. Re-review of any submittals requiring resubmittal will be considered additional work and charged at our then-prevailing Standard Billing Rates.
5. Visit the construction site at three milestone points to observe the progress of construction and its general conformance to the Construction Documents.
6. Prepare a final punch list of civil items not yet satisfactorily completed and make one visit to the project site to verify completion of those items.
7. Issue letter of final acceptance.
8. Provide the administrative support necessary for us to perform these services.

Phase Six - Post-Construction

1. Prepare "As-Built" drawings based on information gathered during our site visits and information submitted to us by the General Contractor.
2. Provide the administrative support necessary for us to perform these services.

Additional Work

Additional work services are those items which arise as a result of unforeseen circumstances during the design or construction phase of the project and/or those items which are not specifically mentioned under the scope of proposed design phase services outlined above. All additional work services will be billed on a time and expense basis in accordance with our then-prevailing Standard Billing Rates.



4. Prepare and deliver an opinion of probable construction costs for the project represented by our drawings.
5. Provide the administrative support necessary for us to perform these services.

Phase Two - Design Development

1. Attend a meeting with you to review and discuss the previously submitted schematic drawings.
2. Develop the design of the civil systems. Study and advise on selection of basic materials suitable to the contemplated project.
3. Prepare preliminary civil calculations for storm system.
4. Prepare calculations to check the capacity of the existing 15" Hacienda Drive storm drainage system to Scotts Valley Drive.
5. Prepare and deliver one set of design development (DD) progress drawings defining the civil site improvements. DD drawings will include those listed under the schematic design phase above, but will contain far more detail. DD drawings will be about 50% complete when compared to the final drawings. Additional civil drawings to be furnished will include:
 - i) Cover with general notes and specifications
 - ii) Horizontal and vertical control information
 - iii) Typical utility trench cross section and key details
 - iv) Erosion control plan
6. Update an opinion of probable construction costs for the project represented by our drawings.
7. Provide the administrative support necessary for us to perform these services.

Phase Three - Construction Documents

1. Attend a meeting with you to review and discuss the previously submitted DD drawings.
2. Establish the inspection and testing requirements for all civil materials and workmanship.
3. Prepare and deliver final civil calculations.
4. Prepare and deliver final civil drawings sufficiently detailed for use in competitive bidding and for guidance of a qualified, experienced contractor during construction of the proposed improvements.
5. Provide the administrative support necessary for us to perform these services.

Post Design Phase Services

As the project progresses from the design phases into the bidding and construction phases, we expect to be retained for further services in support of the project. As the Engineer of Record we are intimately familiar with the technical design aspects and



July 20, 2015

Scott Hamby, Director of Public Works

City of Scotts Valley
 701 Lundy Lane
 Scotts Valley, CA, 95066

Re: Hacienda Drive Storm Drainage, Revision 1
 MME Project No: 15177

Dear Mr. Hamby,

We are pleased you are considering us to provide engineering services in support of the above referenced project. As requested, we have prepared the following proposal for your review.

Project Understanding

This project basically consists of the design of approximately 1,800 linear feet of new storm drain in Hacienda Drive from near the intersection of Cadillac Drive to near Grace Way in Scotts Valley, California.

Our work will generally include the civil engineering and surveying services necessary to prepare construction documents including plans, specifications and estimates for use in competitive bidding and construction of this project.

Scope of Proposed Services

The scope of our services is based on observations made during a visit to the site and discussions with you.

Design Phase Services

Phase One - Schematic Design

1. Visit the project site with you to further our knowledge of the project site and its constraints.
2. Develop a scope of services and subcontract with a Land Surveyor to provide the Surveying services outlined in their proposal to us, dated July 7, 2015 and attached hereto.
3. Prepare and deliver one set of schematic civil drawings of the proposed project with sufficient detail to fix and describe the character of the systems contemplated for use on this project. Drawings will include:
 - i) Drainage plans with inlets, manholes, prelim pipe locations (approximately three sheets)
 - ii) Drainage profiles with prelim crossing elevations and pipe slopes (approximately three sheets)

City of Scotts Valley

FIRST AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

THIS FIRST AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES ("First Amendment") is entered into by and between the City of Scotts Valley a municipal corporation (hereinafter referred to as "City") and **Mesiti-Miller Engineering Inc.**, hereinafter referred to as "CONSULTANT" for the project known as **Hacienda Drive Storm Drainage Project**.

RECITALS

- A. CITY and CONSULTANT previously entered into an agreement dated July 22, 2015; referred to as the "Agreement", a copy of which is on file in the office of the City Clerk. Both parties hereby recognize and agree that the Agreement is in full force and effect as of the date of this First Amendment.
- B. At the request of CITY, CONSULTANT will perform additional services not contemplated in the Agreement.
- C. CITY and CONSULTANT desire to amend the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, CITY and CONSULTANT agree as follows:

AGREEMENT

- 1. A new sentence shall be added to Section 3 of the Agreement to read as follows:
 - "3.0. Consultant shall perform additional services as specified below:
 - See Exhibit A to First Amendment
- 2. A new section shall be added to the Agreement to read as follows:
 - "5.0 As and for compensation for services performed pursuant to the additional services said in Section 1 above, CITY shall pay CONSULTANT a sum not to exceed \$3,000 (three thousand dollars).
- 3. Except as otherwise provided herein, the terms and conditions of the Agreement shall remain the same.

IN WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on the 18th day of November, 2015, at Scotts Valley, California.

Mesiti-Miller Engineering Inc.

CITY OF SCOTTS VALLEY

Rodney Cahill, P.E., LEED AP, Principle

Stephen H. Ando, Mayor

APPROVED AS TO FORM

ATTEST

Kirsten Powell, City Attorney

Tracy Ferrara, City Clerk

Exhibit A

Contract Amendment #1 - Engineering Fee Estimate for Nashua Alternative Analysis Hacienda Drive Storm Drainage City of Scotts Valley Department of Public Works Prepared by Mesiti-Miller Engineering, Inc. MME Project No: 15177-1 10/16/15				
Item	Description	Staff Hours	Average Hourly Rate	Extension
Phase 1 - Nashua Alternative Analysis				
1	Site Visit	2	150	\$300
2	Conceptual design	4	150	\$600
3	Preliminary calculations	4	150	\$600
4	Develop Surveyor and Design Costs	2	170	\$340
5	Construction Cost Estimate	2	150	\$300
6	Prepare alternatives recommendation	2	170	\$340
7	Meeting	2	170	\$340
8	Admin	2	70	\$140
Subtotals:		20		\$2,960
Phase 2 - Design Development				
1	Meetings, telecons, liaison			\$0
2	Develop systems and materials			\$0
3	Preliminary calculations			\$0
4	DD Plans (Approx 7 sheets)			\$0
5	Cost Estimate			\$0
6	Admin			\$0
Subtotals:		0		\$0
Phase 3 - Construction Documents				
1	Meetings, telecons, liaison			\$0
2	Inspection and testing			\$0
3	Calculations			\$0
3	Add Calculations			\$0
4	100% PS&E			\$0
5	Admin			\$0
Subtotals:		0		\$0
Phase 4 - Bidding				
1	Bid support services			\$0
Subtotals:				\$0
Phase 5 - Construction Administration				
1	CA services			\$0
Subtotals:				\$0
IN-HOUSE SUB-TOTAL:				\$2,960
Reimbursable Expenses and Subconsultant Services				
	Services	Fee	multiplier	Extension
1	Land Surveyor		1.10	\$0
2	Add Survey		1.10	\$0
2	Add Survey		1.10	\$0
2	Mileage, plotting, other misc.	\$36	1.10	\$40
Subtotals:				\$40
GRAND TOTAL:				\$3,000

City of Scotts Valley

SECOND AMENDMENT TO CONTRACT FOR PROFESSIONAL SERVICES

THIS SECOND AMENDMENT TO THE CONTRACT FOR PROFESSIONAL SERVICES ("First Amendment") is entered into by and between the City of Scotts Valley a municipal corporation (hereinafter referred to as "City") and **Mesiti-Miller Engineering Inc.**, hereinafter referred to as "CONSULTANT" for the project known as **Hacienda Drive Storm Drainage Project**.

RECITALS

- A. CITY and CONSULTANT previously entered into an agreement dated July 22, 2015; referred to as the "Agreement", a copy of which is on file in the office of the City Clerk. Both parties hereby recognize and agree that the Agreement is in full force and effect as of the date of this First Amendment.
- B. At the request of CITY, CONSULTANT will perform additional services not contemplated in the Agreement.
- C. CITY and CONSULTANT desire to amend the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, CITY and CONSULTANT agree as follows:

AGREEMENT

- 1. A new sentence shall be added to Section 3 of the Agreement to read as follows:
 - "3.0. Consultant shall perform additional services as specified below:
 - See Exhibit A to Second Amendment
- 2. A new section shall be added to the Agreement to read as follows:
 - "5.0 As and for compensation for services performed pursuant to the additional services said in Section 1 above, CITY shall pay CONSULTANT a sum not to exceed \$37,984 (thirty seven thousand nine hundred and eighty four dollars).
- 3. Except as otherwise provided herein, the terms and conditions of the Agreement shall remain the same.

IN WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on the 18th day of November, 2015, at Scotts Valley, California.

Mesiti-Miller Engineering Inc.

CITY OF SCOTTS VALLEY

Rodney Cahill, P.E., LEED AP, Principle

Stephen H. Ando, Mayor

APPROVED AS TO FORM

ATTEST

Kirsten Powell, City Attorney

Tracy Ferrara, City Clerk



Mesiti-Miller Engineering, Inc.
Civil and Structural Engineering

Contract Amendment #2 Revision 1 - Additional Engineering Fee for Nashua Design

Hacienda Drive Storm Drainage

City of Scotts Valley Department of Public Works

Prepared by Mesiti-Miller Engineering, Inc.

MME Project No: 15177-2

11/04/15

Item	Description	Staff Hours	Average Hourly Rate	Extension
Phase 1 - Nashua Alternative Analysis (included in Amendment #1)				
Phase 2 - Design Development (in addition to time included in base original contract)				
1	Meetings, telecons, liaison	4	170	\$680
2	Develop systems and materials	4	150	\$600
3	Preliminary calculations	8	150	\$1,200
4	DD Plans (Approx 7 sheets)	24	150	\$3,600
5	Cost Estimate	4	170	\$680
6	Admin	2	70	\$140
Subtotals:		46		\$6,900
Phase 3 - Construction Documents (in addition to time included in base original contract)				
1	Meetings, telecons, liaison	4	170	\$680
2	Inspection and testing	4	150	\$600
3	Calculations	16	150	\$2,400
4	100% PS&E	24	150	\$3,600
5	Admin	4	70	\$280
Subtotals:		52		\$7,560
Phase 4 - Bidding (included in base contract)				
Phase 5 - Construction Administration (included in base contract)				
IN-HOUSE SUB-TOTAL:				\$14,460
Reimbursable Expenses and Subconsultant Services				
	Services	Fee	multiplier	Extension
1	Boundary Survey	\$7,300	1.10	\$8,030
2	Topographic Survey	\$8,200	1.10	\$9,020
3	Easement Legal Description and Exhibit	\$1,600	1.10	\$1,760
4	Underground Locator (allowance)	\$4,240	1.10	\$4,664
5	Mileage, plotting, other misc.	\$45	1.10	\$50
Subtotals:				\$23,524
TOTAL:				\$37,984

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: November 18, 2015
TO: Honorable Mayor and City Council
FROM: Kristin Ard, Recreation Division Manager
SUBJECT: Renewal of American Red Cross Shelter Agreement

SUMMARY OF ISSUE

In past years, the American Red Cross has had an agreement with the City of Scotts Valley designating the Scotts Valley Senior Center (370 Kings Village Road) and Community Center (360 Kings Village Road) for use as shelters in case of a community emergency. The facilities were last inspected in 2006 (Senior Center) and 2007 (Community Center). The Red Cross Disaster Program Manager inspected both facilities again in May of 2015 to inventory what each facility had to offer. The American Red Cross is asking to renew the Shelter Agreement between them and the City.

Attached are the agreements for the Senior Center and the Community Center for review. This agreement would be good for four years, until May of 2019.

FISCAL IMPACT

None at this time.

STAFF RECOMMENDATION

To approve the Shelter Agreement between the City of Scotts Valley and the American Red Cross for the Scotts Valley Senior Center and Community Center, and authorize the City Manager to execute the agreement.

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**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: Scotts Valley Sr.Center

Parties and Facility

Owner:

Legal name: City of Scotts Valley
Chapter: _____
24-Hour Point of Contact:
Name and title: Steve Ando - City Manager
Work phone: 831-440-5600 Cell phone/pager: 831-440-5670
Address for Legal Notices:
One Civic Center Drive
Scotts Valley, California 95066

Red Cross:

Legal name: The American National Red Cross
Chapter: Central Coast
24-Hour Point of Contact:
Name and title: Patsy Gasca - Disaster Program Mng.
Work phone: 831-600-4902 Cell phone/pager: 831-419-3872
Address for Legal Notices:
2960 Soquel Avenue
Santa Cruz, California 95062

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006
and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

Scotts Valley Senior Center
370 Kings Village Road
Scotts Valley, California 95066

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	R.C.
Gas	_____	R.C.
Electricity	_____	R.C.
Waste Disposal	_____	R.C.

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$5,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$5,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)

THE AMERICAN NATIONAL RED CROSS
(legal name)

By (signature)

By (signature)

Name (printed)

Name (printed)

Title

Title:

Date

Date

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: Scotts Valley Community Center

Parties and Facility

Owner:

Legal name: City of Scotts Valley
Chapter: _____
24-Hour Point of Contact:
Name and title: Steve Ando - City Manager
Work phone: 831-440-5600 Cell phone/pager: 831-440-5670
Address for Legal Notices:
One Civic Center Drive
Scotts Valley, California 95066

Red Cross:

Legal name: The American National Red Cross
Chapter: Central Coast
24-Hour Point of Contact:
Name and title: Patsy Gasca-District Program Mgr.
Work phone: 831-600-4902 Cell phone/pager: 831-419-3872
Address for Legal Notices:
2960 Soquel Avenue
Santa Cruz, California 95062

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

Scotts Valley Community Center
360 Kings Village Rd.
Scotts Valley, California 95066

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	RC
Gas	_____	RC
Electricity	_____	RC
Waste Disposal	_____	RC

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$5,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$5,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)

THE AMERICAN NATIONAL RED CROSS
(legal name)

By (signature)

By (signature)

Rosie Lee Crosley

Name (printed)

Name (printed)

Rosie Lee Crosley

Title

Title:

Facilities

Date

Date

11-2-2015

City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: November 18, 2015
TO: Honorable Mayor and City Council
FROM: John Weiss, Chief of Police
SUBJECT: Emergency Operations Plan (EOP) Update

SUMMARY OF ISSUE

The City's Emergency Operations Plan (EOP) establishes policies and procedures for responding to emergency and disaster situations. The last revision to the plan was made in 1993, but has been updated recently to include more current information and to incorporate the changes made in the City's infrastructure over the last twenty-two years.

The newly revised EOP incorporates both the California Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) requirements and will provide a meaningful guide for Emergency Operation Center (EOC) workers. The revisions will assist in the training and development of EOC staff and will assist city employees in carrying out their responsibilities during an emergency.

The updated plan includes hazard vulnerability assessments and risk analyses for incidents including, but not limited to:

- Earthquakes
- Floods
- Wild land fires
- Landslides
- Extreme Weather
- Hazardous Materials
- Major Accidents
- Airplane Crashes
- Civil Disturbances
- Terrorism

The Plan identifies the likelihood of occurrence for the above named incidents and created checklists for a coordinated response.

The Plan facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management. It will also be used in disaster preparedness exercises designed to simulate an emergency situation and provide an opportunity for staff to practice skills needed during a real emergency.

FISCAL IMPACT

There will be no fiscal impact to the city beyond photocopying and replacement of the outdated "Multi-Hazard Emergency Plan". Existing budgets can be used to absorb these costs. The update was completed using a local contractor who worked pro bono and by staff members during their normal working hours.

STAFF RECOMMENDATION

Staff recommends adoption of the updated Emergency Operations Plan.

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RESOLUTION NO. 1913

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SCOTTS VALLEY
AUTHORIZING THE APPROVAL, DISTRIBUTION AND USE OF THE UPDATED
CITY OF SCOTTS VALLEY'S EMERGENCY OPERATIONS PLAN**

WHEREAS, the Director of Civil Defense and Disaster is charged per City ordinance with the preparation and execution of a written plan designed to address the City's response to man-made and natural disasters; and

WHEREAS, the Director of Civil Defense and Disaster has updated the Emergency Operations Plan consistent with current standards in emergency management, outlining the necessary roles and responsibilities that will be discharged by City staff and volunteers in the event a disaster strikes Scotts Valley; and

WHEREAS, this plan continues the City's compliance with the California Standardized Emergency Management System and the National Incident Management System and facilitates multi-agency and multi-jurisdictional coordination during emergency operations, public information functions, and resource management.

NOW THEREFORE, BE IT RESOLVED that this EMERGENCY OPERATIONS PLAN is approved for use and distribution.

The above and foregoing Resolution was duly and regularly adopted by the City Council of the City of Scotts Valley at a regular meeting held on the 18th day of November, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved: _____
Dene Bustichi, Mayor

Attest: _____
Tracy A. Ferrara, City Clerk

City of Scotts Valley

Emergency Operations Plan



One Civic Center Drive
Scotts Valley, CA 95066
(831) 440-5600

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EMERGENCY USE OF THIS PLAN

Step 1

- Turn to **APPENDIX 1** - EOC Assignments.
- Determine Your EOC Position Assignment.

Step 2

- Turn to **Section 2** - Emergency Operations Center.
- Set up the EOC based on **Page 67** - EOC Activation Checklist.
- Lay out EOC based on **Page 65** - EOC Layout.

Step 3

- Noting your EOC Assignment, refer to Checklists in **Section 3** and the **Appendices** and **Annexes** Sections for supplemental information as you assume emergency response duties.

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ANNEX C - Home Preparedness Plan

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SECTION 1

THE EMERGENCY OPERATIONS PLAN

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Promulgation

Letter of Promulgation

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The City of Scotts Valley has prepared this emergency operations plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of the community in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies, and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS). The plan also meets requirements established by the National Incident Management System (NIMS).

The objective of this plan is to incorporate and coordinate all agencies and personnel of the City into an efficient organization capable of responding to any emergency.

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

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Scotts Valley.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System and the National Incident Management System by the City of Scotts Valley. This emergency operations plan will become effective on approval by the City Council.

Steve Ando
City Manager
Director of Emergency Services

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan

The Emergency Operations Plan addresses the City's responsibilities in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the City in coordination and with local, State, and federal agencies. The Plan establishes an emergency organization to direct and control operations during a period of emergency by assigning responsibilities to specific personnel.

The Plan:

- Conforms to the State mandated Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and effectively structures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing the City clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of The State's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area response, and defines the primary and support roles of City personnel and departments in post-incident damage assessment and After Action reporting requirements.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Purpose & Scope

Purpose

The Purpose of the Emergency Operations Plan is to protect the safety and welfare of the citizens, as well as all employees and visitors in the City of Scotts Valley.

Scope

The Scope encompasses a broad range of major emergencies. Such incidents include earthquakes, hazardous materials events, snow emergencies, flooding, terrorist acts and wildfires. Also included are procedures for emergencies that may or may not require the full or partial activation of the City's Emergency Operations Center (EOC), which will coordinate with other local jurisdiction's Emergency Operation Centers.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Assumptions

Assumptions of the Plan include:

- Incidents mean an occurrence or event (natural, technological, or human-caused), that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, earthquakes, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials (HAZMAT) spills, aircraft accidents, winter storms, tsunamis within the region, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
- Incidents may occur at any time with little or no warning in the context of a general or specific threat or hazard, and they may involve single or multiple geographic and jurisdictional areas.
- All incidents begin and end locally and are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- Government at all levels must continue to function under all threats, emergencies, and disaster conditions.
- Local governments possess varying levels of capabilities, plans, procedures, and resources to provide for the safety and welfare of their people. They also vary in their capacity to protect property and the environment in times of emergency or disaster.
- Incidents may cause significant alterations and damage to the environment resulting in numerous casualties and fatalities, displaced individuals, property loss, disruption of normal life support systems, disruption of essential public services, and damage to basic infrastructure.
- Incidents pose a challenge for the whole community but specifically the special needs population which includes children, individuals with disabilities and others with access and functional needs, diverse communities, the elderly, and people with limited English proficiency. These groups may be lacking in resources such as food, shelter, and transportation.
- Emergency efforts will enable people with disabilities to evacuate, use emergency transportation, stay in shelters, and participate in all emergency and disaster related programs.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- Incidents may attract a sizeable influx of independent, spontaneous volunteers and supplies and may require prolonged, sustained incident management operations and support activities.
- Individuals, community based organizations, and businesses will offer services and support in time of disaster.
- The greater the complexity, impact and geographic scope of an emergency, the more multiagency coordination will be required.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Objectives

The objectives of the Plan are to:

- Protect the safety and welfare of the overall community, as well as the employees of the City of Scotts Valley.
- Provide for a safe and coordinated response to emergency situations.
- Protect the City's facilities and properties.
- Enable the City to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between incident sites and the City's Emergency Operations Center (EOC), as well as other city and County Emergency Operation Centers.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Standardized Emergency Management System (SEMS)

What is SEMS?

The Standardized Emergency Management System (SEMS) is the system required by Government Code §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary:

- Field Response
- Local Government (Cities and Special Districts)
- Operational Area (County)
- Regional
- State

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing mutual aid systems, the Operational Area concept, and multi-agency or inter-agency coordination. Local governments and special districts must use SEMS to be eligible for funding of their personnel related costs under State Disaster Assistance programs.

Purpose of SEMS

SEMS has been established to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information within and between levels of the system,
- Facilitate coordination among all responding agencies.

Use of SEMS improves the mobilization, deployment, utilization, tracking, and demobilization of needed mutual aid resources. Use of SEMS reduces the incidence of poor coordination and communications, and reduces resource ordering duplication on multi-agency and multi-jurisdiction responses. SEMS is flexible and adaptable to the varied disasters that occur in California and to the needs of all emergency responders.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Organizational / Response Levels and Activation Requirements

The five SEMS organizational / response levels are described below. The levels are activated as needed for an emergency.

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of ICS at the field response level of an incident.

Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency 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 declared or proclaimed in order to be eligible for State funding of response-related costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

Operational Area Level

Under SEMS, the Operational Area means an intermediate level of the State's emergency services organization which encompasses the County and all political subdivisions located within the County. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the regional level.

It is important to note, that while the Operational Area always encompasses the entire County area, it does not necessarily mean that the County government manages and coordinates the response and recovery activities within the county. The decision on organization and structure within the Operational Area is made by the governing bodies of the county and the political subdivisions with the county.

In Santa Cruz County, the emergency management organization of each incorporated city and each special district is responsible for coordination and direction of response and recovery operations within their respective jurisdictions, while the County Office of Emergency Services serves a support role. The County is responsible for coordinating and directing response and recovery operations in the unincorporated areas of the County, with the cities providing support and mutual aid as needed.

The County is the Operational Area, and will be the focal point for information transfer and support requests by cities within the County. The County Administrator is in charge of the

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure.

Regional Level

Because of its size and geography, the state has been divided into three Regions. The purpose of the Regions is to provide for the more effective application and coordination of mutual aid and other emergency related activities. Scotts Valley is in the Coastal Region, which has its Regional Emergency Operations Center (REOC) in Walnut Creek. In SEMS, the regional level manages and coordinates information and resources among operational areas within the Region, and also between the Operational Areas and the State level. The regional level also coordinates overall State agency support for emergency response activities within the Region.

State Level

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

Features Common to all Organizational Response Levels

SEMS has several features based on the Incident Command System (ICS). The field response level uses functions, principles, and components of ICS as required in SEMS regulations. Many of these field response level features are also applicable at local government, Operational Area, Regional and State levels. In addition, there are other ICS features that have application to all SEMS levels. Described below are the features of ICS that are applicable to all SEMS levels.

Essential Management Functions

SEMS has five essential functions adapted from ICS. Field Response uses the five primary ICS functions: Command, Operations, Planning / Intelligence, Logistics and Finance / Administration. In an Emergency Operations Center at local government, Operational Area, and Regional / State levels, the term Management is used instead of Command. The titles of the other functions remain the same at all levels.

Management by Objectives

The Management by Objectives feature of ICS as applied to SEMS means that each SEMS level establishes, for a given operational period, measurable and attainable objectives to be achieved.

An objective is an aim or end of an action to be performed. Each objective may have one or more strategies and performance actions needed to achieve the objective. The operational period is the length of time set by command at the field level, and by management at other levels to achieve a given set of objectives. The operational period may vary in length from a few hours to days, and will be determined by the situation.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Action Planning

Action planning should be used at all SEMS levels. There are two types of action plans in SEMS:

Incident Action Plans: At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident action plans are an essential and required element in achieving objectives under ICS.

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 not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

After Action Reporting

After Action Reports are required by the National Incident Management System any time the Emergency Operations Center is activated. The Director and the Emergency Manager will ensure that all responsible persons, Section Chiefs, Unit Leaders attend a critique or “Hot Wash” within 48 hours of the closing of the operation. As a result of this meeting, individual reports will be submitted no later than 30 days after the closing of the EOC. The reports must include Corrective Actions, including who is responsible for the actions and when they are to be completed. A copy of the After Action Report must be sent to the California Emergency Management Agency (Regional Office) within 90 days of the EOC deactivation.

