



Emergency Operation Plan

May 13, 2021

RESOLUTION NO. 2021-34

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UKIAH ADOPTING THE CITY OF UKIAH EMERGENCY OPERATIONS PLAN.

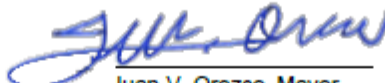
WHEREAS:

1. The preservation of life, property, and the environment is an inherent responsibility of local government; and
2. The City of Ukiah may be subjected to emergencies and disasters of all types; and
3. The federal National Incident Management System (NIMS) and California's Standardized Emergency Management System (SEMS) legislation require the creation, maintenance, training, and execution of emergency response protocols by every local government; and
4. The City of Ukiah Emergency Operations Plan describes how the City of Ukiah will manage and respond to major emergency incidents, including implementation of an Incident Command System and the Standardized Emergency Management System, National Incident Management System; and
5. On February 21, 2007, the Council adopted the City's current Emergency Operations Plan; and
6. The City of Ukiah Emergency Operations Plan demonstrates the City of Ukiah's steadfast commitment to the safety and protection of its citizens, and employees, and visitors; and
7. The draft plans were distributed to the Disaster Council for review and comment, and recommendations have been made by the Disaster Council for Ukiah City Council to adopt an updated Emergency Operations Plan; and
8. The City Council deems it in the best interest of the City of Ukiah to formally adopt the updated Emergency Operations Plan.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves and adopts the City of Ukiah Emergency Operations Plan attached hereto as Exhibit A.


PASSED AND ADOPTED this 21st day of July, 2021, by the following roll call vote:

AYES: Councilmembers Rodin, Duenas, Brown, and Mayor Orozco
NOES: None
ABSENT: None
ABSTAIN: Councilmember Crane



Juan V. Orozco, Mayor

ATTEST:



Kristine Lawler, City Clerk

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1.0 Introduction

The City of Ukiah is vulnerable to natural and human-caused hazards which pose risk to people, property, the environment, and the economy. The City, in collaboration with other agencies, has an important role in planning for response and recovery to emergencies and disasters. A part of this planning process includes understanding the risks, reducing vulnerability to those risks, and preparing for the impacts of emergencies and disasters.

The City of Ukiah has designed this Emergency Plan to ensure continuity of operations and essential services, such as police, fire, utilities, and other day-to-day operations during and after an emergency or disaster. This plan was developed in consultation with the Ukiah Disaster Council it complies with all local ordinances, state law, and aligns with contemporary emergency planning guidance. This plan serves as the primary guide for reducing emergency and disaster risk within the City of Ukiah.

Increases in population, aging infrastructure and housing, rising costs, limited resources, environmental changes, and several other factors can contribute to more frequent and severe emergencies and disasters. Information is also now exchanged much faster and in greater quantity than just a few years ago. To meet these challenges, City of Ukiah emergency planning incorporates the principles of Whole Community and Resilience. *Whole Community Approach* is a framework for disaster planning which incorporates the entire community in emergency preparedness (A Whole Community Approach, FEMA). By adopting Whole Community practices, the City invites broad participation in emergency management efforts to increase resiliency. By working toward resiliency, the City empowers individuals and organizations to understand, prepare for and recover from emergencies and disasters. The *Whole Community approach* achieves the fastest, most effective outcomes following emergencies and disasters. It also helps to preserve limited resources during an emergency so that those resources can be allocated more efficiently.



1.1. Purpose

This plan supports the following emergency management program goals for the City:

- Establish a local emergency management program that facilitates comprehensive inclusion of planning that is equitable and follows all Americans with Disabilities Act and Access and Functional Needs guidelines;
- Comply with local, state, Federal Emergency Management Agency, and U.S. Department of Homeland Security program requirements;
- Complete a comprehensive emergency management plan;
- Specify policies, roles, resources, and activities necessary to manage a local emergency;
- Adopt the National Incident Management System (NIMS); and
- Facilitate collaboration among organizations involved in emergency management.

1.2. Scope

This plan applies to any extraordinary situation, emergency, or disaster, regardless of cause. When this plan is implemented, the City is expected to execute this plan with maximum coordination, efficiency, and effect. Individuals, businesses, community-based organizations, and other non-governmental organizations should become familiar with this plan and be ready to support the policies and activities described herein.

This plan is designed to be a simple yet comprehensive emergency management plan. It addresses multiple hazards, activities necessary before, during, and after disaster to reduce risks and impacts, and the outlines multi-agency collaboration and coordination necessary to accomplish activities described in this plan.

1.3. Situation

The City of Ukiah has a population of approximately 16,000 (2010 US Census). Ukiah is located approximately 115 miles north of San Francisco and 145 miles west of Sacramento. The City lies adjacent to Highway 101, between State Route 20 to the North and 175 to the South Ukiah is located in the fertile Yokayo Valley between the Mendocino National Forest and the redwoods of California's North Coast. Ukiah serves as the county seat and is the largest city in Mendocino County. Health care, social services, retail trade, lodging, entertainment, and food services are the largest industries within the City of Ukiah.