Organizational Flexibility - Modular Organization

The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions. The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must have a person In-charge of it. However, one supervisor may be in charge of more than one functional element.

Organizational Unity and Hierarchy of Command or Management

Organizational Unity means that every individual within an organization has a designated supervisor. Hierarchy of command / management means that all functional elements within each activated SEMS level are linked together to form a single overall organization within appropriate span-of-control limits.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

Personnel Accountability

An important feature of ICS applicable to all SEMS levels is personnel accountability. This is accomplished through the Organizational Unity and Hierarchy of Command or Management feature along with the use of check-in forms, position logs and various status keeping systems. The intent in bringing this ICS feature into SEMS is to ensure that there are proper safeguards in place so all personnel at any SEMS level can be accounted for at any time.

Common Terminology

In ICS, common terminology is applied to functional elements, position titles, facility designations and resources. The purpose of having common terminology is to rapidly enable multi-agency, multi-jurisdiction organizations and resources to work together effectively. This feature, as applied to all SEMS levels, would ensure that there is consistency and standardization in the use of terminology within and between all five SEMS levels.

Resources Management

In ICS, resource management describes the ways in which field level resources are managed and how status is maintained. At all SEMS levels, there will be some functional activity related to managing resources. This will vary from level to level in terms of directing and controlling, to coordination, to resource inventorying. Procedures for effective resources management must be geared to the function and the level at which the function is performed.

Integrated Communications

This feature of ICS relates to: hardware systems; planning for system selection and linking; and the procedures and processes for transferring information. At the field response level, integrated communications is used on any emergency. At all EOC levels, and between all SEMS levels, there must be a dedicated effort to ensure that communications systems, planning and information flow are being accomplished in an effective manner. The specifics of how this is accomplished at EOC levels will be different than at the field response level.

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Mutual Aid

What is Mutual Aid?

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs Mutual Aid is provided by other agencies, local governments, and the state. Mutual Aid is voluntary aid and assistance by the provision of services and facilities including but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual Aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid is provided between and among local jurisdictions and the State under the terms of the California Disaster and Civil Defense Master Mutual Aid Agreement. This agreement was developed in 1950 and has been adopted by California's incorporated cities, all 58 counties, and the State.

Mutual Aid Systems

The mutual aid program in California has developed statewide mutual aid systems. These systems, operating within the framework of the Master Mutual Aid Agreement, allow for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources.

Several discipline-specific mutual aid systems have been developed, including fire and rescue, law, medical, and public works. The adoption of SEMS does not alter existing Mutual Aid systems. These systems work through local government, Operational Area, Regional and State levels consistent with SEMS.

Mutual aid may also be obtained from other states. Inter-state Mutual Aid may be obtained through direct state-to-state contacts, pursuant to inter-state agreements and compacts, or may be coordinated through federal agencies.

Mutual Aid Coordinators

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 to 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 Services Mutual Aid System by emergency management staff at the local government, Operational Area, Regional, and State levels. Agencies may be requested to send representatives to the Regional EOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated Mutual Aid Coordinators.

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Participation of Volunteer and Private Agencies

Volunteer agencies and private agencies 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. Some volunteer agencies such as the American Red Cross, the Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies 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 agencies with extensive involvement in the emergency response should be represented in EOCs.

Some private agencies have established mutual aid arrangements to assist other private agencies 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 districts, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies.

Liaison 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.

Emergency Facilities used for Mutual Aid

In-coming Mutual Aid resources may be received and processed at several types of facilities including: marshalling areas, mobilization centers, and incident facilities. Each type of facility is described briefly below:

Marshalling 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 area. Marshalling areas may be established in other states for a catastrophic California earthquake.

Mobilization Center: Off-incident location at which emergency 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: Incoming resources may be sent to staging areas, other incident facilities, or directly to an incident depending on the circumstances.

Staging Areas: Temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

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Overview of SEMS Response

The following describes generally how SEMS is intended to work for various emergency situations. The situations are described in terms of the involvement and interactions of the five SEMS levels, and are intended to apply to all types of disasters that may occur in California, such as, earthquakes, floods, fires, and hazardous materials incidents.

This discussion assumes that appropriate emergency declarations and proclamations are made. It also assumes that multi-agency or inter-agency coordination is accomplished at each level as required by SEMS regulations.

Note that SEMS may be activated and resources mobilized in anticipation of possible disasters. Such anticipatory actions may be taken when there are flood watches, severe weather, earthquake advisories, or other circumstances that indicate the increased likelihood of a disaster that may require emergency response and mutual aid. The extent of actions taken will be decided at the time based on the circumstances.

Local Incident within Capability of Local Government

Field Response: Field units respond as needed using the Incident Command System. Resources are requested through local government dispatch centers.

Local Government: Supports field response as needed. Small incidents generally do not require activation of the local government Emergency Operations Center. Emergency management staff may monitor the incident for possible increase in severity. Larger incidents may necessitate activation of the EOC. Local governments will notify the operational area if the EOC is activated.

Operational Area: Activation of the Operational Area EOC is generally not needed for small incidents, but consideration should be given to possibility of the incident becoming larger. The Operational Area EOC would be activated if the local government activates its EOC and requests Operational Area EOC activation.

Single Jurisdiction Incident - Local Government Requires Additional Resources

Field Response: Field units respond as needed using the Incident Command System. Resources are requested through dispatch centers, Department Operations Centers, or in some cases, the EOC.

Local Government: Supports incident commanders with available resources. The local government Emergency Operations Center is activated. Local government and special districts notify the Operational Area. Resources are requested through Operational Area emergency management staff and appropriate Mutual Aid Coordinators. (In some cases, Mutual Aid may be obtained directly from neighboring local governments under local Mutual Aid agreements.) Local government and special districts retain responsibility for managing the response.

Operational Area: Operational Area emergency management staff and Mutual Aid coordinators locate and mobilize resources requested by local government or special

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districts. Emergency management staff and Mutual Aid Coordinators generally operate from normal departmental locations for handling limited resource requests, and the EOC is not activated. Emergency management staff and Mutual Aid Coordinators will communicate with each other as needed to coordinate resource mobilization. If requested by the affected local government, emergency management staff will activate the operational area EOC.

Major Single Jurisdiction Disaster - Local Government Requires Additional Resources

Field Response: Field units respond as needed using the Incident Command System. One or more Incident Commands may be established depending upon the size and nature of the disaster. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or the EOC.

Local Government: Supports Incident Commanders with available resources. Local governments activate their Emergency Operations Centers and notify the Operational Area lead agency. Resources are requested through Operational Area emergency management staff and Mutual Aid Coordinators. Local governments retain responsibility for managing the response.

Operational Area: Lead agency activates Operational Area Emergency Operations Center. Operational Area emergency management staff and Mutual Aid Coordinators locate and mobilize resources requested by Local government and special districts. Mutual Aid Coordinators go to the EOC or send representatives depending on circumstances. Resources not available within the Operational Area are requested through the California Office of Emergency Services Regional Administrator and Regional Mutual Aid Coordinators.

Regional: The California Office of Emergency Services Regional Administrator activates the Regional Emergency Operations Center (REOC) and notifies headquarters. The Regional Administrator and Regional Mutual Aid Coordinators locate and mobilize resources requested by the Operational Area.

State: State Operations Center is activated. The California Office of Emergency Services staff monitors the situation.

Major Area - Wide Disaster - Damage in Multiple Operational Areas

Field Response: Field units from the affected jurisdictions respond as feasible using the Incident Command System. Incident Command Posts may be established at various sites throughout the disaster area. Resources are requested through dispatch centers, Department Operations Centers (DOCs), or EOCs.

Local Government: Ability to respond may be severely impaired. Local governments assess capability and report situation to operational area. Local governments mobilize all available resources. EOCs establish priorities, allocate available resources to support the field response, and request assistance through the Operational Area. Local governments

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and special districts retain responsibility for managing the response within their jurisdictions.

Operational Areas: Lead agency activates Emergency Operations Center and notifies the California Office of Emergency Services Regional Administrator. Emergency Operations Center assesses situation and reports information to the Regional Emergency Operations Center (REOC). The emergency management staff and Mutual Aid Coordinators mobilize available resources in the Operational Area, request additional resources through the REOC and Regional Mutual Aid Coordinators, and provide overall situation information to local governments and special Districts.

Regional: The California Office of Emergency Services Regional Administrator activates Regional Emergency Operations Center (REOC) and notifies State Headquarters. REOC staff and Regional Mutual Aid Coordinators locate and mobilize resources available within the Region and from State agencies. Additional resources are requested through the State Operations Center.

State: The State Operations Center (SOC) is activated and State agency representatives are requested to staff the SOC. SOC coordinates State agency response and mobilization of mutual aid resources from unaffected regions. SOC may direct activation of other California Office of Emergency Services REOCs to assist in resource mobilization. State agency department operations centers are activated. If needed, federal assistance is requested using the National Response Framework. The SOC continuously monitors the situation.

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Authorities and References

City of Scotts Valley Municipal Code

Chapter 2.48

Section 2.48.010

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of a disaster and to provide for the coordination of the civil defense and disaster functions of this city with all other public agencies and affected private persons, corporations and organizations. Any expenditures made in connection with such civil defense and disaster activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city. (Ord. 31 § 1, 1969)

2.48.020 - Definitions. Added

- A. Civil Defense. As used in this chapter, the term "civil defense" means preparation for and carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from disasters. It shall not include, nor does any provision of this chapter apply to any condition relating to a labor controversy.
- B. Disaster. As used in this chapter, the term "disaster" means actual or threatened enemy attack, sabotage, extraordinary fire, flood, storm, epidemic, riot, earthquake or other similar public calamity. (Ord. 31 § 2, 1969)

2.48.030 - Council membership. Added

The Scotts Valley civil defense and disaster council is created and shall consist of the following:

- A. The mayor, who shall be chairman;
- B. The director of civil defense and disaster, who shall be vice-chairman;
- C. The deputy director appointed by the director of civil defense with the advice of the council who, under the supervision of the director, shall develop civil defense and disaster plans and organize the civil defense and disaster program of this city, and shall have such other duties as may be assigned by the director;

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- D. Such assistant directors and chiefs of civil defense and disaster departments, services or divisions as are provided for by resolution pursuant to this chapter;
- E. Such representatives of civic, business, labor, veterans, professional or other organizations having an official group or organization civil defense and disaster responsibility as may be appointed by the mayor with the advice and consent of the city council. (Ord. 31 § 3, 1969)

2.48.040 - Council. Added

It shall be the duty of the Scotts Valley civil defense and disaster council, and it is empowered, to review and recommend for adoption by the council, civil defense and disaster and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The civil defense and disaster council shall meet upon call of the chairman or, in his absence from the city or inability to call such meeting, upon the call of the vice-chairman.
(Ord. 31 § 4, 1969)

2.48.050 - Director of civil defense and disaster - Powers and duties. Added

There is created the office of director of civil defense and disaster. Such officer shall be appointed by the mayor with the advice and consent of the city council.

The director is empowered to:

- A. Request the council to proclaim the existence or threatened existence of a disaster or an emergency and the termination thereof if the council is in session, or to issue such proclamation if the council is not in session, subject to confirmation by the council at the earliest practicable time;
- B. Request the governor to proclaim a state of disaster or a state of extreme emergency when, in the opinion of the director, the resources of the area or region are inadequate to cope with the disaster;
- C. Control and direct the effort of the civil defense and disaster organization of this city for the accomplishment of the purposes of this chapter;
- D. Direct coordination and cooperation between divisions, services and staff of the civil defense and disaster organization of this city, and to resolve questions of authority and responsibility that may arise between them;
- E. Represent the civil defense and disaster organization of this city in all dealings with public or private agencies pertaining to civil defense and disaster. (Ord. 31 § 5, 1969)

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2.48.060 - Powers of director. Added

In the event of the proclamation of a disaster or emergency as herein provided, or the proclamation of a state of disaster or a state of extreme emergency by the governor or the director of the California Disaster Office, the director is hereby empowered to:

- A. Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council.
- B. Obtain vital supplies, equipment and such other properties found lacking and needed for the protection of the life and property of the people, and bind the city for the fair value thereof, and if required immediately, to commandeer the same for public use;
- C. Require emergency services of any city officer or employee and, in the event of the proclamation of a state of disaster or a state of extreme emergency by the governor in the region in which this city is located, to command the aid of as many citizens of this community as he thinks 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 civil defense and disaster service volunteers;
- D. Requisition necessary personnel or material of any city department or agency;
- E. Execute all of his ordinary powers as required by his official position within the city, all of the special powers conferred upon him by this chapter or by resolution adopted pursuant thereto, all powers conferred upon him by any statute, agreement approved by the city council, or by any other lawful authority, and in conformity with Section 38791 of the Government Code, to exercise complete authority over the city and to exercise all police power vested in the city by the constitution and general laws.
(Ord. 31 § 6, 1969)

2.48.070 - Civil defense and disaster organization. Added

All officers and employees of this city, together with those volunteer forces enrolled to aid them during a disaster, and all groups, organizations and persons who may by agreement or operation of law, including persons pressed into service under the provisions of subsection C of Section 2.48.060 of this chapter, be charged with duties incident to the protection of life and property in this city during such disaster, shall constitute the civil defense and disaster organization of the City. (Ord. 31 § 7, 1969)

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2.48.080 - Divisions, services and staff of the organization. Added

The functions and duties of the civil defense and disaster organization shall be distributed among such divisions, services and special staff as the City Council shall prescribe by resolution. The council shall, concurrently with the adoption of the ordinance codified in this chapter, adopt a resolution setting forth the form of organization, establishment and designation of divisions and services, the assignment of functions, duties and powers, and the designation of officers and employees. Insofar as possible, the form of organization, titles and terminology shall conform to the recommendations of the civil defense and disaster agencies of the federal government and the State of California. (Ord. 31 § 8, 1977)

State of California

California Government Code, Section 3100, Title 1, Division 4, Chapter 4

States that public employees are Disaster Service Workers (DSW), subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the State or any county, city, special district, or state agency, excluding aliens legally employed. The law applies when:

- A local emergency has been proclaimed.
- A state of emergency has been proclaimed.
- A federal disaster declaration has been made.

The California Emergency Plan

Promulgated by the Governor, and published in accordance with the Act and provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that: “...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

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Definitions

Incidents, Emergencies, and Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

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. While not yet meeting disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There are usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency will not be declared and the jurisdictional EOC will not be activated. Incidents are usually of fairly short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency is also used to define a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

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Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, and e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

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Response Levels

Response Levels are used to describe the type of event:

Area(s) affected and extent of coordination or assistance needed, and degree of participation expected from the City.

Response Level 1 – Local Emergency

This type of situation is managed in a normal manner from a command post at the scene. Local resources are adequate and available; a local emergency is declared. Both coordination and direction are centralized: the Emergency Operations Center is not activated and public safety personnel provide necessary support, as established by agreements and ordinances. Police, fire and other responders coordinate via established telephones, radio systems and dispatch centers.

Response Level 2 - Local Disaster

Local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed. Several departments as well as other jurisdictional agencies need close coordination.

The Emergency Operations Center is activated to coordinate emergency response. EOC activities may include but are not limited to:

- Establishing a City-wide situation assessment function,
- Establishing a City-wide public information function,
- Determining resource requirements for the affected area and coordinating resource requests,
- Establishing and coordinating the logistical systems necessary to support multi-incident management,
- Establishing priorities for resource allocation.

Direction is decentralized: Incident Command Systems are established and continue to report through agency dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

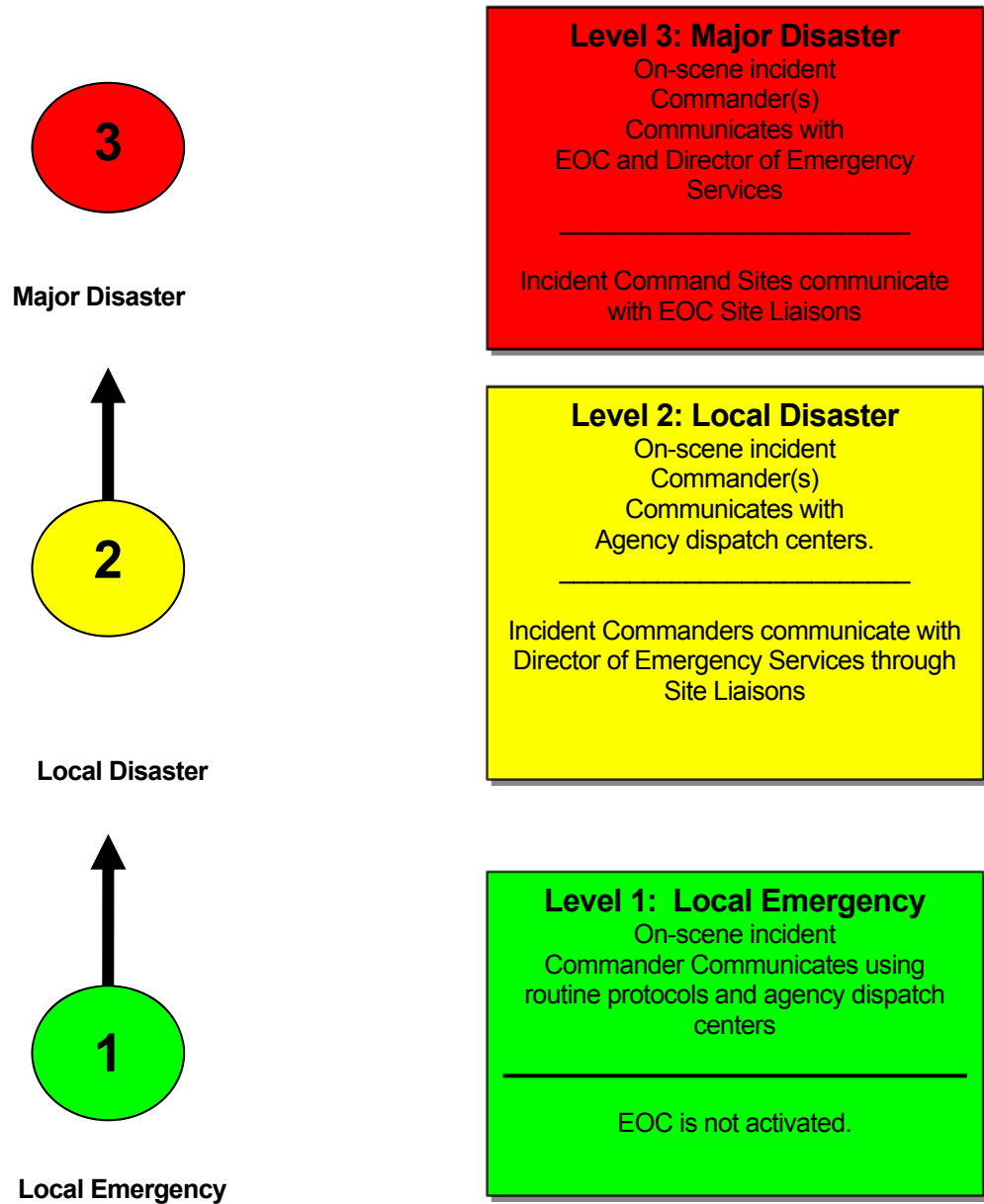
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Response Level 3 - Major Disaster

City and other local resources are overwhelmed, and the City declares a State of Emergency because extensive outside resources are required. A Local Emergency and a State of Emergency are proclaimed, and a Presidential Declaration is requested. The emergency operation is centralized. The EOC is activated and all coordination and direction activities are done from there. There may be several incidents and the managers of each incident would, as much as possible, report to and receive direction from the EOC. During war, a Statewide Emergency Management System will be fully activated and the State will coordinate emergency operations from Sacramento.

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Response Level Diagram



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Emergency Phases

General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery should review this document, its procedures and checklists, that detail personnel assignments, policies, and resource lists. Personnel should be acquainted with these SOPs and checklists and periodically should be trained in activation and execution.

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Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

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Emergency Proclamations

Local Emergency

A Local Emergency may be proclaimed by the City Council, or by the City Manager, as specified by the California Government Code. A Local Emergency declared by the City Manager must be ratified by the City Council within seven days. The Council must review the need to continue the declaration at least every fourteen days until the Local Emergency is terminated.

The Local Emergency must be terminated by resolution as soon as conditions warrant. Declarations are normally made when there is a threat or an actual disaster or extreme peril to the safety of persons and property within the city, caused by natural or human created situations.

The declaration of a Local Emergency provides the City Council with the legal authority to:

- Request that the Governor declare a State of Emergency
- 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 to perform. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

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State of Emergency

A State of Emergency may be declared by the Governor when:

- Conditions of a disaster or extreme peril exist that threaten the safety of persons and property within the state caused by natural or human-caused incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.

When the Governor declares a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county.
- The Governor shall, to the extent deemed 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 the emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any state agency, 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 the office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

State of War Emergency

When the Governor declares a State of War Emergency or a State of War Emergency exists, all provisions associated with a State of Emergency apply, plus:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor that are made or given within the limits of the Governor's authority as provided for in the Emergency Services Act.

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Sample Proclamation

**PROCLAMATION DECLARING THE EXISTENCE
OF A LOCAL EMERGENCY**

WHEREAS, Section 2.48.050 of the Scotts Valley Municipal Code allows the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said City area is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of Scotts Valley does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within the City, as a result of:

_____;

And that the City Council of Scotts Valley is not in session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this declaration be forwarded to the Governor of California with the request that he proclaim a State of Emergency for Scotts Valley, and further that the Governor request a Presidential Declaration; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions and duties of the emergency services organization of this City shall be those prescribed by law, by ordinances and resolutions of this City, and by the Scotts Valley Emergency Operations Plan.

BY: _____

DIRECTOR OF EMERGENCY SERVICES

Date: _____ Time: _____

Attest: _____

City Clerk

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Hazard Vulnerability Assessments / Risk Analyses

Hazard Risks

The City of Scotts Valley recognizes that the planning process must address each hazard that threatens the City. Scotts Valley is vulnerable to a wide range of threats. There are three broad categories of hazards: natural, technological or human-caused, and national security.

The City of Scotts Valley, with its varying topography and mix of urban and semi-rural areas, is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the City of Scotts Valley are as follows:

Natural Hazards

- Earthquakes
- Floods
- Wildland fires
- Landslides
- Extreme weather and storms

Technological and Human-Caused Hazards

- Hazardous materials (HazMat)
- Major vehicle accident
- Airplane crash
- Civil disturbance
- Terrorism

A hazard matrix that outlines each of these hazards and identifies their likelihood of occurrence and its severity is listed on the next page.

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Likelihood of Occurrence

Severity

Hazard	Infrequent	Sometimes	Frequent	Low	Moderate	High
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wildland Fire		X			X	X
Floods		X		X	X	
HazMat		X		X	X	X
Landslides		X		X	X	
Civil Disturbance	X			X		
Extreme Weather			X	X	X	X
Aircraft Crash	X			X	X	X
Major Vehicle Accident			X	X	X	
Terrorism	X				X	X

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Additional Information Regarding Hazards within the City

Earthquakes

The Scotts Valley planning area is relatively close to four major fault zones. These fault zones are the San Andreas Fault zone, located approximately five miles to the northeast of the Planning Area, the Zayante Fault Zone, located to the north within 1.5 miles of the planning area; the Butano Fault Zone, located approximately four miles to the north; and the Ben Lomond Fault Zone, approximately one mile to the southeast. Based upon the major historic earthquakes which have occurred along these faults, each is considered active or potentially active, except the Ben Lomond Fault for which insufficient data exists to determine its activity. A relatively short fault (1.5 miles), the Bean Creek Fault is located along the lower portion of Bean Creek between Mt. Hermon Conference Center and the Scotts Valley planning area. There is insufficient data to classify its activity.

<u>Earthquake Size Descriptions</u>		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Both the Zayante Fault and Butane Fault are considered potentially active and capable of producing major earthquakes of magnitude 7.4 and 6.4 on the Richter Scale, respectively. Both faults exhibit evidence of activity and are tied into the San Andreas Fault system.

The Ben Lomond Fault, according to the County Seismic Safety Element, shows evidence of activity during recent geological history, but it is unclear what potential seismic safety hazards this fault could create. Since science has not yet developed a reliable system for earthquake forecasting, we must assume that some earthquake activity can be expected in the future from these active or potentially active faults.

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Nature of Seismic Hazards

Seismic hazards can be divided into five basic categories: faulting or ground rupture, ground shaking, liquefaction, seismic slope failure, and seismically induced water waves (tsunamis). Faulting and ground rupture occur when one side of a fault moves during an earthquake horizontally or vertically in relation to the earth on the other side. The earth's surface may also rupture but that does not happen every time a fault moves. Structures placed over a fault stand a high possibility of failure should faulting and ground rupture occur. There is no indication that surface rupture is a hazard in the planning area because no faults are known to traverse it.

The second category of seismic hazard is ground shaking. Ground shaking is vibration of the ground caused by earthquakes and often results in damage to structures. The extent of damage depends on: characteristics of underlying soils and rocks, design and configuration of the structure, quality of materials and workmanship used in construction, location of epicenter and magnitude of the earthquake, and duration and character of the ground motion. Damage to structures due to ground shaking may occur if tall, multi-story buildings are located on deep saturated soils and if the periods of vibration of the structures and the ground are similar. Potential for damage to buildings is generally minimized for well-constructed, single-story wood-frame buildings. Of all the hazards associated with major earthquakes, ground shaking will have the most pervasive impact in the planning area. Alluvium is highly responsive to ground shaking.

Much of the present development along Scotts Valley Drive and Mt. Hermon Road is located on alluvium and therefore will be subject to strong shaking during a major earthquake. Shaking often will trigger landslides, particularly on slopes of 15% or greater. Maps of ground shaking hazards in the planning area are unavailable.

Ground shaking may cause liquefaction of recent alluvial and terrace deposits. Liquefaction occurs when non-cohesive surface or subsurface materials are saturated and become liquid-like under the influence of ground shaking. This may result in ground failure. The longer the shaking, the greater the potential for ground failure.

The alluvial deposits of the planning area have a moderately low potential for liquefaction except for younger alluvium found predominately along creeks and other water courses; these have a moderate potential for liquefaction.

Seismic Slope failure is the third category of seismic hazard and includes earthquake caused slope failure, landslide and liquefaction. The severity of this hazard depends on the duration and intensity of shaking, location and magnitude of the quake, and the characteristics and condition of the ground at the time. The longer the shaking, the greater the potential for ground failure. Lurch cracking and lateral spreading are other types of slope failure. Lateral spreading occurs along creek banks or the open side of fill embankments. Slope failure and landslides due to earthquakes involve the

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movement of rock, soil, mud and debris. They range from minor slides to major landslide involving millions of cubic yards. Steep slopes found in the City favor such mass movements. Landslides may occur as an effect of nearby moderate to major earthquake. Because this information is general, site specific studies must be made to identify landslide hazards that may exist at any one location. Down slope movement may be rapid or so slow that a change of position can be noted only over a period of weeks or years. A landslide can range from several square feet to several square miles in area. Damage to structures can range from slight to total destruction.

Conditions that contribute to landslide occurrence in the planning area include: loose and weakly consolidated soils or rock; steep slopes; amount, intensity, and volume of rainfall; poor drainage and erosion. Humans often contribute to slope instability by inappropriate or poorly engineered grading, removal of vegetation, and alteration of surface and subsurface water conditions. In some situations, septic tanks and landscape watering can increase the landslide potential by saturating slopes. As previously indicated, seismic shaking can also trigger landslides.

Hazards due to erosion are difficult to separate from flooding and landsliding hazards. In some cases, erosion is a result of flood and landslide conditions; in others, prolonged erosion can cause rapid water runoff and landsliding. Erosion is a natural process caused by wind, water and gravitational forces. This process generally creates two problems: removal of soil from one site and its subsequent deposit in another.

The final category of seismic hazard is the seismic sea wave, or tsunami, which would not affect Scotts Valley.

Flood Hazards

The Scotts Valley planning area is subject to flood hazards resulting from heavy rainfall, causing the overflow of stream courses. Scotts Valley is principally drained by Carbonara Creek, which begins 1.3 miles north of the City limits. The creek runs through the City parallel to Highway 17, and eventually joins Branciforte Creek in the City of Santa Cruz. The creek has two main tributaries in Scotts Valley: Camp Evers Creek runs south of Mt. Hermon Road; West Branch Creek runs east of Glenwood Drive. All three creeks have been altered by road development, bridges and culverts.

The most recent recorded storm damage occurred in January 1982. Carbonara Creek and Camp Evers Creek both experienced significant bank erosion. Bridges were washed out on Carbonara Creek, and west Branch Creek flooded when it clogged with silt and debris.

Insufficient channel capacity to handle peak flood flows, obstructions (such as vegetation or structures) in the stream channel, and poor land use practices can

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increase flood potential. Runoff occurs when storms of high intensity and/or long duration exceed the soil's ability to absorb water. Runoff rate and volume is also influenced by slope and vegetative cover. The greater the slope, the less chance rainfall has to infiltrate into the soil. Infiltration potential is enhanced by vegetation which serves to reduce the velocity of raindrops striking soil surfaces. In undeveloped areas where there are fewer streets and structures, absorption levels can be excellent. In intensely developed areas where streets, parking lots, and structures cover much of the ground surface, absorption is extremely low because these materials are impermeable.

Urban development conditions contribute to erratic runoff rates and flooding in areas where there is an inadequate storm drainage system. When the capacity of storm drains is exceeded, flooding occurs. Development in these flood-prone areas increases hazards to life and property.

Scotts Valley revised the Storm Drainage Master Plan in December 1989. The plan recognized both natural flood hazards and an increased need for adequately sized drainage facilities. Both in-stream and off-stream drainage facilities were identified, coded and prioritized for both private and public properties. In addition to flood control improvements, the Federal Flood Insurance Program makes flood insurance available to residents and businesses in flood hazard areas after the hazards, of flooding are estimated. Insurance rates vary according to the expected severity of the hazard. In order to participate in the program, however, a community must regulate development in the hazard area so as not to increase the hazard. The City regulates flood hazards by requiring the floor elevation of new development to be at least 1.0 foot above the 100-year flood height and preventing development which may cause floodwaters to flow at hazardous velocities (for instance, by narrowing the channel). The 100-year flood hazard area was mapped by FEMA on Flood Insurance Rate Maps in 1983. These maps are available in the Public Works and Planning departments and are used to indicate the necessity for special review prior to project approval.

Fire Hazards

Any fire, regardless of size or location, poses a threat to life and property until it is contained or controlled. It must be recognized that all fires are hazardous and fire prevention and safety measures must be incorporated into all land use planning decisions.

Fire hazards are generally categorized into two main types: 1) fires within undeveloped areas, commonly called wildland fires, and 2) fires within urban areas which primarily involve specific sites and structures. California experiences large wildland fires almost every year. The factors contributing to fires - highly flammable brush, rugged terrain, long arid summers, dry northeast winds, and an expanding population - are all typical characteristics of Scotts Valley. In addition to wildland fires,

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Scotts Valley experiences fires from structural, vehicular, utility, and other sources as well.

Fires in the Scotts Valley Planning Area tend to be structural in nature year-round, and wildland in nature during the summer.

Fire Protection Problems

Various land uses require minimum water flows for adequate fire protection. Fire hydrant capacities within the Scotts Valley Planning Area present some fire protection problems for the Fire District in meeting these flows. Hydrant capacities range from 1,000 gpm (in 60% of the District), 500-1,000 gpm (30%) to 0-500 gpm (10%). Service is especially limited in the higher elevations. The vast majority of the valley floor, however, has flows in excess of 2,000 gpm with storage of 2.8 million gallons. Thus, all the commercial and industrial areas of Scotts Valley are more than adequately protected. Areas around Lockhart Gulch-Nelson Road, Bean Creek Road and Manana Woods presently have water supply and pressure problems.

Other problems regarding provision of fire service involve restrictions due to road widths and structural obstructions. Problem areas are located around the Granite Creek-Southwood Drive "Ridge", Cadillac Drive, Bean Creek Road and Lockhart Gulch-Nelson Road. The Scotts Valley Fire District has a minimum road width requirement of 24 foot streets with no parking on either side, 28 feet with parking on one side, and 36 feet with parking on both sides. The minimum cul-de-sac radius permitted is 35 feet. Another critical roadway problem is long dead-end streets with no emergency outlets. This physical restriction presents a severe safety hazard.

Hazardous Materials

Hazardous materials include certain products which are corrosive, ignitable, toxic, radioactive, flammable or explosive and reactive.

In their natural state, these materials may be solid, liquid, or gas. Actual materials regulated are defined by Health and Safety Code section 25501 as may be amended from time to time. Some materials are also defined in the Scotts Valley Hazardous Materials Ordinance and includes California Administration Code Title 22, EPA Priority Pollutants, and Flammable and Combustible materials. Teratogens, carcinogens, mutagens and other regulated materials not specifically regulated in the above will be evaluated on a case by case basis and not overlooked.

State law mandates that each city and/or county identify and register hazardous materials that are being used. The City of Scotts Valley has adopted an ordinance which regulates the safe storage and handling of all hazardous materials. The Scotts Valley Fire District administers the hazardous materials program for the City. The

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major safety issues involving hazardous materials can be classified into two categories: (1) fire; and (2) public exposure to toxic substances as a result of a release.

Hazardous waste is managed by the Santa Cruz County Environmental Health Services Department. A major problem with chemical fires is their secondary effects. Burning chemicals can generate toxic vapors, thereby greatly increasing the potential for adverse health effects from both the original material and its combustion product. Releases may occur in areas where hazardous materials are being stored, handled, transported or disposed. Hazardous material releases may cause substantial environmental degradation and irreparable damage to natural resources. Use and Storage of Hazardous Materials Use and storage of hazardous materials is of particular concern to adjacent land uses. Hazards are created by leaks or releases which may contaminate air, soil, or water, cause explosions, and/or cause fires.

Currently there are no known hazardous materials manufactured within the City of Scotts Valley. However, hazardous waste may be generated as a result of the use of chemical materials. Hazardous materials are used by a number of industries within the City, and some hazardous wastes are generated as a result of some activities.

Motor fuels, waste oils, propane, and other petroleum products are frequently overlooked as constituting the largest quantity of hazardous materials stored within the City. However, other chemicals are used by a wide variety of businesses including electronic companies, cleaning establishments, and various medical and veterinary businesses. Hazardous materials in the form of household products are also used by the average consumer.

Disposal and Transportation of Hazardous Materials

Hazardous waste, which may be a by-product of the use of hazardous materials, is not re-used in the City of Scotts Valley, but is handled in a number of ways. The majority of hazardous waste produced within the city is recycled by state licensed facilities that treat, store, or dispose of hazardous waste. These facilities are commonly referred to as "T, S, D's." There are no T, S, D facilities located within the City. Licensed waste haulers are used to transport hazardous waste from the generator to the T, S, D facilities.

The second most widely used practice of waste disposal is the "land fill" method. Hazardous waste may be disposed of in state approved disposal sites referred to as "Class I" sites. Licensed waste haulers transport hazardous waste to Class I sites, which are located outside of Santa Cruz County. The most commonly used sites for this area are located in Kern County and out of state. State Highway 17 serves as the main transit line for the majority of hazardous materials hauled throughout the county. Scotts Valley Drive is used by the majority of licensed hazardous materials/waste haulers that supply and remove hazardous materials/waste from specific locations throughout the city. In 1981, the California Highway Patrol assumed leadership in

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responding to spills on California's state highways, a job formerly handled by Caltrans. The Highway Patrol acts as a command and information center and works cooperatively with the County Office of Emergency Services; the Department of Transportation will continue to take the lead in cleaning up spills on state property.

Scotts Valley Hazardous Materials Management Plan

The purpose of the Hazardous Materials Storage Permit Ordinance, adopted by the city, is to protect health, life, resources, and property through prevention and control of unauthorized discharges of hazardous materials.

The ordinance is implemented through a permitting process. All businesses or persons that store hazardous materials must have a permit issued by the administering agency, which is currently the Scotts Valley Fire Protection District. The issuance of a permit is based on type or quantity of material, proper storage, emergency response plans, sampling, monitoring inspections, and testing programs. The ordinance provides for full cost recovery through a schedule of fees which is based upon type and quantity of materials stored.

There are more than 100 commercial/industrial users of hazardous materials within the City. These materials may include bulk storage of fuels, solvents, resins, and a wide variety of other solids, liquids and gases.

Terrorism Event

According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property. However, based on the events surrounding September 11, 2001, there is an increasing threat of WMD (Weapons of Mass Destruction) incidents, including Nuclear, Biological, and Chemical attacks against civilian targets.

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Plan Maintenance and Training

Emergency Operations Plan Maintenance

The Scotts Valley Emergency Operations Plan is designed for efficient update and additions. The responsibility of maintaining the document is assigned to the City's Emergency Manager (Police Lieutenant.)

The Emergency Manager will conduct a thorough review of the plan annually. Updates shall be distributed every year as needed or when there are significant changes.

This Plan is a management tool. It supports, and is integrated with, City operations. Sections of the Plan can be easily updated with minor modifications when there are changes to the City organization, systems and/or new functional positions are added. It does not need to be updated every time procedures change.

Individuals with emergency assignments are to review their procedures and related information after every activation; either simulated in drills or as an actual response. Individual Checklists are to be revised as needed. Additionally, individual users are encouraged to add supplemental materials to their Sections for a complete "response ready" plan.

The Checklists are designed to be used as worksheets. New and revised Checklists can be reprinted after each activation. It is not necessary to reprint the entire document each time it is updated. The footer date should always be kept current and can include the word "Revised" to indicate the update.

Training Program

This Plan is consistent with the Standardized Emergency Management System (SEMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The City will need to review the guidelines to identify competency requirements based on this Plan.

Orientation

All new City supervisory and management employees should review the Plan upon hire, and attend field or EOC training when practical.

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SEMS Required EOC Exercises and After Action Reports

The City will conduct an EOC table top or an EOC functional exercise at least once a year, simulating an actual incident or disaster, as required by SEMS. This serves to practice policies, procedures and decision-making skills. The exercise may involve City staff alone, or it can be held in conjunction with other jurisdictions. These exercises are the most effective method of training the City's staff. Shortly after the annual exercise, the City will prepare an After Action Report (including Corrective Actions) as required by NIMS.

In addition, should the EOC be activated for a declared emergency; the City will also prepare an After Action Report that includes Corrective Actions as required by NIMS and SEMS. All After Action Reports will indicate who is responsible for completing the Corrective Actions and when they are to be completed. These reports will be forwarded to the Santa Cruz County Office of Emergency Services, as well as to the California Office of Emergency Services (CalOES).

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Continuity of Government

General

A major emergency could result in loss of key City officials, loss of function of the established seat of government, and destruction of public and private records. Authority for policies and procedures associated with continuity of government is derived from the California State Constitution, the Emergency Services Act, and the Scotts Valley Municipal Code.

Succession of City Officials

The City Council shall meet as soon as possible after a disaster. If necessary, it reconstitutes itself and fills appointive City offices. Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method of reconstituting the City Council and appointing City offices.

If the Director of Emergency Services (City Manager) is not available, he or she is succeeded by an individual who is permanently appointed to the following positions in city government. The successor serves until an appointment has been made by the City Council and the appointee has been seated:

First Alternate:	Assist. City Manager / CDD
Second Alternate:	Police Chief
Third Alternate:	Public Works Director

Succession of Emergency Operations Center Sections and Branches are provided for in the procedures and checklists that support this plan.

Temporary Seat

The seat of government is City Hall, One Civic Center Drive. The alternate seat of government is the Scotts Valley Community Center, 360 Kings Village Road.

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Preservation of Essential Records

Essential City records comprise a small percentage all the records of the City and meet one or more of the following criteria:

- Records necessary to conduct emergency operations. Records in this category include utility systems maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lists of regular and auxiliary personnel.
- Records required to restore day-to-day City operations. Records in this category include state statutes, city ordinances, resolutions, official proceedings, and financial records.
- Records necessary for the protection of rights and interests of individuals and government. Records in this category include land and tax records, license registers, and articles of incorporation.

Essential City records may be protected at any point in their life cycle, i.e., from their creation to final disposition. Acceptable methods of preserving essential records include dispersal, duplication, on-site storage, and off-site storage. Scotts Valley currently preserves essential records by reproducing them electronically on digital drives.

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REVISION LOG

Date	Summary of Revisions

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SECTION 2

EMERGENCY OPERATIONS CENTER

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Emergency Organization

Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. The City of Scotts Valley' emergency response organization is based on these functions. The Emergency Operations Center is located at the Council Chambers at City Hall.

Emergency Operations Center (EOC)

Explanation of the EOC

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of EOCs is a standard practice in emergency management.

The Director of Emergency Services and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all City emergency operations, and coordination with other agencies and the Operational Area EOC. The EOC is partially or fully activated by the Director of Emergency Services, according to the requirements of the situation.

The EOC is organized according to SEMS, as noted earlier in this plan. The Director of Emergency Services, the Section Chiefs, the Liaison Officer (if assigned), the Legal Officer, and the PIO serve as the EOC Management Team.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

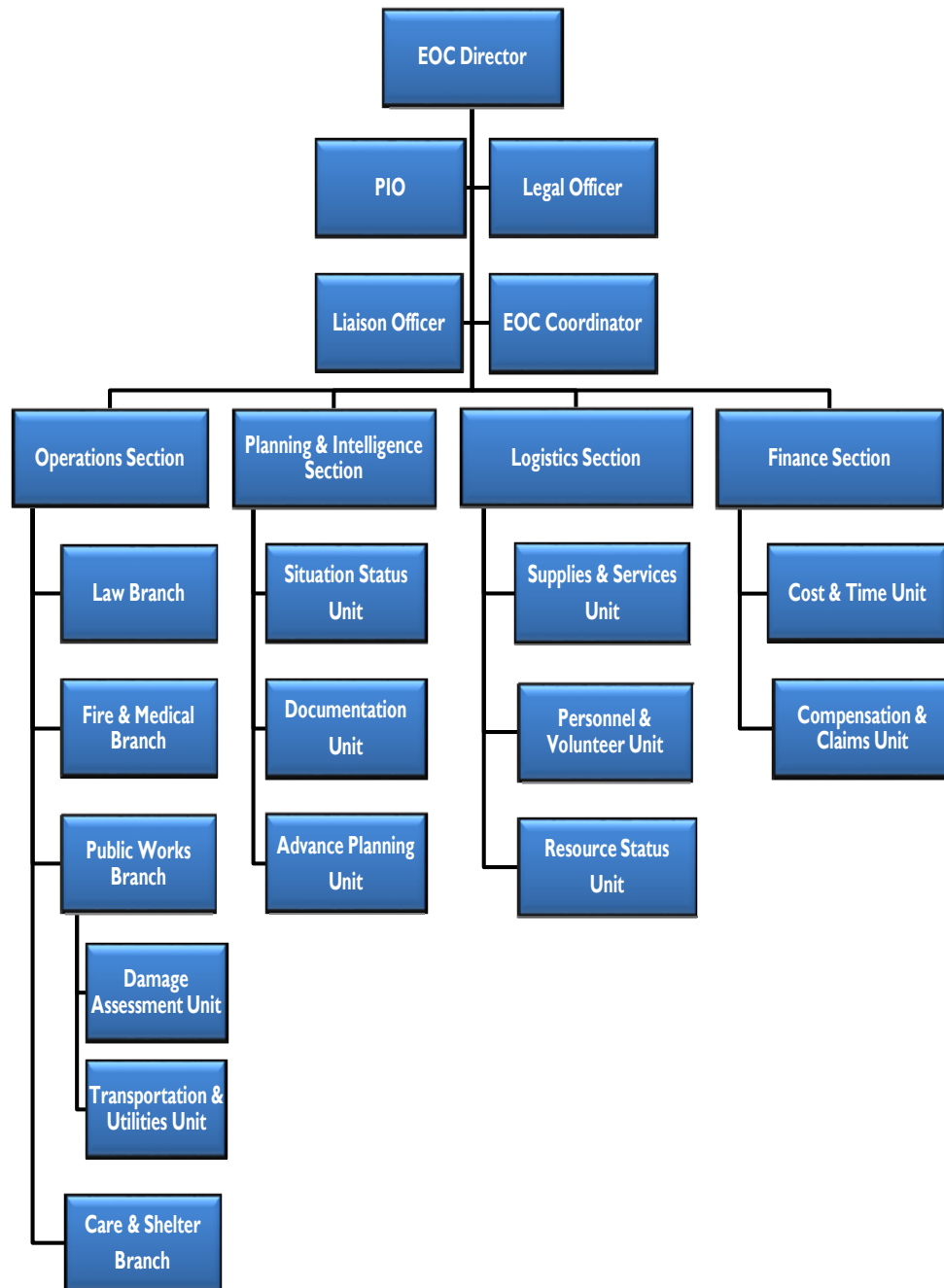
It is recommended that the EOC be configured as closely as possible to the diagram listed in this Section. However, in the event of a disaster where City Hall and/or the Police Department are not accessible, the EOC may be moved to the Recreation Office or the Community Center, or any other safe location at the discretion of the Director of Emergency Services.

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EOC Organizational Chart



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EOC Positional Definitions

Director of Emergency Services

From the EOC, the Director of Emergency Services constantly assesses the situation and knows what resources are available. The Director determines strategy for implementing the Action Plan to handle the incident, and monitors how the plan is working. Adjustments to the plan can be made to meet the realities of the situation. In addition, the Director makes sure that the response is being fully documented for legal and financial reasons. The Director of Emergency Services coordinates all response activities through the EOC Section Chiefs, and keeps the City Council informed of the progress and strategies being implemented during the response.

Public Information Officer (PIO)

The PIO is responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations. The PIO is authorized to speak for the City as directed by the Director of Emergency Services.

Legal Officer

The Legal Officer is the City Attorney or their designate. As required, the Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services in declaring a local emergency and the implementation of emergency powers.

Liaison Officer

Direct representative of the Director of Emergency Services, the Liaison Officer is the conduit for information flow between the City and other jurisdictions. They act as point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to law enforcement agencies, fire service agencies, public works agencies, water districts, the School District, the Red Cross, etc. The Liaison Officer ensures that these organizations are informed and involved in the event response.

EOC Coordinator

Responsible for maintaining the EOC in operational order by procuring and repairing equipment, as well as obtaining supplies as needed. Also, the Coordinator identifies and anticipates EOC hazards or unsafe conditions. This includes situations created as a result of, or directly influenced by, the event. Develops and recommends measures to ensure the safety of EOC personnel.

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Operations Section Chief

The Operations Chief is responsible for activating the operational element of the EOC Action Plan. They manage the strategic operation that directs the primary mission. They are responsible for coordinating the Section's branches: Law, Fire / Medical, Public Works, and Care and Shelter in accordance with the Action Plan.

Law Branch

The mission of the Law Branch is to provide warning information, evacuate affected areas of the community as needed, control traffic, and provide general law enforcement services to the City. The Law Branch also enforces temporary rules and laws related to the emergency. In severe situations, the Branch may also assist the Coroner in the identification of remains and in the operation of a temporary morgue.

Fire / Medical Branch

The primary mission of the Fire / Medical Branch is for coordinating the suppression and control of fires, as well as the performance of rescue operations (with assistance of Public Works and other outside agencies if needed) within the City. In addition, the Branch will determine the medical needs of the City and coordinate with the County for the appropriate medical response. As the availability of personnel permits, it may also support medical treatment at designated locations.

Public Works Branch

The Public Works Branch is responsible for maintaining the City's infrastructure and providing municipal services, as well as repairing and restoring those damaged or destroyed. The Branch will ensure that the safety of buildings, roadways, bridges and other public areas are evaluated. The Public Works Branch will also coordinate with other Operations Section branches for traffic control, search and rescue, and transportation and public utilities as needed.

Damage Assessment Unit

The Damage Assessment Unit is responsible for inspecting the City's infrastructure. The Unit also collates damage information and provides an assessment of the event to other branches within the Section, as well as the Planning and Intelligence Section.

Transportation and Utilities Unit

The Transportation and Utilities Unit, under the direction of the Public Works Branch, is responsible for the allocation of transportation resources required to move people, equipment and essential supplies, as well as coordinating the maintenance of all City owned equipment and Mutual Aid agencies assisting in the response. In addition, the Unit coordinates emergency power, natural gas, water, and waste management for the City and

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the EOC during the disaster. As required, the Unit will coordinate utilities needs with County OES and appropriate utility agencies as required.

Care and Shelter Branch

The Care and Shelter Branch coordinates the sheltering, feeding, potable water, and clothing for evacuated or displaced people at the time of the emergency. The coordination of these services may include the utilization of the American Red Cross (ARC), County agencies, private agencies, non-profit agencies, faith-based organizations, and other organizations as necessary.

Planning and Intelligence Section Chief

The Planning and Intelligence Section is managed by the Section Chief, who is responsible for the collection, evaluation, documentation, and dissemination of incident information and intelligence within the EOC. Also, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report, as well as other reports that may be required.

Situation Status Unit

The Unit gathers information and intelligence about the disaster and displays it in the EOC. It collects damage information and prepares a damage assessment report for other EOC Sections, including other outside agencies who also require the information. It makes predictions and provides other information and intelligence as necessary. The Unit works with the other EOC Sections to set priorities and plan strategy.

Documentation Unit

The Documentation Unit maintains and stores all documents relating to the emergency and maintains copies of all EOC messages. It also maintains the official history of the emergency and assists in the preparation of the Action Plan, Situation Reports, Damage Assessment Reports, and other reports and intelligence summaries as required. The Unit provides duplication services and prepares an After Action Report at the deactivation of the EOC.

Advance Planning Unit

Responsible for the development of an Advance Plan that includes potential response and recovery likely to occur beyond the next operational period, generally within 36 to 72 hours. In addition, the Advance Planning Unit may aid the other EOC Sections by developing a Demobilization Plan.

Logistics Section Chief

Responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, equipment and supplies.

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Supplies and Services Unit

The Supplies & Services Unit is under the direction of the Logistics Section Chief and is primarily responsible for ordering, receiving, inventory, storage and distribution of supplies needed for the City's disaster operations. The Unit is also responsible for providing procurement support for the City during the disaster. In addition, the Unit is responsible for appropriating additional janitorial services, food and catering services, building maintenance services, and equipment repair services during the EOC activation.

Personnel and Volunteer Unit

The Personnel Unit supports human resource needs of the emergency, coordinates the use of volunteers, document names, assignments, and duty hours of all personnel committed to the operation, and provides staff support as needed.

Resource Status Unit

The Resource Status Unit receives, records, and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs. The Unit cooperates closely with the Operations Section to determine resources currently in place and what resources may be needed. The Unit also posts and keeps current all information on display boards and maps in the EOC.

Finance & Administration Section Chief

The Finance and Administration Chief provides advice and support to Director of Emergency Services regarding financial issues, and insures that adequate records are maintained to support requests for State and federal assistance. They also insure that personnel and volunteer time worked by all those involved in the incident is also tracked, while providing cost analysis and projections.

Cost Unit and Time Unit

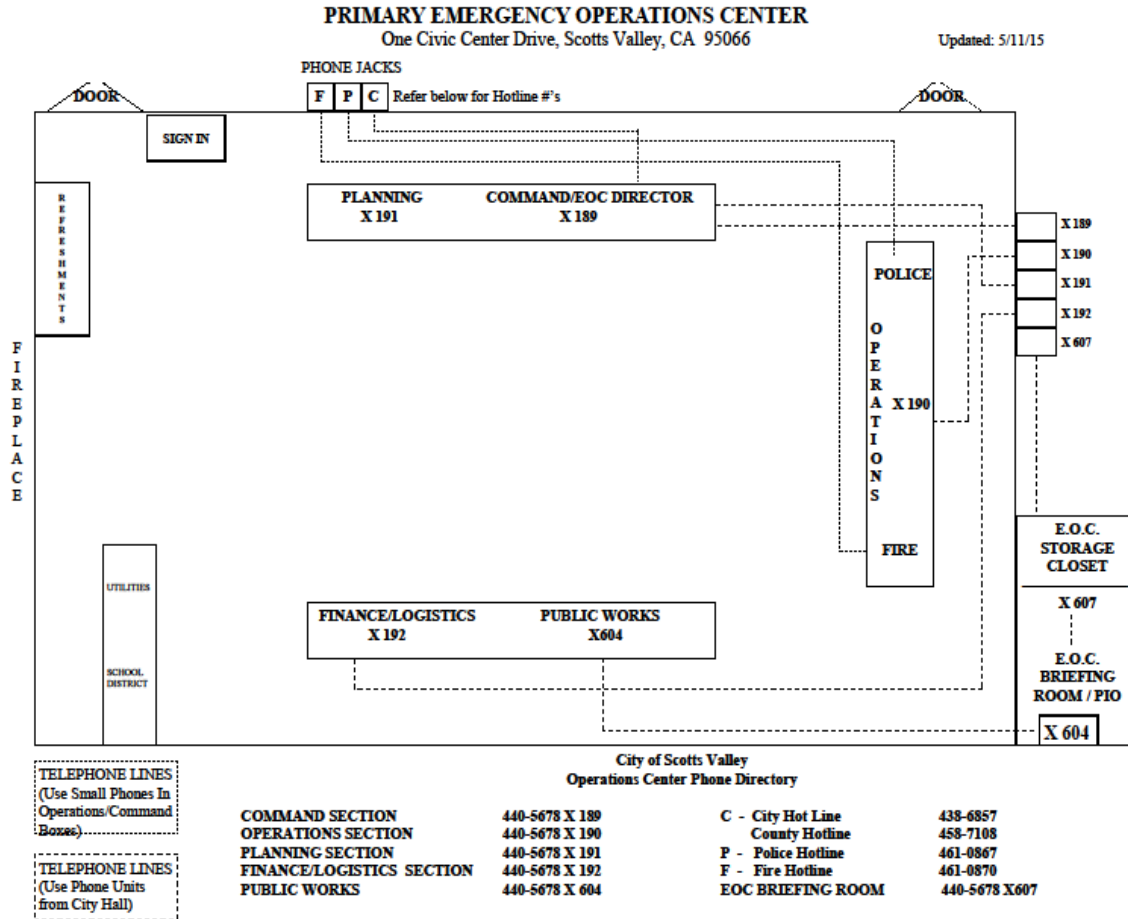
The Cost & Time Unit is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations during the emergency or disaster. The Unit also maintains records of all personnel time worked during the emergency.

Compensation / Claims Unit

The Compensation / Claims Unit manages all legal claims for compensation filed against the City. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to the City.

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Emergency Operations Center Diagram



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EOC Activation and Set-Up Procedure

- ☐ Check in with Director of Emergency Services to determine level of EOC activation.
- ☐ Set up tables according to the EOC set up diagram.
- ☐ EOC supplies are kept containers in the rear portion of the Council Chambers.
- ☐ Set up the tables with the equipment from the appropriately labeled containers, including telephones. Remove the vests and place them on the chairs around the tables.
- ☐ Read the position checklists for specific duties and begin EOC operations.

When the EOC is activated

Activation of Scotts Valley EOC means that at least one City official implements SEMS as appropriate to the scope of the emergency and the City's role in response to the emergency. The City EOC is activated when routine use of resources needs support and/or augmentation. The official implementing SEMS may function from the EOC, or from other locations depending on the situation.

Activated EOCs may be partially or fully staffed to meet the demands of the situation. The City maintains three EOC staffing levels that can be applied to various situations. Activation criteria are as follows:

EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
0	1. No potential severe weather 2. No increasing international tension 3. No increasing national or local tension 4. No increasing probability of hazard	1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts.	1. No to minimal staff in normal operations	1. No actions.
1	1. Possibility of local unrest 2. Severe weather watch is issued 3. Situational conditions warrant 4. Small incidents involving one facility 5. Earthquake advisory 6. Flood watch	1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary	1. Only basic support staff or as determined by Director of Emergency Services	1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
2	1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials incident requiring evacuation 8. Imminent earthquake alert	1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel	1. Staffed as situation warrants and liaison to other agencies 2. Primary EOC personnel will be available and check-in regularly	1. Briefings to City Management staff 2. EOC begins full operation
3	1. International crisis deteriorated to the point that widespread disorder is probable 2. Civil disorder with relatively large scale localized violence 3. Hazardous conditions that affect a significant portion of the City 4. Severe weather is occurring 5. Verified and present threat to critical facilities 6. Situational conditions warrant 7. Major emergency in the Area or Region 8. Incidents occurring involving heavy resource involvement 9. Major earthquake	1. Brief arriving staff on current situation 2. Facilitate EOC staff	1. As determined by the Director of Emergency Services 2. EOC essential and necessary staff 3. Key department heads 4. Required support staff	1. As situation warrants

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EOC Closeout Checklist

- ☐ Notify appropriate agencies and individual sites that EOC is being closed.
- ☐ Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.
- ☐ Deliver the information to the Finance Section Chief.
- ☐ Fold and repack re-usable maps, charts, materials.
- ☐ Collect and place all equipment and supplies in the appropriate containers.
- ☐ Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
- ☐ Return vests to the containers.
- ☐ Leave the Council Chambers in good order.

SECTION 3

EMERGENCY OPERATIONS CENTER

POSITIONAL CHECKLISTS

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Management Section

Director of Emergency Services

(Assigned to: City Manager, Assist. CM/CDD, Department Head)

From the EOC, the Director of Emergency Services constantly assesses the situation and knows what resources are available. The Director determines strategy for implementing the Action Plan to handle the incident, and monitors how the plan is working. Adjustments to the plan can be made to meet the realities of the situation. In addition, the Director makes sure that the response is being fully documented for legal and financial reasons. The Director of Emergency Services coordinates all response activities through the EOC Section Chiefs, and keeps the City Council informed of the progress and strategies being implemented during the response.

Action Checklist

- ☐ Identify yourself as the Director of Emergency Services.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency and recommended initial objectives from your Management (Operations, Planning and Intelligence, Logistics and Finance Chiefs.)
- ☐ Depending on the type of the incident and the information available, order partial or full activation of the EOC.
- ☐ Determine if all key personnel or alternates are in the EOC or have been notified.
- ☐ Brief Section Chiefs; appoint alternates as necessary.
- ☐ Ensure Section Chiefs and their staff members possess and utilize Checklists.
- ☐ Assess the situation, develop an overall strategy with the Management Staff and establish emergency response objectives and priorities.
- ☐ Determine the need for evacuation. If evacuation is required, ensure PIO utilizes news media to pass specific evacuation instructions.
- ☐ Consider declaring a local emergency. Distribute declaration(s) to the County Administrator and the Office of Emergency Services.
- ☐ Establish the frequency of briefing sessions for EOC staff.
- ☐ Establish operational work periods for all Emergency Operations Center and field personnel. Advise Section Chiefs to plan for relief personnel.
- ☐ Direct Section Chiefs to maintain appropriate Unit Logs, charts, and records.
- ☐ Direct Section Chiefs to provide section situation reports prior to the end of each operational period or as needed for the completion of the EOC Action Plan by the Planning Section Chief.

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- ☐ Review and approve the EOC Action Plan developed by the Planning and Intelligence Chief with the assistance of the Command Staff. Ensure proper distribution of the Action Plan.
- ☐ Ensure that proper warning has been given to affected areas, agencies or facilities.
- ☐ Ensure that assessments are made for mutual aid requirements and that requests for such aid are made promptly to the County.
- ☐ If there is little or no damage to the city, prepare to provide mutual aid to neighboring cities and the County.
- ☐ Complete a Management Section Situation Report at the end of operational period or prior to shift change. Provide copy to your relief and to the Planning and Intelligence Documentation Unit.
- ☐ Keep the Mayor, City Council and the County informed of all major problems and decisions.
- ☐ Maintain a Management Section Log noting messages received; decisions made and actions taken.
- ☐ Ensure that an After Action Report is completed by the Documentation Unit at the deactivation of the EOC, and that Corrective Actions are noted, including who is responsible for the actions and when they are to be completed. The Director is to ensure that the Corrective Actions are completed by whom they were assigned, and that they are completed in the time allocated in the report.

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Public Information Officer

The PIO is responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations. The PIO is authorized to speak for the City as directed by the Director of Emergency Services.

(Assigned to: City Clerk, Assist. CM/CDD, PIO Trained Staff)

Action Checklist

- ☐ Identify yourself as the Public Information Officer.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing from the Management Staff.
- ☐ Assess the situation.
- ☐ Prepare an initial information summary as soon as possible after arrival.
- ☐ Observe constraints on the release of all information imposed by the Director of Emergency Services.
- ☐ Establish contacts with the media and provide whatever assistance is required.
- ☐ Establish an Information Center for the media. Schedule regular briefings. Post briefing schedule.
- ☐ Establish separate voice mail telephone hotlines for media and public use. Update regularly.
- ☐ Establish field PIO teams, contact existing teams, including those of other jurisdictions.
- ☐ Gather and disseminate instructions, warnings, and announcements.
- ☐ Release news and information. Post the information in the EOC and Media Center. Ensure that field units receive copies of all releases.
- ☐ In the case of a multi-jurisdictional event, coordinate the release of public information through a Joint Information Center (JIC).
- ☐ Arrange for escort and briefing service for the media and VIPs.
- ☐ Attend all EOC briefings and Management Staff meetings. Update information releases.
- ☐ Schedule expert speakers for media briefings.
- ☐ Monitor television and radio transmissions.
- ☐ Issue warnings about unsafe areas, structures, and facilities.
- ☐ Utilize EDIS, EAS, or other communications systems to issue warnings.

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- ☐ Issue special information releases addressing rumors. Identify them as such, and provide correct information, if available.
- ☐ Provide information to the public on available transportation routes, closures, etc.
- ☐ Release an official list of assistance centers and shelter sites.
- ☐ Ensure that announcements and information are translated for special populations.
- ☐ Maintain a log noting messages received; releases published; interviews granted; and other activities. Maintain record of personnel on duty.
- ☐ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Legal Officer

The Legal Officer is the City Attorney or their designate. As required, the Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services in declaring a local emergency and the implementation of emergency powers.

(Assigned to: City Attorney)

Action Checklist

- ☐ Identify yourself as the Legal Officer.
- ☐ Read this entire Checklist.
- ☐ Obtain a situation briefing on the extent of the emergency from the Director of Emergency Services.
- ☐ Advise Director of Emergency Services on declaring an emergency and/or issuing special orders.
- ☐ Monitor response effort and advise Director of Emergency Services regarding liability exposures and protection against such exposures.
- ☐ Prepare proclamations, emergency ordinances, and other legal documents as required by the Director of Emergency Services.
- ☐ Develop rules and regulations required for acquisition and/or control of critical resources.
- ☐ Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.
- ☐ Brief relieving staff upon arrival.
- ☐ Maintain a log noting messages received; decisions made; actions taken; and personnel on duty.
- ☐ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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Liaison Officer

Direct representative of the Director of Emergency Services, the Liaison Officer is the conduit for information flow between the City and other jurisdictions. They act as point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to law enforcement agencies, the Fire Service, Public Works, Water Districts, Red Cross, hospitals, schools, etc. The Liaison Officer ensures that these organizations are informed and involved in the event response.

(Assigned to: City Staff as Required by Event)

Action Checklist

- ☐ Identify yourself as the Liaison Officer.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency and recommended initial objectives from the Director of Emergency Services.
- ☐ Maintain a Unit Log noting messages received; decisions made and actions taken.
- ☐ Be a point of contact for other Agency Representatives.
- ☐ Maintain a list of assisting and cooperating agencies and Agency Representatives.
- ☐ Assist in establishing and coordinating interagency contacts.
- ☐ Keep agencies supporting the incident aware of event status.
- ☐ Monitor incident operations to identify current or potential inter-organizational problems.
- ☐ Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- ☐ Assign assistants as needed.
- ☐ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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EOC Coordinator

Responsible for maintaining the EOC in operational order by procuring and repairing equipment, as well as obtaining supplies as needed. Also, the Coordinator identifies and anticipates EOC hazards or unsafe conditions. This includes situations created as a result of, or directly influenced by, the event. Develops and recommends measures to ensure the safety of EOC personnel.

(Assigned to: City Staff, Trained Volunteer)

Action Checklist

- ☐ Identify yourself as EOC Facility Manager / Safety Officer.
- ☐ Read this entire Checklist.
- ☐ Contact the Director of Emergency Services to determine status of EOC needs.
- ☐ Assist in setting up EOC if required.
- ☐ Contact the EOC Section Chiefs for each Section's specific needs.
- ☐ Obtain assistance from City staff as needed.
- ☐ Procure EOC supplies as needed.
- ☐ Repair EOC equipment as needed.
- ☐ Insure EOC security through the Law Unit, making sure all personnel have proper identification.
- ☐ Assist Section Chiefs as required.
- ☐ Establish contact with all EOC sections, advising personnel to notify you of unsafe working conditions.
- ☐ Work with Logistics Section to obtain needed safety equipment for EOC personnel.
- ☐ Record and advise Director of Emergency Services of unsafe working conditions that cannot be resolved.
- ☐ At the conclusion of the event, insure that the EOC is re-stocked and all equipment is in proper working order.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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Operations Section

Operations Section Chief

The Operations Chief is responsible for activating the operational element of the EOC Action Plan. They manage the strategic operation that directs the primary mission. They are responsible for coordinating the Section's branches: Law, Fire / Medical, Public Works, and Care and Shelter in accordance with the Action Plan.

(Assigned to: Police Lieutenant, Police Sergeant, Public Works Supervisory Staff)

Action Checklist

- ☐ Identify yourself as the Operations Section Chief.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing from the Management Staff.
- ☐ Evaluate the field conditions associated with the emergency. Determine the resources committed and coordinate with Situation Analysis. Develop a briefing with the Director of Emergency Services.
- ☐ Direct Operations Unit Leaders to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps.
- ☐ Ensure that Unit Leaders complete a Situation Report at end of each operational period.
- ☐ Assist the Planning and Intelligence Chief in the development of the Action Plan.
- ☐ Assign and brief Operations personnel on the Action Plan.
- ☐ Supervise Operations related response.
- ☐ Coordinate the activities of all departments and agencies involved in the operations.
- ☐ Determine needs and request more resources when necessary.
- ☐ Establish communications with affected areas.
- ☐ Assign specific work tasks to various units of the Section as required. Ensure Operations Unit Leaders and personnel possess and utilize Checklists.
- ☐ Ascertain what resources are committed. Coordinate further needs with the Logistics Section Chief.
- ☐ Receive, evaluate, and disseminate emergency operational information.
- ☐ Determine the need for additional resources; make a recommendation to the Director of Emergency Services.
- ☐ Establish and maintain staging areas for operations related equipment and personnel.

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- ☐ Establish field communications with affected areas, using interoperable systems as available.
- ☐ Coordinate resource needs with the Logistics Section Chief.
- ☐ Receive, evaluate, and disseminate information relative to the operation of the emergency.
- ☐ Provide all relevant emergency information to the Public Information Officer.
- ☐ Maintain an Operations Section Log noting messages received, decisions made, actions taken, and other activities. Maintain a record of personnel on duty.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Law Branch

The mission of the Law Branch is to provide warning information, evacuate affected areas of the community as needed, control traffic, and provide general law enforcement services to the City. The Law Branch also enforces temporary rules and laws related to the emergency. In severe situations, the Branch may also assist the Coroner in the identification of remains and in the operation of a temporary morgue.

(Assigned to: Police Lieutenant, Police Sergeant)

Action Checklist

- ☐ Identify yourself as Law Branch.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- ☐ Check telephones and radios.
- ☐ Establish Law Branch and staff for extended operations. Mobilize Reserves and volunteers.
- ☐ Request that all City facilities are being checked for damage and problems.
- ☐ If appropriate, move emergency vehicles to open areas to avoid damage from aftershocks.
- ☐ Check to see if aerial reconnaissance has been launched by Santa Cruz County.
- ☐ Contact County OES for status on other law enforcement agencies, special problems, and availability of response. Advise Operations Chief and Planning and Intelligence Section of major problems.
- ☐ Maintain a Law Branch Incident Chart and Map record of all major law enforcement incidents and commitments.
- ☐ Complete a Law Branch Situation Report at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the Action Plan.
- ☐ Coordinate provision of in-county law enforcement mutual aid for priority problems.
- ☐ Check with the other Operations Section units for a briefing on the status of the emergency.
- ☐ Estimate need for both in-county and out-of-county mutual aid.
- ☐ Report to Santa Cruz County Law Enforcement Mutual Aid Coordinator on major problems, actions taken, and resources available or needed.
- ☐ Establish emergency traffic routes in coordination with Public Works, CHP, and other agencies. Initiate traffic control if needed.
- ☐ Provide security for evacuated areas, shelters, casualty collection points, temporary morgues, emergency medical treatment facilities, first aid stations, and fire stations.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Keep the Santa Cruz County EOC Law Enforcement Coordinator advised of overall situation.
- ☐ In the case of a mass fatality incident, refer to **ANNEX D** - Santa Cruz County Mass Fatality Plan
- ☐ Keep field forces advised of shelter locations, first aid facilities, casualty collection points, and other facilities which may be established.
- ☐ Advise the Director of Emergency Services of the current situation as required.
- ☐ Assist in the preparation of the Action Plan.
- ☐ Arrange for feeding and sheltering of mutual aid police personnel as necessary with the Logistics Section.
- ☐ Maintain a Law Branch Log noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Fire / Medical Branch

The primary mission of the Fire / Medical Branch is for coordinating the suppression and control of fires, as well as the performance of rescue operations (with assistance of Public Works and other outside agencies if needed) within the City. In addition, the Branch will determine the medical needs of the City and coordinate with the County for the appropriate medical response. As the availability of personnel permits, it may also support medical treatment at designated locations.

(Assigned to: Fire District Battalion Chief, Fire District Captain, Other Fire District Staff)

Action Checklist

- ☐ Identify yourself as the Fire / Medical Branch.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- ☐ Check telephones and radios. Request repair or augmentation from the Logistics Section.
- ☐ Establish Fire / Medical Unit for extended operations.
- ☐ Contact the Santa Cruz County Fire Coordinator for the status of local fire departments, special problems, and availability to respond. Advise Operations Chief and Planning and Intelligence Section of major problems and general fire situation.
- ☐ Get hospitals status through the County OES Medical Section. Report results to Section Chiefs and the Planning and Intelligence Situation Status Unit.
- ☐ Establish contact with County medical Chief and report on status and special problems.
- ☐ Maintain a Fire / Medical Incident Chart and Map record of all major Fire, Medical, and Rescue incidents.
- ☐ Complete a Fire / Medical Situation Report at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the Action Plan. Maintain a map record of all major fires, hazardous materials spills, rescue operations, and other fire incidents.
- ☐ Coordinate provision of in-county mutual aid for priority problems.
- ☐ Check with the other Operations Section units for a briefing on the status of the emergency.
- ☐ Check the status, availability, and deployment of strike teams and other mutual aid forces.
- ☐ Estimate need for fire and medical mutual aid.
- ☐ Report to the County Fire Coordinator on major problems, actions taken, and resources available or needed.
- ☐ Advise the Director of Emergency Services of the current situation as required.

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- ☐ Assist in the preparation of the Action Plan.
- ☐ Arrange for feeding and sheltering of fire personnel as necessary with the Logistics Section.
- ☐ Determine if current and forecasted weather conditions will complicate large and intense fires, rescues, hazardous material releases, major medical incidents, and/or other potential problems.
- ☐ Maintain a log noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.
- ☐ Keep field forces advised of shelter locations, first aid facilities, casualty collection points, and other facilities which may be established.
- ☐ Check all nursing facilities for damage and status.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
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Public Works Branch

The Public Works Branch is responsible for maintaining the City's infrastructure and providing municipal services, as well as repairing and restoring those damaged or destroyed. The Branch will ensure that the safety of buildings, roadways, bridges and other public areas are evaluated. The Public Works Branch will also coordinate with other Operations Section branches for traffic control, search and rescue, and transportation and public utilities as needed.

(Assigned to: Public Works Supervisor, Other Public Works Staff)

Action Checklist

- ☐ Identify yourself as Public Works Branch.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- ☐ Check the status, availability, and deployment of City Public Works equipment.
- ☐ Check on the status of the Wastewater Treatment Plant and collection system.
- ☐ Check telephones and radios. Request repair or augmentation from the Logistics Section.
- ☐ Establish Public Works Unit for extended operations. Prepare to organize and use volunteers.
- ☐ Insure that all key City roads and facilities are being checked for damage and problems.
- ☐ If appropriate, move public works vehicles to open areas to avoid damage from aftershocks after earthquakes.
- ☐ Contact all field units and utilities for status, special problems, and availability to respond. Advise Operations Chief and Planning and Intelligence Section of major problems and general situation.
- ☐ Contact utilities and other local agencies for status, special problems, and availability to respond.
- ☐ Advise PIO in the Management Section of road, building, and bridge closures.
- ☐ Maintain a map record of all major public works incidents and commitments.
- ☐ Coordinate provision of in-county public works mutual aid for priority problems.
- ☐ Check with the other Operations Section branches for a briefing on the status of the emergency.
- ☐ Assess the situation and determine the following:
 - Location and nature of major road problems
 - Response already underway
 - Best response routes and the availability of other resources

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- ☐ Update and brief the Operations Chief on Public Works Issues.
- ☐ Arrange for the feeding and sheltering of Public Works personnel through the Logistics Section.
- ☐ Maintain a log noting messages received, decisions made, actions taken, and other activities.
- ☐ Maintain a record of personnel on duty.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
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Damage Assessment Unit

The Damage Assessment Unit is responsible for inspecting the City's infrastructure. The Unit also collates damage information and provides an assessment of the event to other branches within the Section, as well as the Planning and Intelligence Section.

(Assigned to: Building Official, Contract Inspection Personnel, Other City Staff)

Action Checklist

- ☐ Identify yourself as Damage Assessment Unit.
- ☐ Read entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from Public Works Branch staff or the Operations Section Chief.
- ☐ Recall Building Inspectors as required.
- ☐ Prepare to provide City damage information to the Planning and Intelligence Section.
- ☐ Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, signaled traffic controlled intersections, and facilities.
- ☐ Pay particular attention to special hazard areas such as government facilities, schools, utilities and other special facilities.
- ☐ Prepare a plan for utilization of Building Inspectors to ensure proper deployment as well as a comprehensive coverage of the damaged area. (Additional Inspectors may be obtained under mutual aid).
- ☐ Initiate request for mutual aid building inspectors and structural engineers through the Logistics Section.
- ☐ Prepare the initial damage estimate for the city.
- ☐ Collect, record, and total the type and estimated value of damage.
- ☐ Alert and activate structural inspection personnel.
- ☐ Request volunteer Structural Engineers to assist in the inspection of structures. Provide personnel to act as guides for the engineers.
- ☐ Provide, as required, damage assessment teams to survey structures and potential shelter sites after the emergency.
- ☐ Provide as required, damage assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by State and federal agencies as a basis for federal assistance money.
- ☐ Coordinate with all departments for possible information on damage to structures.

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- ☐ Coordinate with the following groups for field information and Damage Assessment reports:
 - Amateur Radio
 - CALTRANS
 - County Public Works
 - School District
 - PG&E
 - Water District
 - Media Sources

- ☐ Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.

- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
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Transportation and Utilities Unit

The Transportation and Utilities Unit, under the direction of the Public Works Branch, is responsible for the allocation of transportation resources required to move people, equipment and essential supplies, as well as coordinating the maintenance of all City owned equipment and Mutual Aid agencies assisting in the response. In addition, the Unit coordinates emergency power, natural gas, water, and waste management for the City and the EOC during the disaster. As required, the Unit will coordinate utilities needs with County OES and appropriate utility agencies as required.

(Assigned to: Public Works Staff)

Action Checklist

- ☐ Identify yourself as the Transportation and Utilities Unit.
- ☐ Read this entire Action Checklist.
- ☐ Obtain a briefing on the extent of the emergency, existing transportation requirements and priorities from the Public Works Branch or the Operations Chief.
- ☐ Analyze existing transportation capabilities of the City and surrounding communities.
- ☐ Prioritize transportation requirements required to support immediate and extended operations.
- ☐ Make a prioritized list of equipment and personnel shortfalls.
- ☐ With the approval of the Operations Chief, place a request with the Logistics Section for additional vehicles, drivers and support personnel, purpose for which they will be used, estimated duration of assignment and locations.
- ☐ Establish procedures to control transportation assets.
- ☐ Requests for evacuations of schools or other groups of civilians and driver safety are paramount and should receive priority over movement of crews, supplies or material.
- ☐ Provide transportation for the Director of Emergency Services, VIPs, and academic research teams to on-site inspections as required.
- ☐ Coordinate transportation needs with volunteer organizations.
- ☐ Analyze existing power and water capabilities of EOC and all essential City needs.
- ☐ Set priorities for utility requirements to support immediate and extended operations. Coordinate with utility agencies (PG&E and Water District) and County OES to correct deficiencies.
- ☐ Make a prioritized list of City specific equipment and personnel shortfalls required to meet operational requirements with the approval of the Logistics Chief.
- ☐ Maintain accounting records of expenditures to facilitate payment of vendors, and completion of After Action Reports.

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- ☐ Obtain a Demobilization Plan from the Planning and Intelligence Section. Recommend release of unit resources in conformity with demobilization plan.
- ☐ Prepare a Transportation Deactivation Plan to return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- ☐ Upon completion of operation complete an After Action Report. The report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
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Care and Shelter Branch

The Care and Shelter Branch coordinates the sheltering, feeding, potable water, and clothing for evacuated or displaced people at the time of the emergency. The coordination of these services may include the utilization of the American Red Cross (ARC), County agencies, private agencies, non-profit agencies, faith-based organizations, and other organizations as necessary.

(Assigned to: Recreation Manager, Other Recreation Staff)

Action Checklist

- ☐ Read entire Action Checklist.
- ☐ Obtain a briefing from the Logistics Section Chief.
- ☐ Based on information provided from the Operations Section, determine shelter site requirements for civilian evacuees, City personnel and/or their families requiring shelter, food and water. Request necessary food supplies, equipment and other supplies to operate shelter sites with the coordination of the American Red Cross.
- ☐ Ensure shelter managers complete shelter registration, a welfare inquiry system and a message board. Ensure shelters report the health and welfare status of all sheltered persons to central registration.
- ☐ Obtain and maintain an updated list of victims and their locations from City Shelter Managers and the American Red Cross Chapter.
- ☐ Record and evaluate information regarding requests, activities, expenditures, damage and casualties.
- ☐ Report all statistical information to the Situation Status Unit:
 - Displaced persons
 - Shelter sites
 - Type of shelter
 - Number of people in shelters
 - Number of people that can be accommodated
- ☐ Assist in the evacuation of institutionalized persons in threatened areas.
- ☐ Periodically update shelter related information to the Public Information Officer.
- ☐ Using available safe public structures, provide shelter for mutual aid workers, volunteers, and others as required.
- ☐ Plan and provide for the feeding of mutual aid workers, volunteers, field personnel, and others as required.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Consider the needs (as required) for the care of unattended children, senior citizens, and people with disabilities. Coordinate with the Red Cross and other non-profit agencies where assistance is needed with these vulnerable populations and other special needs residents.
- ☐ Coordinate with the County Health Officer to determine public health hazards and establish standards for control of public health issues.
- ☐ Coordinate with the Transportation Unit to transport evacuees to and from shelters.
- ☐ Relocate any mass care facilities which become endangered by any hazardous conditions.
- ☐ Maintain log of all messages received and sent and all significant actions taken. Maintain record of all care and shelter personnel participating and their hours on duty.
 - Shelter Information
 - Victim Rosters
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - EOC personnel and time on duty
- ☐ Upon completion of operation complete a Care and Shelter After Action Report to be included in the City's After Action Report.
- ☐ The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Planning and Intelligence Section

Planning & Intelligence Section Chief

The Planning and Intelligence Section is managed by the Section Chief, who is responsible for the collection, evaluation, documentation, and dissemination of incident information and intelligence within the EOC. Also, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report, as well as other reports that may be required.

(Assigned to: Senior Planner, Community Development Staff, Other City Staff)

Action Checklist

- ☐ Identify yourself as the Planning and Intelligence Section Chief.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from communications or other members of the Management Staff and coordinate any specific requirements from the Director of Emergency Services.
- ☐ Confirm that all key Planning and Intelligence Section personnel or alternates are in the EOC or have been notified. Request additional staff from Logistics Section as needed.
- ☐ Activate, and direct Planning and Intelligence Section Units and ensure Section log is maintained.
- ☐ Direct Situation Status Unit Leader to initiate collection and display of significant disaster events to include a weather collection system when necessary.
- ☐ Direct Documentation Unit Leader to initiate collection and display of disaster information and to activate the EOC Message Center.
- ☐ Insure internal coordination between Unit Leaders.
- ☐ Direct Situation Status Unit Leader to prepare a briefing on the disaster, resources applied and resources available, or enroute for application.
- ☐ Insure that situation maps and related charts are available and posted with current information.
- ☐ Assess the impact of the emergency on the City including the initial damage assessment by the building inspectors and other field units.
- ☐ Assemble information on alternative strategies. Assign assistants, as needed, to advance planning and demobilization tasks.
- ☐ Advise Management Staff of any significant changes in incident status.
- ☐ Establish information requirements and reporting schedules for all SEMS organizational elements for use in preparing the Action Plan.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Direct the coordination of periodic disaster and strategy plan briefings to the Director of Emergency Services, the Chiefs of other Sections, to include predictions on incident potential.
- ☐ Confirm that Situation Status Unit is compiling and displaying status and resource summary information.
- ☐ Prepare summary situation reports of the emergency for distribution at least every eight to twelve hours.
- ☐ Begin planning for recovery in the emergency area(s).
- ☐ Identify need for use of specialized resources.
- ☐ Cooperate with Police, Fire, and Public Works to prepare and provide a Traffic Plan.
- ☐ Prepare and distribute Director of Emergency Service's orders.
- ☐ Prepare recommendations for release of resources by developing a Demobilization Plan.
- ☐ Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- ☐ Ensure that the Documentation Unit completes an After Action Report, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Situation Status Unit

The Unit gathers information and intelligence about the disaster and displays it in the EOC. It collects damage information and prepares a damage assessment report for other EOC Sections, including other outside agencies who also require the information. It makes predictions and provides other information and intelligence as necessary. The Unit works with the other EOC Sections to set priorities and plan strategy.

(Assigned to: Senior Planner, Community Development Staff, Other City Staff)

Action Checklist

- ☐ Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.
- ☐ Read this entire Checklist.
- ☐ Prepare and maintain the EOC display boards.
- ☐ Activate elements of the Unit, establish work area, assign duties, and ensure Unit Log is maintained.
- ☐ Ensure that the position has all required support items for displays.
- ☐ Direct collection, organization, and display status of disaster events.
- ☐ Insure radio communications is established with Field Observer(s), CERT members, and that a log is maintained.
- ☐ Based on the nature of the emergency, direct Field Observers and or CERT members to report on high priority areas, (densely populated and critical service areas) first.
- ☐ Ensure "human" communications pathways with information sources in other Sections are initiated, particularly the Operations Staff, and direct and maintain individual logs.
- ☐ Provide for an authentication process in case of conflicting status reports on events.
- ☐ Prepare and present an overview Situation Report, an evaluation of the disaster situation, and predictions on the course of the disaster event(s) before each planning meeting or upon request of the Planning and Intelligence Section Chief.
- ☐ Assist in strategy planning based on the evaluation of the disaster situation and predictions of the probable course of the event(s).
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Documentation Unit Leader

The Documentation Unit maintains and stores all documents relating to the emergency and maintains copies of all EOC messages. It also maintains the official history of the emergency and assists in the preparation of the Action Plan, Situation Reports, Damage Assessment Reports, and other reports and intelligence summaries as required. The Unit provides duplication services and prepares an After Action Report at the deactivation of the EOC.

(Assigned to: Community Development Staff, Other City Staff)

Action Checklist

- ☐ Identify yourself as the Documentation Unit Leader.
- ☐ Read the entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Planning and Intelligence Section Chief.
- ☐ Establish incident files relating to the emergency.
- ☐ Check the accuracy and completeness of records submitted for file.
- ☐ Maintain a file on all EOC messages.
- ☐ Establish duplication services and provide as required (duplicate official forms, etc.)
- ☐ Correct any errors by checking with the appropriate EOC personnel.
- ☐ File, store and maintain files for legal, analytical and historical purposes.
- ☐ Coordinate with the units of the Planning and Intelligence Section.
- ☐ Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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EMERGENCY OPERATIONS PLAN**

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**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Advance Planning Unit

Responsible for the development of an Advance Plan that includes potential response and recovery likely to occur beyond the next operational period, generally within 36 to 72 hours. In addition, the Advance Planning Unit may aid the other EOC Sections by developing a Demobilization Plan.

(Assigned to: Community Development Staff, Other City Staff)

Action Checklist

- ☐ Obtain briefing and special instructions from the Planning and Intelligence Section Chief or person in charge of planning activities when you arrive.
- ☐ Read this entire Checklist.
- ☐ Prepare and maintain the EOC display boards.
- ☐ Establish work area, assign duties, and ensure Unit Log is maintained.
- ☐ Ensure that the position has all required support items for displays.
- ☐ Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency.
- ☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- ☐ Submit the Advance Plan to the Planning/Intelligence Chief for review and approval prior to conducting briefings for the General Staff and Director of Emergency Services.
- ☐ Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives.
- ☐ Provide periodic briefings for the Director of Emergency Services and General Staff addressing Advance Planning issues.
- ☐ If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.
- ☐ Establish time tables for deactivating or downsizing units.
- ☐ Submit a formalized Demobilization Plan to the Planning and Intelligence Section Chief for approval.
- ☐ Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.
- ☐ Maintain Unit records to include Unit Log.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Logistics Section

Logistics Section Chief

Responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, equipment and supplies.

(Assigned to: Recreation Manager, Other Recreation Staff, Other City Staff)

Action Checklist

- ☐ Identify yourself as the Logistics Section Chief.
- ☐ Read this entire Action Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Management Staff.
- ☐ Obtain initial instructions concerning Logistics work activities/priorities.
- ☐ Based on severity of emergency, and guidance on initial work activities, determine logistics unit personnel requirements. For extended operations, consideration should be given to relief personnel. Shifts should not exceed 12 hour periods. Establish personnel schedule and rosters.
- ☐ Confirm that all Logistics Section members or alternates are in the EOC or have been notified.
- ☐ Assemble and brief Logistics Section staff.
- ☐ Assign work locations and preliminary work tasks to section personnel
- ☐ Present procedures and limitations on purchasing or expenditures
- ☐ Provide administrative and personnel reporting guidance
- ☐ Notify the Situation Status Unit of the names and locations of all assigned personnel.
- ☐ Review with other Section Chiefs of existing logistics resources and logistics requirements for planned and expected operations.
- ☐ Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies and equipment to support planned and expected operations.
- ☐ Brief and update the Director of Emergency Services of all logistics resources and support concerns. Information that should be provided includes:
 - Priority logistics requirements filled/completed
 - Logistics shortfalls/unresolved problems
 - Major new problems since previous briefing
 - Assistance needed from other agencies and status of mutual aid
 - Information developed by the logistics section that should be passed to other EOC sections or to the public

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Assist in the initial development and review of the Action Plan.
- ☐ Prepare Logistics statements for inclusion in the Action Plan.
- ☐ Ensure that Logistics staff have copies of Action Plan.
- ☐ Continually coordinate with the Operations Section Chief and Planning and Intelligence Section Chief to ensure timely and efficient logistical support.
- ☐ Ensure that Logistics Section staff maintain a Unit Log. All documents prepared by the Logistics Section should be passes to the documentation unit in the planning section at the conclusion of the emergency. At a minimum the following records should be maintained:
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - Logistics EOC personnel and time on duty
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records
 - Facility Records
 - Facility Rental Contracts/Inspection Reports
 - Vehicle Records
 - Vehicle Accident Reports
 - After Action Report
- ☐ Maintain accountability of all logistics personnel assigned, both in the EOC and in the field. Work schedules, time sheets and casualty reports will be submitted to the human resources unit on a timely basis, but no less than once a day.
- ☐ Ensure for the general welfare and safety of all logistics section personnel.
- ☐ Establish turnover procedures and conduct shift change briefs at the end of each shift.
- ☐ Prior to the end of the operation obtain a demobilization plan from the Planning and Intelligence Section.
- ☐ Prepare a Logistics Demobilization Plan to ensure the efficient return of non-expendable property, the inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- ☐ Prior to the end of the operation collect the logistics unit documentation and After Action Reports. Prepare and submit a consolidated Logistics After Action Report to the Director of the Emergency Services.
- ☐ The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Supplies & Services Unit

The Supplies & Services Unit is under the direction of the Logistics Section Chief and is primarily responsible for ordering, receiving, inventory, storage and distribution of supplies needed for the City's disaster operations. The Unit is also responsible for providing procurement support for the City during the disaster. In addition, the Unit is responsible for appropriating additional janitorial services, food and catering services, building maintenance services, and equipment repair services during the EOC activation.

(Assigned to: Recreation Staff, Other City Staff)

Action Checklist

- ☐ Identify yourself as the Supplies & Services Unit Leader.
- ☐ Read this entire Action Checklist.
- ☐ Obtain a briefing on the extent of the disaster from the Logistics Section Chief and priorities of supplies and services required to support emergency operations.
- ☐ Participate in the Logistics Section planning.
- ☐ Assign personnel as required to adequately staff the Supplies & Services position.
- ☐ Provides office supplies and support as required to the EOC Sections.
- ☐ As needed, prepare inventory of all City supplies on-hand.
- ☐ Research the availability of obtaining outside services and prepare a report for the Logistics Chief. Areas should include food, catering, janitorial, equipment repair and maintenance, temporary employment, and any other service needed during disaster operations.
- ☐ Coordinate with the Finance Section for the administration of all financial matters pertaining to vendor contracts, open purchase orders, and service contracts.
- ☐ Stockpile, maintain, deploy and reserve critical supplies and equipment needed for City operations. Maintain an inventory of all supplies expended during the disaster operation.
- ☐ Maintain a list of all service vendors used during the disaster operation.
- ☐ Coordinate with outside companies and agencies about sources of services, equipment, and supplies.
- ☐ Alert personnel, contractors, and established vendors of any possible needs.
- ☐ Provide a forecast of the City's ability to survive on current inventories and procured items.
- ☐ Process all administrative paperwork associated with equipment rental (Copy and FAX machines) and supply & service contracts. Forward all this information to the Finance Section.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Open and maintain a Unit Log. Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency. This will include:
 - Documented messages received/transmitted
 - Action taken.
 - Requests filled.
 - DOC personnel and time on duty.
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records
 - Short-Term Service Contracts
 - Long-Term Service Contracts
- ☐ Prepare a deactivation plan to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- ☐ Upon completion of the operation, complete a Supplies & Services After Action Report.
- ☐ The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Personnel & Volunteer Unit

The Personnel Unit supports human resource needs of the emergency, coordinates the use of volunteers, document names, assignments, and duty hours of all personnel committed to the operation, and provides staff support as needed.

(Assigned to: City Staff)

Action Checklist

- ☐ Identify yourself as the Personnel Unit Leader.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing from the Logistics Section Chief.
- ☐ If the Logistics Section Chief is not available, assume the position of Logistics Section Chief.
- ☐ Canvas the Operations and Plans and Intelligence Sections to determine immediate needs for volunteer or other support. Determine what types of skills are needed, where, and for how long.
- ☐ Identify the number of "On Duty" personnel available for assignment.
- ☐ Determine the status of personnel in each department and request employees that can be utilized for more urgent assignments.
- ☐ If volunteers are needed, contact the Volunteer Center of Santa Cruz County for assistance.
- ☐ Ensure that volunteers are registered as Disaster Service Volunteer Workers. Refer to the State Disaster Service Worker Volunteer Program Guidance handbook.
- ☐ Determine the number and location of City personnel assigned to field activities.
- ☐ Develop a relief plan and coordinate with all sections.
- ☐ Fill requests for personnel needs.
- ☐ Maintain a personnel resource pool.
- ☐ Forward all personnel time records and documentation to the Cost & Time Unit of the Finance Section. If this unit has not been established, maintain time and assignment records for all volunteers.
- ☐ Open and maintain a Unit Log.
- ☐ Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency:
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - Logistics EOC personnel and time on duty

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

- ☐ Obtain Demobilization Plan from the Logistics Section Chief.
- ☐ Supervise the demobilization of the personnel unit to include return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- ☐ Upon completion of operation, compile and prepare the Personnel Unit After Action Report.
- ☐ The After Action Report should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Resource Status Unit

The Resource Status Unit receives, records, and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs. The Unit cooperates closely with the Operations Section to determine resources currently in place and what resources may be needed. The Unit also posts and keeps current all information on display boards and maps in the EOC.

(Assigned to: City Staff)

Action Checklist

- ☐ Identify yourself as the Resource Status Unit.
- ☐ Obtain a briefing and special instructions from the Planning and Intelligence Section Chief.
- ☐ Read the entire Checklist.
- ☐ Direct collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
- ☐ Activate elements of the Unit, establish work areas, and ensure Unit Log is maintained.
- ☐ Obtain necessary equipment, and supplies (status board, marking pens, cards, reporting forms, etc.).
- ☐ Establish a check-in procedure of resources at specified incident locations.
- ☐ Maintain master list of all resources checked in at the incident.
- ☐ Ensure “human” communications pathways are identified and established within the Planning and Intelligence Section, with other Sections, and direct the maintenance of individual logs.
- ☐ Provide for an authentication system in case of conflicting status reports on resources.
- ☐ Provide a resources overview and summary information to Situation Unit as requested; and written status reports on resources allocations as directed by the Logistics Section Chief.
- ☐ Assist in strategy planning based on the evaluation of the resources allocations, resources enroute, and projected resources shortfalls.
- ☐ Ensure that available resources are not overlooked by the Operations Staff.
- ☐ Make recommendations to the Logistics Section Chief of resources that are not deployed or should be de-activated. Assists with the development of a Demobilization Plan.
- ☐ Complete an After Action Report to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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EMERGENCY OPERATIONS PLAN**

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**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Finance and Administration Section

Finance and Administration Section Chief

The Finance and Administration Chief provides advice and support to Director of Emergency Services regarding financial issues, and insures that adequate records are maintained to support requests for State and federal assistance. They also insure that personnel and volunteer time worked by all those involved in the incident is also tracked, while providing cost analysis and projections.

(Assigned to: City Staff)

Action Checklist

- ☐ Identify yourself as the Finance Section Chief.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Logistic Section Chief.
- ☐ Obtain initial instructions concerning work activities and priorities.
- ☐ Establish sub-units as required: Cost & Time Unit and Compensation & Claims Unit.
- ☐ Obtain inputs from the various units to determine projected cost of supplies and materials to support the emergency.
- ☐ Collect cost data, complete cost effectiveness analysis and determine cost estimates and make recommendations for cost savings.
- ☐ Insure that the Cost & Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.
- ☐ Insure that Compensation & Claims Unit manages all legal claims for compensation filed against the City.
- ☐ Insure that a Finance Section log is maintained, noting messages received, decisions made and actions taken, and personnel on duty.
- ☐ Complete a Finance After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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EMERGENCY OPERATIONS PLAN**

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**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

Cost and Time Unit

The Cost & Time Unit is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations during the emergency or disaster. The Unit also maintains records of all personnel time worked during the emergency.

(Assigned to: City Staff)

Action Checklist

- ☐ Identify yourself as the Cost & Time Unit.
- ☐ Read this entire Checklist.
- ☐ Obtain briefing from Finance Section Chief.
- ☐ Coordinate with Finance Section on cost reporting procedures.
- ☐ Establish contact with appropriate agency supervisors to obtain data as needed.
- ☐ Obtain and record all cost data.
- ☐ Prepare incident cost summaries.
- ☐ Prepare resources-use cost estimates for planning.
- ☐ Determine incident requirements for time recording function.
- ☐ Insure that daily personnel time recording documents are prepared.
- ☐ If used, ensure that daily volunteer time is recorded and documented.
- ☐ Make recommendations for cost savings to Finance Section Chief.
- ☐ Maintain cumulative incident cost records.
- ☐ Insure that all cost documents are accurately prepared.
- ☐ Insure that all records are current or complete prior to demobilization.
- ☐ Provide for records security.
- ☐ Maintain Unit Log.
- ☐ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

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EMERGENCY OPERATIONS PLAN**

Compensation and Claims Unit

The Compensation / Claims Unit manages all legal claims for compensation filed against the City. It advises the Director of Emergency Services in areas of claims for bodily injury and property damage compensation presented to the City.

(Assigned to: City Staff)

Action Checklist

- ☐ Identify yourself as the Compensation / Claims Unit Leader.
- ☐ Read this entire Checklist.
- ☐ Obtain briefing from Finance Section Chief.
- ☐ Establish contact with incident Safety Officers (field) and Liaison Officer or agency representatives if no Liaison Officer is assigned.
- ☐ Determine the need for Compensation for Injury and Claims Specialist positions, assign Injury and Claims Specialists, and obtain other personnel if needed.
- ☐ Establish compensation for injury work area with the medical unit whenever feasible.
- ☐ Obtain a copy of the Medical Plan if one is required.
- ☐ Insure that compensation for injury and claims specialists have adequate work space and supplies.
- ☐ Brief compensation/claims specialists on incident activity.
- ☐ Coordinate with Logistics Supply Unit on procedures for handling claims.
- ☐ Periodically review all logs and forms produced by compensation/claims specialists to insure:
 - Work is complete.
 - Entries are accurate and timely.
 - Work is in compliance with agency requirements and policies.
- ☐ Keep Finance Section Chief briefed on unit status and activity.
- ☐ Obtain Demobilization Plan, and insure that compensation for injury and claims specialists are adequately briefed on Demobilization Plan.
- ☐ Insure that all Compensation for Injury and Claims Logs and forms are up-to-date, and routed to the proper agency for post-incident processing prior to demobilization.
- ☐ Demobilize Unit in accordance with Demobilization Plan.
- ☐ Maintain Unit Log.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

- ☐ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

APPENDIX 1

EMERGENCY OPERATIONS CENTER PERSONNEL

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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APPENDIX 2

OUTSIDE AGENCY CONTACT INFORMATION

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APPENDIX 3

VENDOR CONTACT INFORMATION

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EMERGENCY OPERATIONS PLAN**

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APPENDIX 3

EOC FORMS

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**City of Scotts Valley
Emergency Operations Center
Message Form**

Message Information		Date:	Time:	Msg#:	Inc#:	Priority
Received From: Telephone ☐ Fax ☐ Gov't Radio ☐ Other Agency ☐ Walk In ☐						Check One
Message To:		Phone:				☐ Life Threatening
Message From:		Phone:				☐ Urgent
Received/Sent By:		Phone:				☐ Non-Urgent
ROUTING OF FORM				Message		
Section / Branch / Unit						
Management		ACTION	INFO			
Director of Emergency Services						
Public Information Officer						
Legal Officer						
Liaison Officer						
EOC Coordinator						
Operations		ACTION	INFO			
Operations Section Chief						
Law Branch						
Fire / Medical Branch						
Public Works Branch						
Damage Assessment Unit						
Transportation / Utility Unit						
Care and Shelter Branch						
Planning & Intelligence		ACTION	INFO	Action Required		
P&I Section Chief						
Situation Status Unit						
Documentation Unit						
Advance Planning Unit						
Logistics		ACTION	INFO	Action Taken		
Logistics Section Chief						
Supplies and Services Unit						
Personnel and Volunteer Unit						
Resource Status Unit						
Finance		ACTION	INFO			
Finance Section Chief						
Cost & Time Unit						
Compensation / Claims Unit						

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EOC ACTION PLAN

City of Scotts Valley



OPERATIONAL PERIOD	
DATE:	TIME:

- EVENT BRIEFING -

EVENT NAME:

DATE PREPARED:

TIME PREPARED:

CURRENT OPERATIONAL PERIOD (DATE/ TIME):

City of Scotts Valley

☒ Local Government

MAP SKETCH:

PREPARED BY:

APPROVED BY:

- SUMMARY OF PRIORITIES, OBJECTIVES & ACTIONS -

OVERALL EVENT PRIORITIES

MANAGEMENT SECTION OBJECTIVES

OPERATIONS SECTION OBJECTIVES

PLANNING & INTELLIGENCE SECTION OBJECTIVES

LOGISTICS SECTION OBJECTIVES

FINANCE SECTION OBJECTIVES

ADDITIONAL INFORMATION:

- ORGANIZATION ASSIGNMENTS LIST -

EVENT NAME:	DATE PREPARED:	TIME PREPARED:
CURRENT OPERATIONAL PERIOD (DATE/ TIME):		
ACTIVATION LEVEL:		
☐ LEVEL ONE ☐ LEVEL TWO ☐ LEVEL THREE		
EOC STAFFING		
EOC POSITION	INDIVIDUAL'S NAME	PHONE NUMBER
Director of Emergency Services		
Public Information Officer		
Legal Officer		
Liaison Officer		
EOC Coordinator		
Operations Section Chief		
Law Branch		
Fire / Medical Branch		
Public Works Branch		
Damage Assessment Unit		
Transportation / Utility Unit		
Care and Shelter Branch		
Planning and Intelligence Chief		
Situation Status Unit		
Documentation Unit		
Advance Planning Unit		
Logistics Section Chief		
Supplies and Services Unit		
Personnel and Volunteer Unit		
Resource Status Unit		
Finance Section Chief		
Cost and Time Unit		
Claims and Compensation Unit		
Current Actions:		
WEATHER FORECAST:		
TEMPERATURE:		WIND SPEED:
ATTACHMENTS:		
☐ Facility Status Form	☐ Other	
☐ Other	☐ Other	
PREPARED BY:	APPROVED BY (Director):	



City of Scotts Valley Emergency Operations Center Situation Status Report

Date:

Time:

1. SITUATION SUMMARY

(Narrative)

2. INFRASTRUCTURE STATUS:

3. INJURIES and/or FATALITIES:

4. TRANSPORTATION AND UTILITY STATUS:

5. PRIVATE PROPERTY DAMAGE:

6. LIST OF ISSUES IN THE CITY THAT NEED TO BE ADDRESSED:
(Attached Additional Sheets as Needed)

7. ADDITIONAL INFORMATION:

City of Scotts Valley EOC Unit Log

(ICS 214 - Modified)

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APPENDIX 5

HAZARD SPECIFIC CHECKLISTS

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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CITY OF SCOTTS VALLEY
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Emergency Operating Procedures

Hazard-Specific Checklists

All events are unique. Following are lists of various considerations for specific types of emergencies. These checklists are designed to be used in conjunction with the general duties of the positions outlined in **Section 3** (EOC Positional Checklists).

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Winter Storms	7
Wildland Fire.....	9
Hazardous Materials Incidents (HAZMAT)	11

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Earthquake

- ☐ Obtain Shake Map from USGS website to view the shaking intensity from the event.
- ☐ Determine the locations of collapsed structures and locations. Attention should be focused on locations with trapped people.
- ☐ Determine the status of transportation infrastructures, such as bridges and roadways.
- ☐ Determine the status of communications systems to include broadcast television and radio media.
- ☐ Determine the locations of major firefighting efforts, both controlled and out-of-control fires.
- ☐ Determine the locations and severity of Hazardous Material releases and the impact on the general public.
- ☐ Determine the operational capability of critical facilities, i.e., hospitals, schools, water treatment plans, wastewater treatment plants, electrical substations, etc.
- ☐ If evacuation is required, contact the Law Branch and Care and Shelter Branch immediately. All evacuation activities should be coordinated throughout the Operations Section.
- ☐ Coordinate with the Red Cross, other public agencies, and / or non-profit agencies for shelter operations.
- ☐ Determine Public Safety needs, i.e., security, traffic control, and law enforcement needs.
- ☐ Set up a system for building inspectors and structural engineers to inspect critical facilities.
- ☐ Set up a system to begin the process for inspection of bridges and roadways
- ☐ If possible, secure aerial assets for inspection and operational deployment.
- ☐ Inspect dams and other water storage facilities.
- ☐ Remove critical equipment and supplies stored in damaged facilities to prevent further damage or deterioration due to aftershocks and/or weather exposure.
- ☐ Continue to monitor USGS information about the earthquake such as magnitude, epicenter location, and date and time of occurrence.
- ☐ Use Shake Map data to deploy to the areas with most serious damage. The emergency response focus should be on search and rescue, emergency medical response, sheltering for the injured and displaced persons, and the prioritization of bridges, roadways, and other critical facilities.

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- ☐ Obtain a status report of critical facilities that may have been damaged, then direct emergency personnel to those areas as needed. Major earthquakes may have the most widespread impact on the City of any emergency.
- ☐ Obtain a status report on nearby highways and roads. Develop a consistent plan for the flow of traffic. Ensure adequate ingress and egress for emergency vehicles.
- ☐ Initiate a Critical Facilities log that indicates which of those facilities have been checked and their disposition.
- ☐ Be prepared to inform PG&E of any known electrical and gas complications.
- ☐ Be prepared to inform water and wastewater agencies with known damage.
- ☐ In the event of a significant aftershock, repeat the above steps.

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Winter Storms

- ☐ Coordinate with the National Weather Service for timely watches and warnings affecting the area.
- ☐ Stay in contact with the Santa Cruz County EOC for updated flood information.
- ☐ Ensure the public is well informed regarding both storm and flooding watches and warnings.
- ☐ Obtain a status report on nearby highways and roads. Develop a consistent plan for the flow of traffic. Ensure adequate traffic control is in place to assist emergency vehicles with ingress and egress to incident scenes.
- ☐ Determine the need to conduct evacuations and sheltering activities.
- ☐ If evacuation is required, work with the PIO to distribute the information immediately.
- ☐ Coordinate with local broadcast media to ensure timely and accurate Emergency Action System activation.
- ☐ If evacuation is required, contact the Law Branch and Care and Shelter Branch immediately. All evacuation activities should be coordinated throughout the Operations Section.
- ☐ As a point of reference, evacuation is the assisted removal of people before a threat arrives, while rescue is an issue that deals with the removal of persons once the threat is upon them.
- ☐ Ensure that field personnel are checking for downed power lines and inform PG&E immediately to prevent electrocution hazards.
- ☐ Coordinate with PG&E to share information concerning power outages.
- ☐ Creeks are an attractive nuisance to people, especially when heavy rains increase the water levels and turn them into raging currents. Working through field personnel, ensure these areas are kept clear.
- ☐ Floodwaters may carry additional health and safety risks, such as bacteria, raw sewage or hazardous substances. Sandbags tend to act as sponges for these hidden dangers, so ensure precautions are taken when handling them or coming into contact with the water itself.
- ☐ Ensure that field personnel watch potable water treatment facility tanks, wastewater treatment plant storage facilities for inundation or overflow.
- ☐ Coordinate with schools, daycare centers, hospitals, etc. about proper precautions and emergency actions related to the storm.
- ☐ Coordinate with the Red Cross, other public agencies, and / or non-profit agencies for shelter operations.

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Wildland Fire

- ☐ EOC staffing levels will vary with the complexity and needs of the City's response to the fire. At a minimum, the Director of Emergency Services, Section Chiefs, and Operations Section Branches will likely be needed.
- ☐ Immediately establish a liaison with the Fire Incident Commander (IC).
- ☐ Working through the Incident Command Post (ICP), determine the size of the involved area, both actual and potential.
- ☐ Working through the ICP, determine the apparent direction the fire is traveling and what lies in its path.
- ☐ If appropriate, the Director of Emergency Service should make a local Emergency Declaration.
- ☐ Obtain current and forecasted weather to project potential spread of the wildfire.
- ☐ Determine the need to conduct evacuations and sheltering activities.
- ☐ If evacuation is required, contact the Law Branch and Care and Shelter Branch immediately. All evacuation activities should be coordinated throughout the Operations Section.
- ☐ As a point of reference, evacuation is the assisted removal of people before a threat arrives, while rescue is an issue that deals with the removal of persons once the threat is upon them.
- ☐ Constantly be aware of the potential for toxic smoke or fumes.
- ☐ Maintain ingress and egress routes for emergency vehicles.
- ☐ Establish a perimeter control, keeping unauthorized vehicles and pedestrians out of the involved areas.
- ☐ Identify local, County, Regional, and state agencies that may be able to mobilize resources and staff to the county EOC for support.
- ☐ Notify all EOC Sections, the Director of Emergency Services, the PIO, support agencies, adjacent jurisdictions, and / or any agency liaisons of situational changes.
- ☐ Determine the need for additional resources and request as necessary through the Logistics Section.
- ☐ The Logistics Section should contact resource suppliers with potential and current needs. Resources to coordinate include equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and/or used.

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- ☐ Establish a Joint Information Center (JIC) or coordinate with JIC(s) established by other jurisdictions. Staff JIC(s) with appropriate PIO(s) as required.
- ☐ Formulate emergency public information messages and media responses using “one message, many voices” concepts.
- ☐ Public information focusing on fire prevention, control, and suppression should be reviewed by the Fire / Medical Branch and the Director of Emergency Services prior to dissemination to the public.
- ☐ Ensure that reports of injuries, deaths, and major equipment damage due to wildfire response are communicated to the Director of Emergency Services prior to public dissemination.
- ☐ Activate and implement applicable mitigation plans, community recovery procedures, and Continuity of Operations Plan (if required) until normal daily operations can be completely restored.

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Hazardous Materials Incidents (HAZMAT)

- ☐ EOC staffing levels will vary with the complexity and needs of the City's response to the Hazardous Materials (HAZMAT) incident. At a minimum, the Director of Emergency Services, Section Chiefs, and Operations Section Branches will likely be needed.
- ☐ Immediately establish a liaison with the Fire District Incident Commander and / or Police Incident Commander (IC).
- ☐ Working through the Incident Command Post (ICP), determine the size of the involved area, both actual and potential.
- ☐ Working through the ICP, determine the apparent direction the plume (if one exists) is traveling and what lies in its path.
- ☐ Consider the potential effects of weather such as wind, rain, heat, etc.
- ☐ Be aware that a sudden release of hazardous materials may allow little time for an organized response. Field personnel may take the action of locking down individuals or have them "shelter in place."
- ☐ The Law Branch may assist field personnel on coordinating the evacuation of the affected area. Ensure that individuals in the hazardous area are warned and directed to leave the area by appropriate routes. The Branch may also assist field personnel in the coordination of setting up a perimeter to prevent entry to the hazardous area.
- ☐ Ensure that field personnel stay upwind, uphill, and / or upstream from the HAZMAT location and at a safe distance.
- ☐ To ensure that EOC Management and the EOC Operations Section are aware of the material and what the incident involves, staff should consult the orange Emergency Response Guidebook for specific warnings, cautions and handling guidelines.
- ☐ Determine the need to conduct evacuations and sheltering activities.
- ☐ If evacuation is required, contact the Law Branch and Care and Shelter Branch immediately. All evacuation activities should be coordinated throughout the Operations Section.
- ☐ Coordinate with the Red Cross, other public agencies, and / or non-profit agencies for shelter operations.
- ☐ As a point of reference, evacuation is the assisted removal of people before a threat arrives, while rescue is an issue that deals with the removal of persons once the threat is upon them.
- ☐ Be aware that in the event that helicopters are required for medical evacuations, consider the potential spreading effect of the rotor downdraft. If required, work with the IC to choose a remote landing area.

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- ☐ If required, the Logistics Section may assist field operations with establishing a decontamination / treatment area for exposure victims if necessary.
- ☐ The Operations Section Chief should remain aware of the HAZMAT cleanup status.
- ☐ If required, the Transportation and Utilities Unit, working through the public utility agencies, may assist field personnel with emergency shut-off of electric, gas, and water utilities.
- ☐ If required, the Public Works Branch may assist field personnel with obtaining equipment and personnel to deal with emergency debris clearance.
- ☐ If required, the Logistics Section will coordinate with field personnel for the provision of emergency lights, power generation, and other equipment and supplies as needed.
- ☐ Establish a Joint Information Center (JIC) or coordinate with JIC(s) established by other jurisdictions. Staff JIC(s) with appropriate PIO(s) as required.
- ☐ Formulate emergency public information messages and media responses using “one message, many voices” concepts.
- ☐ Ensure that reports of injuries or deaths due to the HAZMAT response are communicated to the Director of Emergency Services prior to public dissemination.

APPENDIX 5

GLOSSARY AND ACRONYMS LIST

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Glossary

A

Action Plan: See Incident Action Plan.

Agency: An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, Jurisdictional Agency, and Multiagency Incident.)

Agency Administrator or Executive: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Representative: An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

All-Risk: Any incident or event, natural or human-caused, that warrants action to protect life, property, environment, and public health and safety, and minimize disruption of governmental, social, and economic activities.

Area Command (Unified Area Command): An organization established to oversee the management of (1) multiple incidents that are each being handled by an ICS organization, or (2) large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an Incident Command Post.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant: Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area

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B

Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base.

Branch: The organizational level having functional or geographic responsibility for major parts of the Operations or Logistics functions. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional name (e.g., medical, security, etc.).

C

Cache: A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: A series of management positions in order of authority.

Check-In: The process whereby resources first report to an incident. Check-in locations include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chief: The ICS title for individuals responsible for functional Sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency-specific codes are used when utilizing clear text.

Command: The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: See Incident Command Post.

Command Staff: The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

Communications Unit: An organizational Unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Compensation/Claims Unit: Functional Unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to Unified Command.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordination Center: A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional Unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Crew: See Single Resource.

D

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The ICS title for individuals responsible for supervision of a Branch.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are ordered, mobilized, and assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team. (See Group.) Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit: Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

E

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the

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determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Coordinator/Director: The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

F

Facilities Unit: Functional Unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: (FOG) A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Food Unit: Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

G

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Ground Support Unit: Functional Unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

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H

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.

Helispot: Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command: See Chain of Command.

I

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. 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.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Communications Center: The location of the Communications Unit and the Message Center.

Incident Complex: See Complex.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

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Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Incident Types: Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

Incident Support Organization: Includes any off-incident support provided to an incident. Examples would be Agency Dispatch Centers, Airports, Mobilization Centers, etc.

Initial Action: The actions taken by resources that are the first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

J

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

K

Kinds of Resources: Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers).

L

Landing Zone: See Helispot.

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Leader: The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and materials for the incident.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

M

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is 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 this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Managers: Individuals within ICS organizational Units that are assigned specific managerial responsibilities, e.g., Staging Area Manager or Camp Manager.

Medical Unit: Functional Unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation

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can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Multiagency Coordination (MAC): The coordination of assisting agency resources and support to emergency operations.

Multiagency Coordination Systems (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multiagency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

N

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

O

Officer: The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

P

Planning Meeting: A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Procurement Unit: Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

R

Recognition Primed Decision Making: A model that describes how experts make decisions under stressful situations that are time critical and rapidly changing.

Recorders: Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration Units.

Reinforced Response: Those resources requested in addition to the initial response.

Reporting Locations: Location or facilities where incoming resources can check in at the incident. (See Check-In.)

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional Unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

S

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the Branch and the Incident Command.

Segment: A geographical area in which a Task Force/Strike Team Leader or Supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a Division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communication, Medical, and Food Units.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

Situation Unit: Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standard Operating Procedure (SOP): Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

Strategy: The general direction selected to accomplish incident objectives set by the Incident Commander.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A specified combination of the same kind and type of resources with common communications and a Leader.

Supervisor: The ICS title for individuals responsible for a Division or Group.

Supply Unit: Functional Unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., Communications Plan, Map, Safety Plan, Traffic Plan, and Medical Plan.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.

T

Tactical Direction: Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.

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Tactics: Deploying and directing resources on an incident to accomplish incident strategy and objectives.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a Leader.

Team: See Single Resource.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS organization.

Threat: An indication of possible violence, harm, or danger.

Time Unit: Functional Unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) (43 U.S.C.A. and 1601 et seq.), that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element having functional responsibility for a specific incident Planning, Logistics, or Finance/Administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**CITY OF SCOTTS VALLEY
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List of NIMS and Emergency Management Acronyms

ALS - Advanced Life Support

COG - Continuity of Government

CONOPS - Concept of Operations

COOP - Continuity of Operations

DES - Department of Emergency Services

DHS - Department of Homeland Security

DOC - Department Operations Center

EMAC - Emergency Management Assistance Compact

EMD - Emergency Medical Dispatch

EMI - Emergency Management Institute

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

ERT - Emergency Response Team

FD - Fire Department

FEMA - Federal Emergency Management Agency

FOG - Field Operations Guide

GIS - Geographic Information System

GPS - Global Positioning System

HAZMAT - Hazardous Material

HSPD-5 - Homeland Security Presidential Directive-5

HSC - Homeland Security Council

HSOC - Homeland Security Operations Center

HSPD-8 - Homeland Security Presidential Directive-8

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IAEM - International Association of Emergency Managers
IAFF - International Association of Firefighters (union)
IAFC - International Association of Fire Chiefs (non-union)
IAP - Incident Action Plan
IC - Incident Commander
ICP - Incident Command Post
ICS - Incident Command System
IC or UC - Incident Command or Unified Command
IMAT - Incident Management Assistance Team
IS - Independent Study

JIC - Joint Information Center
JIS - Joint Information System
JOC - Joint Operations Center

LEOP - Local Emergency Operations Plan
LNO - Liaison Officer

NEMA - National Emergency Managers Association
NDMS - National Disaster Medical System
NFA - National Fireman's Association
NGO - Nongovernmental Organization
NIC - NIMS Integration Center
NIMS - National Incident Management System
NIMSCAST - National Incident Management System Capability Assessment Tool
NRCC - National Response Coordination Center
NRP - National Response Plan

ODP -Pollution Report

PIO - Public Information Officer
PVO - Private Voluntary Organizations

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R&D - Research and Development

RESTAT - Resources Status

ROSS - Resource Ordering and Status System

RRCC - Regional Response Coordination Center

SDO - Standards Development Organizations

SEOP - State Emergency Operations Plan

SITREP - Situation Report

SO - Safety Officer

SOP - Standard Operating Procedure

UAC - Unified Area Command

UC - Unified Commander

US&R - Urban Search and Rescue

WMD - Weapons of Mass Destruction

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ANNEX A

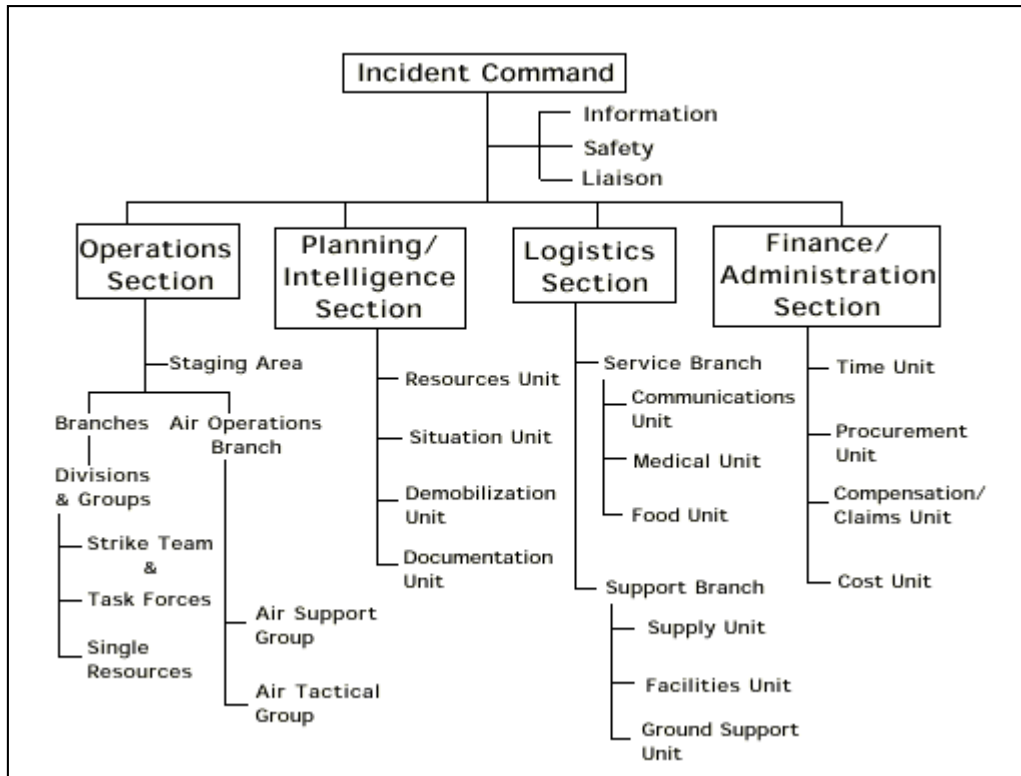
THE INCIDENT COMMAND SYSTEM

(FIELD RESPONSE)

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN
FIELD USE ONLY**

Incident Command System (ICS) Structure

ICS Structure Chart



General ICS Information

The Incident Command System is used to manage an emergency incident or a non-emergency event. It can be used for both small and large situations.

The system has considerable internal flexibility. It can grow or shrink to meet differing needs. This makes it a very cost-effective and efficient management system. On the next page are examples of the kinds of incidents and events that can be used with ICS:

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Applications for the Use of the Incident Command System

- Fires, HAZMAT, and multi-casualty incidents
- Multi-jurisdictional and multi-agency disasters
- Wide-area search and rescue missions
- Pest eradication programs
- Single and multi-agency law enforcement incidents
- Air, rail, or ground transportation accidents
- Planned events such as celebrations, concerts, parades
- Private sector emergency management programs
- State or local major natural hazard management
- Water and waste water system emergency incidents

ICS Organization

The organization of the Incident Command System is built around the same five major management activities as SEMS. These five management activities are the foundation upon which the incident management develops. They apply whether handling a routine emergency, organizing a major event, or managing a major response to a disaster.

Command Section

Sets objectives and priorities. Has overall responsibility at the incident.

Incident Commander

Person in charge at the incident, and must be fully qualified to manage the incident. As incidents grow in size or become more complex, a more highly qualified person may be assigned as IC by the responsible jurisdiction or agency.

Public Information Officer

The point of contact for the media or other organizations seeking information directly from the incident or event.

Safety Officer

Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

Liaison Officer

On larger incidents or events, representatives from other agencies may be assigned to the incident to coordinate their agency's involvement. The Liaison Officer will be their primary contact.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Operations Section

Conducts tactical operations to carry out the plan. Develops the tactical objectives, organization, and directs all resources.

Divisions

Established to divide an incident geographically or describe some geographical area related to incident operations.

Groups

Established to describe functional areas of operation. What is established will be determined by the needs of the incident. Groups work wherever they are needed, and are not assigned to any single division. Divisions and Groups are at an equal level in the organization.

Branches

Established another level of organization within the Operations Section to increase the span of control, define another functional structure, or organize the incident around jurisdictional lines.

Air Operations

Operated at the branch level and established separately at an incident where there are complex needs for the use of aircraft in both tactical and logistical operations.

Staging Areas

Established wherever necessary to temporarily locate resources awaiting assignment.

Planning and Intelligence

Develops the action plan to accomplish the objectives. Collects and evaluates information. Maintains resource status.

Logistics

Provides support to meet incident needs. Provides resources and all other services needed to support the incident response.

Finance and Administration

Monitors costs related to the incident. Provides accounting, procurement, time recording, and cost analyses.

Units

Functional Units fall under each of the three remaining sections (see ISC Structure Chart). Not all of the units may be required, and they will be established based upon the need. The titles of the units are self-descriptive.

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Incident Facilities

Facilities will be established depending on the kind and complexity of the incident or event. Not all facilities will necessarily be used.

Incident Command Post (ICP)

The location from which the incident Commander oversees all incident operations. There is only one ICP for each incident or event. Every incident or event must have some form of ICP.

Staging Area

Locations at which resources are kept while awaiting incident assignment.

Base

The location at the incident at which primary service and support activities are performed.

Camps

Incident locations where resources may be kept to support incident operations. Camps differ from staging areas in that essential support operations are done at camps, and resources at camps are not always immediately available.

Helibase

A location in and around an incident area at which helicopters may be parked, maintained, fueled, and equipped for incident operations.

Helispot

Temporary locations where helicopters can land and load/off-load personnel, equipment, and supplies.

Incident Action Plan

Every incident must have an oral or written action plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action plans which include the measurable tactical operations to be achieved, are always prepared around a time-frame called an Operational Period.

Operational Periods can be of various lengths, but should be no longer than 24 hours. The planning of an operational period must be done far enough in advance to ensure that requested resources are available when it begins.

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The Incident Action Plan must be known to all incident supervisory personnel. This can be done through briefings, by distributing a written plan prior to the start of the Operational Period, or by both methods.

Essential Incident Action Plan Elements

Statement of Objectives - Appropriate to the overall incident.

Organization - Describes what parts of the ICS organization will be in place for each Operational Period.

Assignments to Accomplish Objectives - These are normally prepared for each Division or Group and include the strategy, tactics, and resources to be used.

Supporting Material - Examples can include maps of the incident, a communications plan, a medical plan, a traffic plan, etc.

ANNEX B

CITY COUNCIL DUTIES AND RESPONSIBILITIES

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CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

The role of the City Council during an emergency is to support the Director of Emergency Services and the activities of the Emergency Operation Center (EOC). The Mayor and Council do not have a direct role in the emergency operation.

Action Checklist

- ☐ Respond when called to the EOC to receive a briefing from the Director of Emergency Services on the nature and status of the emergency.
- ☐ Assist the Director of Emergency Services in providing liaison to other elected officials and government agencies.
- ☐ Liaison with public or community organizations (e.g., media, schools, service clubs, medical facilities, business groups, homeowners associations).
- ☐ Ratify emergency proclamation at a special Council meeting within seven (7) days after its issuance by the City Manager.
- ☐ Hold Council meetings as required to address legal or policy issues arising from the emergency.
- ☐ Be available for public information purposes as requested by the Public Information Officer or the Director of Emergency Services.

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ANNEX C

HOME DISASTER PREPAREDNESS GUIDE

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**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

INTRODUCTION

Local and Federal government emergency services generally concede that they CANNOT fully respond to a major catastrophe in our area in less than 72 hours. This document has been prepared to help you and your neighbors to SURVIVE until government assistance becomes available.

This document is designed to lead you through quick, easy, individual steps to SURVIVE 72 hours. The WHY has been avoided where generally obvious, while presenting the most current information to support the WHAT and HOW.

First, read the document through, and then read it a second time; you'll be surprised what you missed. Second, decide what your family needs to SURVIVE, recognizing that advance preparation greatly improves your family's chances of survival. Using this document without any advance preparation only marginally improves your family's chances of survival in a major catastrophe.

Finally, proceed through the preparation process by overcoming the rationalization that nothing will happen or, if it does, it will "not be that bad." Fires, earthquakes, tornadoes, riots, etc., are reported daily in the news. IT CAN BE THAT BAD! Be diligent in your preparations for an event we hope will never occur. Work with your neighbors to help them prepare too.

To begin using this document following an emergency, turn to **Page 5** and begin with the Day 1 Checklist. The checklist is a table of contents directing you to the appropriate subject.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

SCOPE

This document is designed to guide you through the basic steps of preparing for a local or area-wide disaster, as well as executing the necessary actions to stay alive during and after a major catastrophe.

ASSUMPTIONS

The assumptions used to prepare this document are as follows:

1. Fire, police, medical and ambulance services may be unable to respond to residential and industrial areas for at least 72 hours following a major catastrophe, because roadways generally may be impassable.
2. Following a major earthquake, most local disaster plans require the CLOSING of all bridges in the area until they can be inspected for safety. This probably will catch many family members away from home and emphasizes the need for advance planning.
3. Hospitals may be full to overflowing with victims from the immediate vicinity who can reach these medical facilities by walking or by driving extremely short distances.
4. Material needs, such as water, food, blankets, etc., will not be available from local or federal government sources for at least 72 hours after the disaster occurs.
5. Electrical power, natural gas, water, sewer and telephone services may be virtually or completely unavailable.
6. If the family home is unable to provide structurally safe shelter, move in with friends, set up shelter outside the home, or possibly, if conditions allow you to get there, move into a motel.

REMEMBER

To Fail to Plan is to Plan to Fail

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

DAY 1 CHECKLIST

IMMEDIATE (1-2 hours) AT HOME:

1. _____ Check for personal injury, be calm
2. _____ Check for fire
3. _____ Account for family members who are home
4. _____ Check for family member injuries
5. _____ Check utilities (no electrical switch movement if gas)
6. _____ Assess home for structural damage
7. _____ Put phone(s) back on hook, make only essential calls
8. _____ Check for damage to car
9. _____ Check water, food, first aid supply
10. _____ Monitor TV/Radio
11. _____ Account for family members away from home

IMMEDIATE (1-2 hours) AT WORK:

1. _____ Check for personal injury, be calm
2. _____ Observe safety of structure/fire - evacuate if necessary
3. _____ Provide emergency aid to co-workers
4. _____ Get 72-hour kit from car. Put on heavy shoes, jacket.
5. _____ Turn on car radio. Listen for emergency information:
6. _____ Check in with out-of-area/state emergency phone contact
7. _____ Be sure your car is safe to drive.
8. _____ If car is left, leave name on a note and what route taking.
9. _____ Beware of dehydration, drink at least a pint of water.
10. _____ Eat if you feel like it and have water available.
11. _____ Take medications on time. Set your watch.
12. _____ Keep checking in with out-of-area/state.
13. _____ Observe weather conditions.

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AFTER INITIAL DISASTER (2-12 hours):

1. _____ Recheck yourself and your family member's needs.
2. _____ Perform structural inspection
3. _____ Evacuate home (if required)
4. _____ Evacuate area (if required)
5. _____ Set up sanitation facility
6. _____ Check on neighbors
7. _____ Eat/drink/rest
8. _____ Monitor TV/Radio

REMAINDER OF DAY (12-24 hours):

1. _____ Recheck first aid needs
2. _____ Improve shelter as required
3. _____ Monitor TV/Radio
4. _____ Set up alternative heat sources
5. _____ Salvage debris for potential use
6. _____ Collect garbage
7. _____ Check on neighbors
8. _____ Set up job assignments
9. _____ Eat/drink/rest

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

DAY 2 CHECKLIST

- | | | |
|-----|-------|--|
| 1. | _____ | Check for personal injury |
| 2. | _____ | Check for radio, TV messages |
| 3. | _____ | Check food, water |
| 4. | _____ | Assure phone is on hook |
| 5. | _____ | Evacuate home (if required) |
| 6. | _____ | Evacuate area (if required) |
| 7. | _____ | Check sanitation facility |
| 8. | _____ | Check on neighbors |
| 9. | _____ | Collect garbage |
| 10. | _____ | Take pictures, notes for recovery assistance |

DAY 3 CHECKLIST

- | | | |
|----|-------|--|
| 1. | _____ | Check personal injuries |
| 2. | _____ | Listen for radio, TV messages |
| 3. | _____ | Check sanitation facility |
| 4. | _____ | Check on neighbors |
| 5. | _____ | Report status |
| 6. | _____ | Collect garbage |
| 7. | _____ | Take pictures, notes for recovery assistance |

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EVACUATE HOUSE

1. _____ Locate family members
2. _____ Turn off gas only if you smell gas
3. _____ Load 72-hour kit in car
4. _____ Load important papers
5. _____ Turn off water
6. _____ Turn off unnecessary electrical appliances, except
 refrigerator / freezer
7. _____ Place telephones on hook
8. _____ Lock all doors, including garage
9. _____ Lock all windows
10. _____ Load family and pet(s) into car
11. _____ Lock front door as you leave
12. _____ Review evacuation route map
13. _____ Leave note telling where you can be contacted
14. _____ Leave

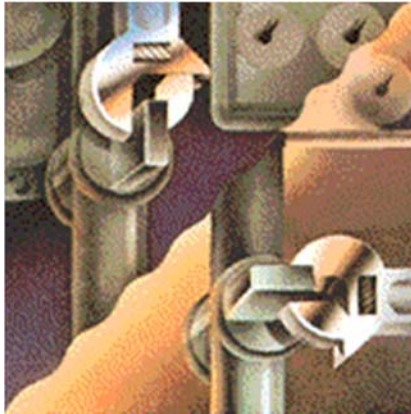
CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Note: Do not enter buildings that are unsafe. Further collapse may occur due to aftershocks.

TURN OFF UTILITIES

GAS:

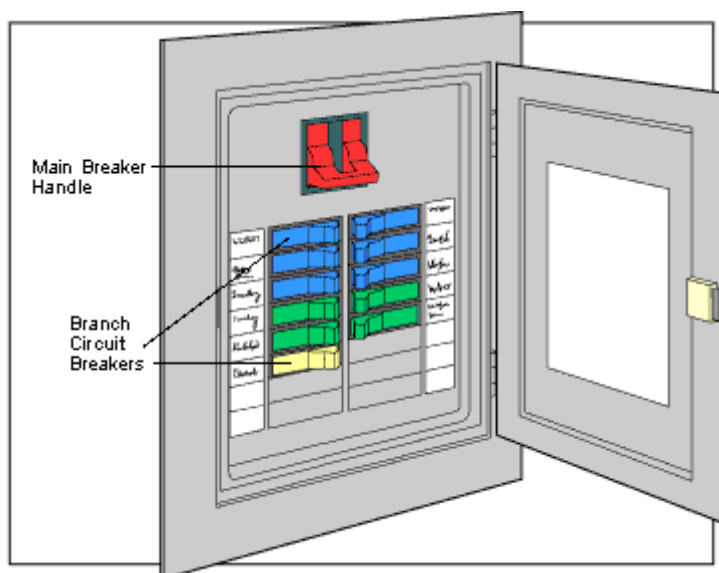
1. Turn gas off **ONLY** if you smell gas.
2. If you do smell gas, open the windows and leave the house. **DO NOT** use the phone. **DO NOT** turn **OFF** any electrical switches, or anything that will cause a spark.
3. Turn OFF the main gas shut-off valve. This valve is located next to your gas meter outside the house. Use a crescent wrench to turn the valve one quarter-turn, in either direction, to the “OFF” position (vertical is “ON” (!); horizontal is “OFF” (--).
4. For safety purposes, only the gas company should turn the meter back on. Only turn the gas off when absolutely necessary. **DO NOT** experiment with the valve to see if it is “working.” To have it checked, call the utility company for assistance.



CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

ELECTRICITY:

1. Turn “OFF” **ONLY** if you see sparks or a fallen wire, or have reason to believe there is an electrical system malfunction.
2. Locate the main circuit box. It may be outside the house (often near gas meter), in the garage toward the outside wall, or in the hall in one of the rooms (primarily apartments).
3. Locate the “Main” circuit breaker or fuse. Turn the circuit breaker to the “OFF” position/or pull the fuse out.
4. To restore electrical service call your power company.



WATER:

1. Turn off water service of the house. It is usually located in the front of the house near the hose bib. If there is damage to the piping in this area, or you are unable to locate the shut off, turn off at the water meter.
2. Locate the main shut-off valve outside the house. It is usually in a concrete box at ground level next to the sidewalk with cover that says “Water Meter”. You will need a screw driver/knife/stick to open the metal cover.
3. Turn the valve clockwise to turn “OFF”. Replace the cover.
4. Turn each valve counterclockwise (to the left) to restore water flow.
5. For any concerns regarding your water, contact your local water company.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

DETERMINE EVACUATION ROUTES

EVACUATION FROM YOUR HOME:

1. Keep detailed maps of the local area in your car. Have each potential evacuation route noted with a marking pen.
2. Drive those routes that you do not normally travel so you are aware of any changes. It is vital that you completely understand each of these routes now as your mind could go blank in a crisis.
3. It is also important to keep your car in good condition so you can leave on a moment's notice. Have extra oil, oil filter, and water available. Storing large amounts of gasoline (5-10 gallons) around your home, even in approved containers, is **NOT** advised due to the explosion hazard. Always keep your car gas tank at least half full. Snow chains and jumper cables should be kept in your car at all times. Extra wiper blades, fan belts, tow rope, signal whistle, and mirrors are also useful.
4. Be sure to include a 72-hour kit for each family member (**Page 92**).
5. If appropriate, turn off utilities (Page 8) before evacuating your home. Leave a note in a prominent position on the outside of your home to let others know you are okay and where you may be contacted.

EVACUATION FROM YOUR BUSINESS TO YOUR HOME:

This will depend very much on the type of disaster.

Fire

Take your normal route home as this is assumed to be a local disaster.

Earthquake

ALL bridges will likely be closed to traffic. If you must use a bridge to cross a river, a lake or another highway, decide if you can get home by another route that has no bridges or overpasses. If this alternate route can be made on foot only or part way by auto and part by foot, decide if you are physically capable of walking the distance. Leave a note on your car stating where you are and what route you are taking home, e.g., "Plan B: (be sure your family fully understands that route). Be sure to have your 72-hour kit in your car.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

In An Earthquake *DROP, COVER, and HOLD*

Earthquake procedures in the home or office

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures while outside or in a vehicle

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. **DROP** to the ground and **COVER** the back of the neck with your hands. Be aware of aftershocks. Do not re-enter buildings until it is determined safe to do so.

While in a vehicle, you should pull over to the side of the road and stop. If you are on a bridge, overpass, or under power lines, continue on until you are away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of after shocks, downed wires, or roads blocked by debris.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

LOCATE CHILDREN

Know how to get to them at school and at play

AT SCHOOL:

- They should remain at school until you come for them. Make sure your child understands it may take a while to get to them (see Children's 72-hour kit (page 27)).
- Plan ahead to have someone pick them up if you are unable to get to them. Know the policies of your school or daycare center. Most schools require a letter be kept on file giving specific permission for someone else to pick up your child, e.g., your mother, daycare provider, etc.
- Contact your child's school to determine if and where they will be moved if school evacuation is necessary.

AT PLAY:

- Agree on a place to meet--neighbor, relative, home. Sometimes it will be safer for the children to stay right where they are. Train your children to know when it is safe to go somewhere else and when it is safe to stay where they are.
- Reassure children. They probably will still be afraid after the disaster, even when you are united. Let them talk -- listen to them.
- Rehearse these situations after Sunday dinners, first day of school, first day of summer vacation, etc., so they really know what to do.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

DETERMINE FAMILY ASSEMBLY POINT

HAVE FAMILY PLANNING MEETINGS:

Make decisions where to meet. The following suggestions are provided:

1. Where to meet after a disaster:

- Home, if possible
- Neighbor's
- Relative or friend

2. In case of fire:

- Next door
- Nearby corner
- Neighbors

Go over the plan often; keep it up-to-date. Playact different situations and practice the plan to see if you need to make changes.

Hint - Review on each family member's birthday.

Each family member should carry the phone number of a relative or family friend who lives far from your home. If family members are separated at the time of the major catastrophe, they should try to call the relative/friend and tell them they are OK and where they are going, or where they are staying. (Often times you can call out of a disaster area, but no one can call in.) This simple action can bring much comfort to many people, including yourself.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

RECREATIONAL ACTIVITIES

After we do all we can it is important to be able to take children's minds and ours off the disaster. Have games of all kinds, books, toys, portable radios, coloring books and crayons, etc.

If you must evacuate, take the following:

- Portable radios
- Favorite snacks
- Card games (Skip Bo, Old Maid, etc.)
- Game books (crossword puzzles, word search, etc.)
- Favorite books
- Favorite toy, stuffed animal
- Small pocket games
- Pencils and paper
- Coloring books and crayons

Be sure to include some of these items in you 72-hour kit.

EMERGENCY PREPARATIONS

FOOD STORAGE GUIDE

The following pages provide basic food storage information. In general, you should try to have foods that are:

- Non-perishable (canned or dried)
- Nourishing (from each of the basic food groups)
- Easily prepared and served
- Able to be eaten as-is (to conserve water and cooking heat)
- Completely edible, in small servings, with little or no waste or leftovers.

Store only food that you normally eat. Avoid commercial storage foods that contain items that are not part of your normal diet, or that you are unfamiliar with. It is important to maintain a sense of normalcy in any emergency to keep everyone calm. “Normal” food will help to achieve this good feeling. It is very common that people are not hungry for the first 24 hours after a catastrophe. Their bodies will tell them when to eat. Remember to include baby foods, special dietary foods, favorite snacks, and food for your pets.

STORAGE

Keep food stored in the driest, coolest and darkest areas. Monitor storage area temperatures.

Critical Storage Temperatures

- 32 degrees F - Freezing
- 48 degrees F - Insects become active
- 95 degrees F - Fats melt

Storage Containers

Metal storage cans or heavy plastic containers with airtight lids are recommended.

- Use unbreakable containers, if possible.
- Do not stack breakable storage containers.
- Only plastic containers that are approved by the FDA should be used to store food or water. If you don't know, ask at the place of purchase or the manufacturer. Determined rodents are known to gnaw through heavy plastic containers.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Food Storage Tips

1. Store NOTHING on cement floors. Place slats of lumber between cement and the storage area to prevent sweating and rusting.
2. Store supplies in various locations in the house; if one part is damaged, you still have something left.
3. ALWAYS obtain top grade food products for storage.
4. Approximately 2 percent of food value is lost each year in canned foods stored under ideal conditions.
5. Buy nitrogen-packed food when possible. It has longer storage life, better quality and no insect infestation.
6. Heavy wire or a small piece of lumber should be attached to the front of storage shelves to keep contents from falling in the event of an earthquake.
7. Use clear plastic bags for food storage; colored plastic bags have been chemically treated and SHOULD NOT be used to store food.
8. Food, unlike water, may be rationed safely, except for children and pregnant women.

WATER STORAGE GUIDE

Stocking water reserves and learning how to purify contaminated water should be among your top priorities in preparing for an emergency. You should store at least one gallon of water per person per day for *at least* three days, preferably, two weeks. Children, nursing mothers, and ill people will need more. You will need additional water for food preparation and hygiene.

If your supplies begin to run low, remember: **Never ration water.** Drink the amount you need today, and try to find more for tomorrow. You can minimize the amount of water your body needs by reducing activity and staying cool.

Water Storage Tips:

You can store your water in thoroughly washed plastic, glass, fiberglass, or enamel-lined metal containers. Never use a container that held toxic substances, because tiny amounts may remain in the container's pores. Plastic soda bottles will degrade and have to be replaced at least every six months. Containers that are FDA approved for water storage are best. Replenish your water supplies annually (when you inventory all your emergency preparations).

Before storing your tap water, treat it with a preservative, such as chlorine bleach, to prevent the growth of microorganisms. Use liquid bleach that contains 5.25 percent sodium hypochlorite and no soap, dyes, or scenting. See the Purification table below for proper amounts.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

HIDDEN WATER SOURCES IN YOUR HOME:

If a disaster catches you without a stored supply of clean water, you can use water in your hot-water tank, in your plumbing, and in ice cubes. As a last resort, you can use the water in the reservoir tank of your toilet (not the bowl), but only if has never held any bowl cleansers, and you purify it.

To use water in your pipes, let air into the plumbing by turning on the highest faucet in your house and draining the water from the lowest one.

To use water in your hot-water tank (water heater), be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot water faucet. Do not turn on the gas or electricity when the tank is empty (post a note next to the thermostat not to use it, just in case.)

Do you know the location of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

WATER PURIFICATION:

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, cholera, typhoid, and hepatitis. You should therefore purify all water of uncertain purity before using it for drinking, food preparation, or hygiene.

There are many ways to purify water. None are perfect. Often, the best solution is a combination of methods. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth. Three purification methods are outlined below. These measures will kill microbes but will not remove other contaminants such as heavy metals, salts, most other chemicals and radioactive fallout.

Boiling

This is safest method of purifying water. Bring water to a rolling boil for 10 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring it back and forth between two containers. This will also improve the taste of stored water.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

Chlorination

Uses liquid chlorine bleach to kill microorganisms.

Chlorination Table

For this amount of clear water	Use this amount of bleach*	Let stand this amount of time
1 quart	2 drops	30 minutes
1 gallon	8 drops	30 minutes
5 gallons	1 teaspoon	30 minutes

** 5.25 percent sodium hypochlorite without soap, dyes, or scents*

If the water is cloudy, double the amount of bleach above, stir, and let stand 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand another 15 minutes.

If you do not have a dropper, use a spoon and square-ended strip of paper or thin cloth about ¼ inch by 2 inches. Put the strip in the spoon with an end hanging down about ½ inch below the scoop of the spoon. Place bleach in the spoon and carefully tip it. Drops the size of those from a medicine dropper will drip off the end of the strip.

Purification Tablets

Releases chlorine or iodine. They are inexpensive and available at most sporting goods stores and some drugstores. Follow the package directions. Usually one tablet is enough for one quart of water; double the dose for cloudy water.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

FAMILY EMERGENCY FIRST- AID KIT

- Box to hold supplies
- First aid Manual
- 1 Ace Bandage, 3" wide
- Rescue Blanket
- 2 Rolls Adhesive Tape, 10 Yds.
- 12 Assorted Safety Pins
- Alcohol Swabs
- Trauma Scissors
- Ammonia Inhalant
- Cotton Balls
- Antacid Tablets
- Feminine Hygiene Supplies
- Antibacterial Soap
- Eye Drops
- 20 Aspirin Tablets/Children's Tylenol
- Heat Tablets
- 12 Band-Aids, Medium Size
- Thermometer
- Compresses (strips 2" wide)
- Ice Bag or Cold Pack
- 5 Triangular bandages (40" square)
- Extra Pair of Eyeglasses
- Table Salt
- 2 Face Cloths
- Ipecac (Induce Vomiting)
- Matches In Waterproof Container
- Diarrhea Medicine
- First-aid Ointment, Antibacterial
- Cotton-Tipped Swabs
- 8 Gauze Pads, 2" x 8"
- Butterfly Bandages
- 8 Gauze Pads, 3" x 3"
- Splints (finger, arm, leg)
- 8 Gauze Pads, 4" x 4"
- Hydrogen Peroxide
- 3 Rolls of Gauze, 2" x 10 Yds.
- Calamine Lotion
- Methiolate or Iodine
- Tweezers
- Razor and Blades
- Snake Bite Kit
- Prescription Drugs
- 2 Pair Latex Gloves
- Duct Tape

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

FIREFIGHTING TECHNIQUES AND EQUIPMENT

The firefighting techniques listed below are only for small fires. Leave the big fires for the pros. If the pros are unavailable, do your best to keep the fire from spreading. For all the firefighting techniques described below, apply at the base of the fire, not at the flames themselves.

SYMBOLS & COLORS FOR EXTINGUISHER CLASSES BASED ON TYPE OF FIRE FUELS	INTENDED FIRE EXTINGUISHER PURPOSE	TYPE OF FIRE EXTINGUISHING AGENT(S) REQUIRED
  Ordinary Combustibles	Class A Extinguishers – For ordinary combustibles like wood, cloth, plastic, paper, rubber etc.	Water, Foam Dry Chemical
  Flamable Liquids	Class B Extinguishers – For fires due to flammable liquids like oil, gasoline, oil-based paints, petrol etc.	Foam Dry Chemical Carbon Dioxide
  Electrical Equipment	Class C Extinguishers – For fires generating from equipment or appliances connected to electricity.	Dry Chemical Carbon Dioxide
  Combustible Metals	Class D Extinguishers – For flammable metal. Needs special extinguishing agents. Found typically in factories.	
  Combustible Cooking	Class K Extinguishers – For combustible cooking oils like vegetable oils, fats, animal oils & more. In general meant for commercial kitchens.	Foam Carbon Dioxide

**CITY OF SCOTTS VALLEY
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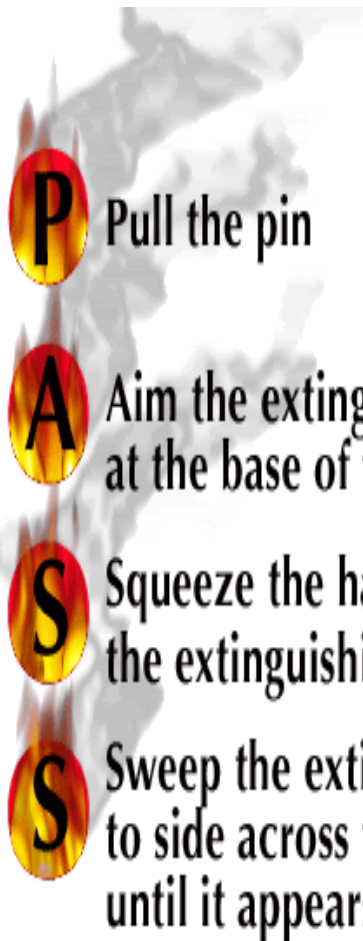
TECHNIQUES

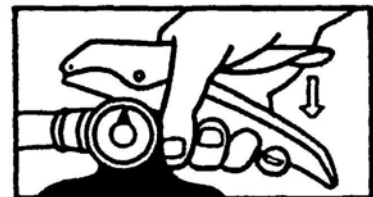
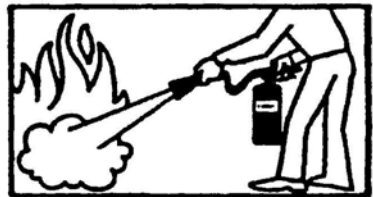
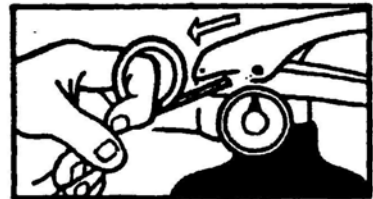
WATER:

Water is the most common and generally most effective extinguishing agent. Good for wood and paper-type fires. Apply at base of fire. **DO NOT** use water on burning oil, gasoline, kerosene, diesel or electrical wiring. Water will only cause the fire to spread, or cause you to receive an electrical shock.

EXTINGUISHER:

**Fire Extinguisher Operation
P.A.S.S.**

- 
- P** Pull the pin
 - A** Aim the extinguisher or nozzle at the base of the fire
 - S** Squeeze the handle and release the extinguishing agent
 - S** Sweep the extinguisher from side to side across the base of the fire until it appears to be out



CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

PREFERRED FIRE EQUIPMENT

Water Hose

50 - 100 feet long with adjustable spray nozzle.

Hand-held Extinguisher

At least 2-A:B:C fire extinguishers will be suitable for all types of small home fires.

EMERGENCY SHELTERS

GEODESIC DOME TENT:

Considered by some to be the best tent on the market today. They are space efficient, repel water, very sturdy and are easy to set up. Be sure to fit the tent to your family plus some margin. For example, an 8-person rated tent would be more comfortable for six people. Putting a plastic tarp over the tent, with an airspace, will provide better protection in heavy rain.

CAMPING TENTS:

A good waterproof material is required. A tent with a tent liner is more expensive but will keep the inside very cozy when the outside temperature is very cold. Size the tent as in the geodesic dome. You may be able to get military surplus tents that require repairs. However, while they are rugged and warm, they are bulky and very heavy.

POLYETHYLENE PLASTIC SHEETS:

10 x 15 foot sheet can provide adequate warm weather shelter for the average family.

RECREATIONAL VEHICLES:

MOTOR HOMES, TRAILERS, AND TENT TRAILERS MAKE IDEAL SHELTERS.

IMPROMPTU SHELTERS:

Consult Boy Scout, mountaineering and survival handbooks on how to build shelters for the emergency environment using available materials. Utilize materials from damaged buildings such as 2x4's, plywood, etc.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

ALTERNATIVE SOURCES OF HEATING, COOKING AND LIGHTING

The following are ideas for alternate sources of heat; cooking and lighting that could be used in an area-wide catastrophic or emergency event.

HEATING:

Use blankets and clothing to stay warm. Heat packs are an inexpensive way to warm hands and feet. These chemical source heat packs come in a variety of sizes and prices. The longevity and temperature of these heat packs vary from 130 degrees F. for two (2) hours to 160 degrees for 12 hours. Some of them are also reusable.

COOKING:

Camp stove, or Barbecue may be used outdoors ONLY.

LIGHTING:

Lighting is very important; it provides a lot of reassurance in the dark. New products are developed constantly to provide ways to “light the way”. (1) battery-operated lanterns, (2) hand-held flashlights, and (3) light stick (light producing chemicals). Convenience and feasibility should be kept in mind. If you need both hands free, a battery-operated lantern with a head strap is best. Make sure you have spare batteries in the appropriate size needed for your lighting source.

SANITATION FACILITIES

PERSONAL HYGIENE SUPPLIES:

- “Tall Kitchen” white plastic bags (1-2 packages) with ties
- Toilet paper or diaper-wipes

Bail out toilet: use the water in the reservoir for drinking (only if there has NEVER been any disinfectant used in the tank). Place the bag over the edges of the seat, and then use the bag. After use remove from toilet, and dispose of it in a slit trench or bury it thoroughly. You can use diaper-wipes (containing alcohol) in place of toilet paper. The added disinfectant will help reduce the spread of disease when soap and water are hard to come by. If a toilet is not available, a large can or 5-gallon bucket can be used, following the same procedure as above.

HOUSEHOLD TRASH SUPPLIES:

- Keep trash away from the house and out of reach of dogs and other animals.
- Use 32-40 gallon heavy-duty plastic bags (2-3 packages) with ties.
- Collect household trash per normal living standards. When full, tie off very securely. Set off in yard

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

QUICK FIX 72-HOUR PERSONAL AND CAR / HOME KIT:

CONTAINERS

Kit containers can be pillowcases, small daypacks, old duffel bags, or whatever your ingenuity comes up with. Just remember that you may end up carrying it some distance, so plan accordingly.

WATER

1 gallon per day for each person in your vehicle. (More water will be needed for small children/babies if dehydrated baby food and formula is used, plus nursing mothers).

FOOD

12 (2-bar) packs of granola bars, times the number of people your car will carry, protected by sealing in boilable, seal able bags. (Granola bars should be replaced yearly.) Dehydrated baby food in plastic zipper bags resealed in boilable, seal able bags is an alternative.

WARMTH

Heavy-duty space blanket or wool blanket for each occupant of the vehicle. Any blanket is better than nothing, but warmth is important. Heat packs are an inexpensive way to warm hands and feet.

LIGHT

Small, sturdy flashlight (2 sets extra batteries / 2 extra light bulbs). Three (3) Cyalume plastic light sticks that last 12 hours each without producing heat or acting as a fire hazard.

RADIO

Small, inexpensive AM radio and two spare batteries. Replace batteries at Christmas. Solar/battery powered radios are available.

TOILET

Four "tall kitchen" white plastic bags, and ties.

PERSONAL HYGIENE

Bar soap, shampoo, toothbrush / toothpaste, deodorant, feminine hygiene supplies, baby wipes, baby diapers and baby powder.

FIRST AID

Rubber gloves - 4 pairs; six Band-Aids; six alcohol wipes; Neosporin ointment - 1 small tube; Aspirin/Tylenol - 1 small bottle; roll of clinging gauze, insect repellent - 1 small can; six - 4" x 4" dressings; and prescription medications, spare set of eyeglasses.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

CLOTHING

One change of clothing should be sufficient except where very small children are concerned. Although an adult may be uncomfortable, the same clothing can be worn for 72 hours, depending upon circumstances. Also, a good pair of leather, work gloves should be added to the adult kit.

CAR KITS

For your basic car kit, simply multiply the personal kit times the number of people your vehicle will hold. Because your car will hold more, consider an additional 50 feet of parachute cord and a pair of boots/heavy walking shoes for each member of the family. Remember, do not use new boots or shoes; you do not want to break them in during an emergency. Add other items as you find necessary, but remember you may end up carrying them if you have to abandon your vehicle. In addition to these personal articles, you should include the following for your car:

- Tow Rope
- Booster Cables
- Flares
- 3A-40BC Fire Extinguisher

OTHER

- Boy Scout handbook, survival book, Map of your area
- Food, water, and leash or carrier for pets
- Money—at least \$20 (small bills, some change). Credit Cards may be useless if there is no power in the area.
- Signal whistle and mirror
- Extra house/car keys
- Watch or clock (battery or wind-up)
- Paper plates, cups and plastic utensils
- Paper, pens, stamps
- Game books, crayons, pocket games

NOTE:

Understand the difference between NEEDS and WANTS.

NEEDS = What will help you survive

WANTS = Useless weight, space

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

CHILDREN'S 72-HOUR SCHOOL KIT:

CONTAINERS

Kit containers can be green plastic bags, small day pack, pillowcase, etc.

WATER

1 Gallon of water per day.

FOOD

Nine (2-bar) packs of granola bars, and a few of their favorite snacks. Protect unopened individual packages in plastic zipper bags.

WARMTH

Heavy-duty space blanket.

LIGHT

Three (3) Cyalume plastic light sticks that last 12 hours each.

RADIO

Small, inexpensive AM radio and two spare batteries. Replace batteries at Christmas. Solar/battery powered radios are available.

INFORMATION

5 x 7 cards with names, phone numbers, addresses of next of kin in and out of state. Picture of family. Small stuffed cuddly animal for smaller children. Letter from parents to child, saying that you love him/her, be good, and you will be there when you can.

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

IMPORTANT DOCUMENTS

Copies of the following documents should be kept readily available in a waterproof container, or even in a 72-Hour Home Kit.

(Originals should be stored in a safety deposit box).

- Social Security Cards
- Birth Certificates
- Stocks and Bonds
- Driver's License
- Money and Credit Cards
- Savings/Checking Account Book
- Wills
- Insurance Policies
- Deeds
- Genealogy
- Address & Telephone Numbers

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

REHEARSALS

THE BEST PLANS ARE USELESS UNLESS THEY ARE EXERCISED

When a catastrophe strikes, everyone in your home needs to understand what they are supposed to do. Rehearsing your emergency response plan best instills that knowledge. The following activities are suggested:

1. Contact your local emergency management or civil defense office and American Red Cross chapter to find out the following.
 - What types of disasters are likely to happen in your area?
 - What are your community's warning signals: What they sound like and what you should do when you hear them?
 - Ask about animal care during and after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
2. Read this "Emergency Preparedness section completely through at least twice.
3. Take a course in basic First Aid and CPR.
4. Show your spouse and older children where the gas, water and electrical utilities are located. Show how to turn these utilities off. **DO NOT MOVE THE GAS SHUT OFF VALVE.** You may inadvertently turn off the gas, which should only be turned back on by the gas utility company. Assign each individual a responsibility, with another assigned as a backup.
5. Practice your emergency evacuation route from your home/place of employment at least twice a year. Also drive the alternate route along the way at least twice a year. (Find out about disaster plans at your work place, your children's school or daycare center and other places where your family spends time.)
6. Be sure everyone knows where the water, food and medical supplies are located.
7. Use family gatherings to practice various parts of your emergency response plan, e.g., how to turn off utilities, practice first-aid techniques, etc.
8. After everyone is trained, use a family gathering, or some other convenient time, to run through the Day 1 Checklist, 0-2 hours. If your individual practices were done correctly, this "dress rehearsal" should work well. If it does not, simply review what was not done well and decide how to improve it for your circumstances.
9. Give special consideration for care of small children and handicapped persons.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

PET CARE

Here are some steps you can take now to protect your animal companions in case disaster strikes.

1. Make sure that your pet has a current license or ID tags and proof of vaccinations. Animals should always wear identification. During an emergency, frightened animals can quickly slip through open doors or windows. The disorienting effects of an earthquake or fire may cause them to lose their way.
2. Include the following pet supplies in your family emergency kit:
 - Pet Food
 - Potable water in a non-breakable container
 - Food Dishes
 - Newspaper and/or paper towels
 - Blankets
 - Special medication, regularly checked for expiration
3. Pet carriers and leashes should be stored near your emergency supplies, preferably by an outside door. Carrying a frantic cat or dog in your arms is nearly impossible, especially when you are frantic too!
4. Keep all property fences in good repair. Even a small hole can become an avenue of escape during an emergency.

AFTER THE EMERGENCY:

Like their human counterparts, animals deal with disaster in different ways. Be patient, and watch for potential problems.

1. If possible, try to keep your animals inside. Dogs and cats will look for any avenue of escape to avoid a frightening situation.
2. Check birds immediately. Birds can break blood feathers while frantically flying around in their cage. If not treated at once, they can easily bleed to death. If you notice the bird bleeding from a broken blood feather, immediately pull out the feather.
3. As a comfort to your animals, keep the household calm and quiet. It also helps to their favorite toy and bedding available. Familiar objects and smells are always calming.
4. Allow animals to cope in ways that work for them. Don't worry if they want to hide out for a while or refuse food for a day or two.
5. Don't coddle! Give your pet extra rations of love and understanding during the emergency, but try not to overreact.

CITY OF SCOTTS VALLEY EMERGENCY OPERATIONS PLAN

IF YOUR ANIMAL ESCAPES:

Despite your best efforts, your animal may manage to escape during the commotion of the emergency. Don't give up! Get to work quickly:

1. Call your local Animal Control Officer and report the loss.

Call the Humane Society and report the lost animal.

2. Distribute "Lost" posters around the neighborhood. Be sure to include a current photograph of your animal, a description, the animal's name, your name, address and phone number, and any other pertinent information about your pet.
3. Go door-to-door. Talk with your neighbors about your lost pet. Describe the animal to them, give them a copy of your poster and ask them to help spread the word.
4. Leave a scent trail. Dragging a personal article of clothing along the ground leading to your home may enable your dog or cat to follow this familiar scent home, even if they are disoriented.
5. Like children, animals are sensitive to your reactions. If you act as if everything is fine, they will feel better.

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EMERGENCY OPERATIONS PLAN**

ADDITIONAL EMERGENCY INFORMATION:

**To obtain additional emergency and earthquake preparedness information
contact the following agencies:**

American Red Cross (ARC)

National Headquarters Web Site: www.RedCross.org

Federal Emergency Management Agency (FEMA)

Web Site: www.fema.gov

ANNEX D

COUNTY MASS FATALITY PLAN

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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**UPDATED PLAN
UNDER DEVELOPMENT

TO BE
INSERTED**

**CITY OF SCOTTS VALLEY
EMERGENCY OPERATIONS PLAN**

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City of Scotts Valley CITY COUNCIL STAFF REPORT

DATE: November 18, 2015

TO: Honorable Mayor and City Council

FROM: Scott Hamby, Public Works Director

**SUBJECT: MOUNT HERMON ROAD/SCOTTS VALLEY DRIVE/WHISPERING
PINES DRIVE INTERSECTION OPERATIONS IMPROVEMENT
PROJECT – PROJECT SCOPE CHANGE**

SUMMARY OF ISSUE

In 2014 the City was awarded a Regional Transportation Improvement Program funding request by the Santa Cruz County Regional Transportation Commission for the Mt. Hermon Road/Scotts Valley Drive/Whispering Pines Drive Intersection Operations Improvement Project. As proposed that project was to add a left turn lane from northbound Mt. Hermon Road to eastbound Whispering Pines Drive, modify existing signals, add gutter, sidewalk and curb ramps, modify striping and pavement markings, and resynchronize intersection timing. The resulting improvements will provide more efficient use of the transportation system by reducing vehicle stops; especially during peak commute hours. The improvements in traffic flow and progression also have corresponding reductions in vehicle emissions. These improvements are included as a mitigation measure for the Town Center Project.

Before beginning work on the design for this project, staff asked a traffic engineer to compare the proposed change of adding an additional left hand turn lane onto Whispering Pines Drive to extending the existing left hand turn lane and adding an additional through lane for westbound traffic. Based on the findings of the traffic engineer, staff is proposing that in lieu of adding the additional left turn to instead double the length of the existing left turn pocket from 140 feet to 280 feet and add a third through lane on Mount Hermon Road. Adding a third through lane and extending the left turn lane will allow the intersection to operate as a Level of Service (LOS) C where the previous scope will only bring the intersection to a LOS D. The attached letter from the City's contract traffic engineer, Hatch Mott MacDonald, explains this in greater detail.

City staff has been in communication with RTC staff throughout this process so that the RTC is fully aware of the proposed changes. The scope change for this project is scheduled to be on the RTC's December 3rd agenda with a recommendation for approval by RTC staff. Once the RTC approves the proposed changes the next step will be to enter into an agreement for the design of the project. Staff will return to council with the final design before moving forward with construction.

The cost difference between the previous scope and the proposed scope is not anticipated to be significant. The original scope would require substantial work in the City's Right of Way (ROW), widening the roadway on the southeast corner of the project with the removal and relocation of curb, sidewalk and utilities that would impact the property/business at that location. The proposed scope will have less work in the ROW, not requiring any widening of the southeast corner of the intersection; however, will require the modification of the two traffic signal islands on the north side of Mount Hermon Road.

Overall, the project includes the following:

- Lengthen the westbound left-turn lane from Mt. Hermon Road to Whispering Pines Drive to provide adequate storage for projected queues.
- Add a third through lane on west bound Mt. Hermon Road.
- Re-stripe the northbound approach on Whispering Pines Drive to provide separate left-turn, through and right-turn lanes.
- Modify the signal to eliminate the split phasing and allow for protected left-turn phasing for the northbound Whispering Pines Drive and southbound Scotts Valley Drive approaches.
- Modify the signal to provide right-turn overlap phasing for the westbound and northbound right-turn lanes.
- Install Bicycle loop detectors and provide new crosswalk striping on all approaches on Mt. Hermon Road and Scotts Valley Drive.
- Restripe bike lanes with green lane treatments.
- Install bicycle boxes at all approaches.
- Install Pedestrian signal faces with countdown indicators on all approaches on Mt. Hermon Road and Scotts Valley Drive.
- Install Rectangular Rapid Flashing Beacon style crosswalks at the two existing unprotected crosswalks entering and exiting Scotts Valley Drive.

FISCAL IMPACT

No cost for change to scope of work. Total project cost estimated at \$434,000 with \$392,000 funded by the Regional Transportation Improvement Program. The City's share will be paid with Development Impact Fees.

STAFF RECOMMENDATION

Approve change in scope of work to double the length of the existing left turn pocket from 140 feet to 280 feet and add a third through lane on Mount Hermon Road in lieu of adding the additional left turn lane onto Whispering Pines Drive.

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October 26, 2015

Mr. Joel Ricca, President
Bowman & Williams Civil Engineers and Land Surveyors
1011 Cedar Street
Santa Cruz, CA 95060

**RE: Scotts Valley Drive / Mt. Hermon Road Intersection Improvement Evaluation,
 Scotts Valley, California
 Summary of Study Alternatives**

Dear Mr. Ricca:

This brief letter presents a summary of the results found in the intersection improvement evaluation for the Scotts Valley Drive / Mt. Hermon Road intersection in Scotts Valley, which was completed by HMM on August 10, 2015.

The purpose of the analysis was to test a variety of alternatives that would strive to improve traffic operations at the Scotts Valley-Whispering Pines Drive / Mt. Hermon Road intersection under existing and future traffic conditions. One of the tested alternatives was the addition of a second westbound left-turn lane, which was recommended in the Scotts Valley Town Center Specific Plan EIR, adopted in 2008. The analysis included the following intersections:

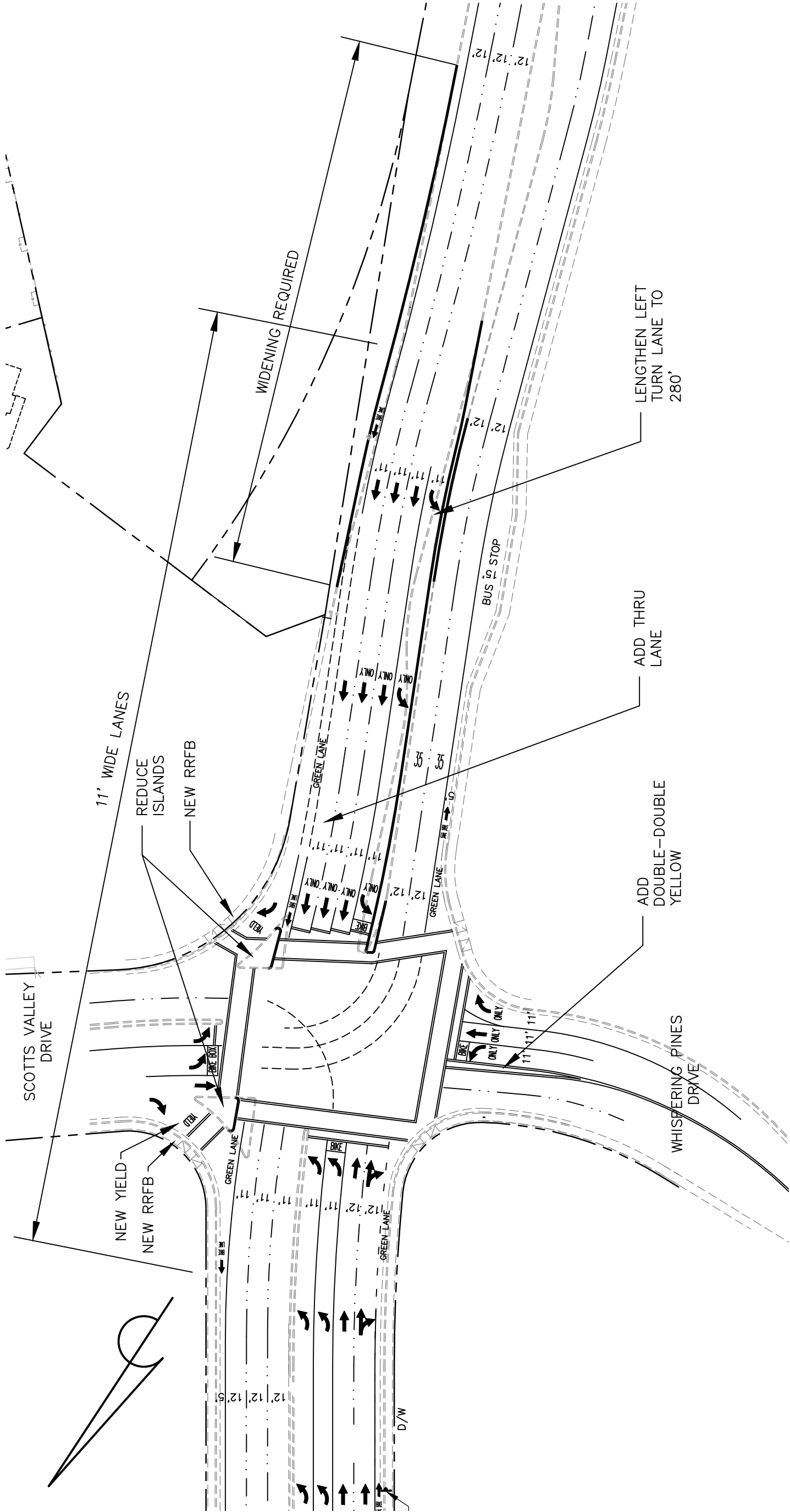
1. Glen Canyon Road / Mt. Hermon Road
2. Scotts Valley Drive-Whispering Pines Drive / Mt. Hermon Road
3. Spring Lakes Drive / Mt. Hermon Road

The analysis was conducted during the typical weekday PM peak commute hour under the following scenarios:

1. Existing Conditions
2. Short-Term Cumulative Conditions
3. Buildout Conditions

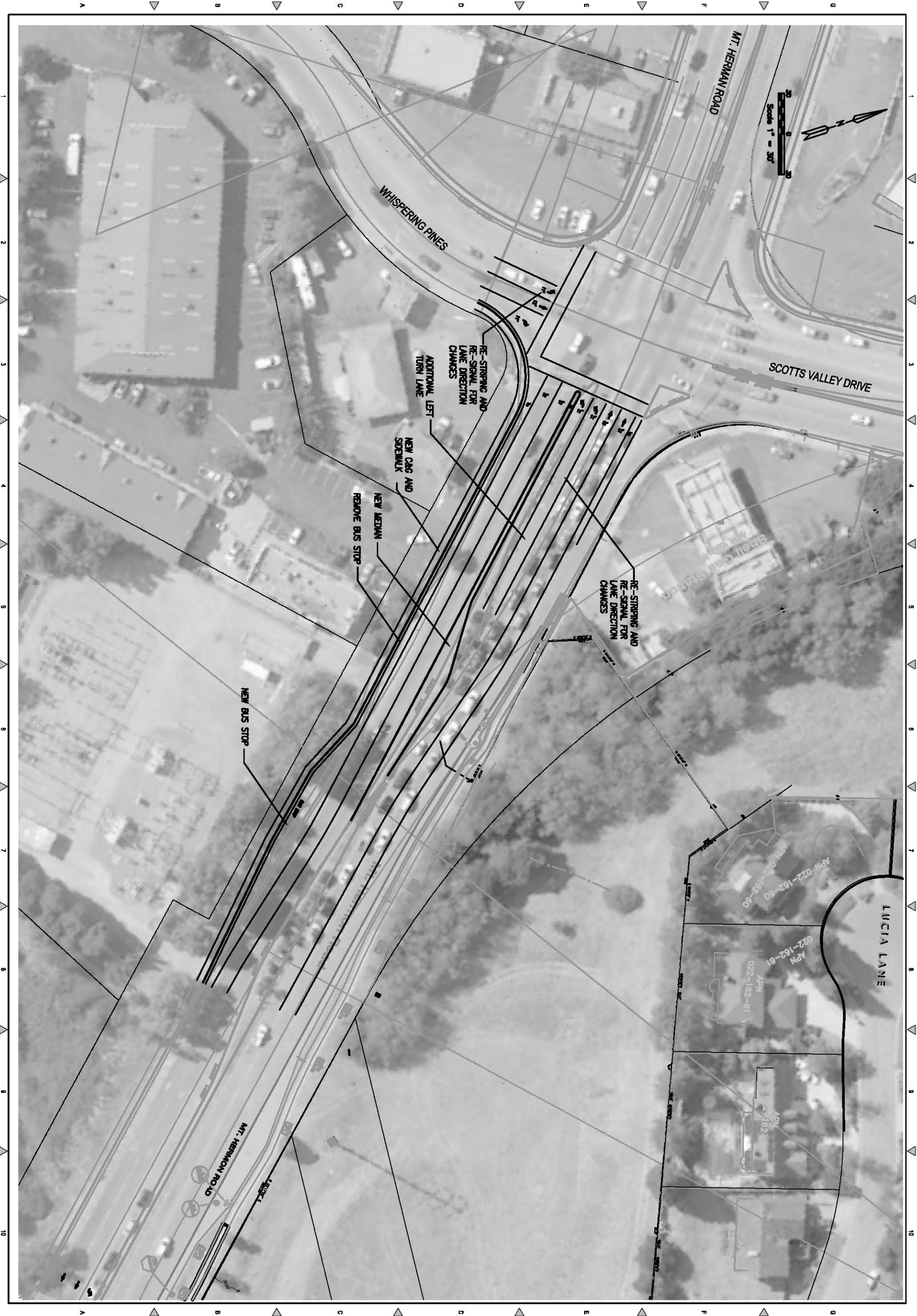
The following alternatives were considered for the Scotts Valley Drive / Mt. Hermon Road intersection:

1. Existing lane configurations and signal timing.
2. Coordinated signal timing (3 intersections).
3. Westbound left-turn phase re-servicing
4. Lengthening westbound left-turn lane



BOWMAN & WILLIAMS CONSULTING CIVIL ENGINEERS 1011 CEDAR STREET SANTA CRUZ CA 426-3560	SCALE 1" = 60'	JOB NO. 25471.13
	DATE 9/28/15	DWG NAME 25417-13
	DRAWN JFR	FILE NO. 25471.13

MT. HERMON RD/SCOTTS VALLEY DR./WHISPERING PINES DR.
INTERSECTION IMPROVEMENTS



CITY OF SCOTTS VALLEY MT. HERMAN ROAD LANE IMPROVEMENTS		 C2G/Civil Consultants Group, Inc. Engineers/Planners 4444 Scotts Valley Drive / Suite 6 Scotts Valley, CA 95066 (831) 438-4420	MT. HERMAN ROAD SCOTTS VALLEY DRIVE INTERSECTION IMPROVEMENTS		REVISIONS BY	
Date: 4.29.08	Scale: 1" = 30'		Drawn: CANTORCEN	Job: 003-70		
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