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The City of Ukiah's Hazard Mitigation Plan identifies Ukiah as vulnerable to earthquakes, fires, floods, disease outbreaks, landslides, severe winter storms, and transportation accidents. Effectively managing risk and emergencies within the City is particularly difficult because of the City's limited resources, rural setting, and vulnerable access—and thus effective emergency management and response requires close collaboration with the County of Mendocino, other cities within the County, and other relevant agencies.

City of Ukiah is most vulnerable to following hazards and threats:

Hazard/Threat	Vulnerability and Potential Impacts
Communication Failure	Mendocino County has experienced numerous wild fires. Fire in 2017 and again in 2018 significantly impacted networks and destroyed communication infrastructure. Other communication threats include: aging infrastructure, digital infrastructure owned and maintained by outside sources, and other, natural disasters.
Dam Failure	The Coyote Dam Lake Mendocino is upriver from the city and has the potential to flood parts of the City if it fails. Dam failure likelihood possible between 1 & 10% annual probability, or some time in your lifetime.
Drought	California experienced the most severe drought on record in 2014. Water resources have been stressed by periodic drought cycles and unprecedented restrictions in water diversion from the Russian River and Lake Mendocino in recent years. The City of Ukiah has reliable water resources, but is threatened by other impacts from drought conditions such as increased fire hazards due to dry fuels, and increased pests. Drought conditions are likely to occur several times in your lifetime.



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Extreme Weather	Extreme heat and cold waves have increased in recent years. More people will likely be exposed to extreme weather events potentially causing risk to human health.
Earthquake	The Maacama fault is located in the Coast Ranges of northwestern California. It has been interpreted as a right-stepping northern extension of the Rogers Creek fault and is one of three major fault zones that comprise the San Andreas fault system in northern California. The Fault has a northern and southern section, with a total length of just under 100 miles. The Maacama fault runs just east of Ukiah and through Willits. Ukiah is located within a severe shaking range and is likely to occur several times in your lifetime.
Flood	The City of Ukiah has a history of flooding associated with winter storms. Facilities, utilities, and other buildings within the 100-year floodplain are highly likely of a flood occurrence in any given year.
Hazardous Material Incident	Hazardous materials facilities and major transportation routes are located within the City of Ukiah. There are 15 critical facilities at risk for a hazardous material event within ¼ mile of transportation routes.
Invasive Species	Invasive species include insect pests and weeds. The Glassy Winged Sharpshooter is an invasive species that threatened local grape growers in 2008. Invasive weeds displace native vegetation, they harbor pests, reduce crop yields, and increase soil erosion, fire danger, and flood risk.



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Landslide	<p>Landslides commonly occur in connection with other major natural disaster such as earthquakes and floods; however, landslides can be caused by normal, seasonal rainfall or erosion. USGS elevation data sets were used to determine the risk of landslides for the Ukiah area. Landslide possibility is between 1 & 10% annual probability or likely to occur.</p>
Power Outage	<p>The City of Ukiah Electric Utility receives electric energy over interconnected high voltage transmission lines owned and operated by PG&E. These transmission lines are jointly used by many California utilities. In an effort to protect communities from wildfire, PG&E exercises precautionary measures by de-energizing lines when extreme fire danger conditions exist. When transmission lines that feed the City are threatened, PGE may elect to de-energize the lines. These outages could impact City of Ukiah Electric Utility customers and could last several days.</p> <p>Rolling Blackouts, or rotating outages, are systematic, temporary power outages that help bring balance to the supply and demand of electricity in the market. If the electricity supply is low compared to the demand, the California Independent System Operator (CAISO) may require utilities to shed load to ensure demand can be met. This load shedding is accomplished by implementing Rolling Blackouts and help prevent the City of Ukiah electric utility customers from experiencing even longer outages. Rolling Blackouts can last up to one hour. City of Ukiah electric utility</p>



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	customers could experience several Rolling Blackouts over the hot summer months.
Public Health Crisis	Disease outbreak can cause illness and result in significant casualties. In 2020 an outbreak of respiratory disease caused by a novel coronavirus COVID-19 was identified and the World Health Organization declared the outbreak a “public health emergency of international concern” and Health and Human Services declared a public health emergency for the United States. COVID-19 was characterized as a pandemic and declared by the President a national emergency. Mendocino County declared a local health emergency and shelter in place orders were established. The City of Ukiah declared a local emergency. Mendocino County experienced death, increased hospitalizations and outbreaks due to the virus.
Wildland/Urban Interface Fire	The terrain, vegetation, and weather conditions are favorable for the ignition and rapid spread of wildland fires. Wildland fire hazards areas are identified by determining the amount of fuel in a given area. Wildfire are highly likely to occur.

Effectively managing risk and emergencies within the city is particularly difficult because of the city’s limited resources, rural setting, and vulnerable access.

1.4. Plan Development and Organization

This plan was designed to be read in 30 minutes or less and to facilitate easy integration of people and organizations into the City of Ukiah emergency management program. It consists of



two parts: an emergency plan and appendices. The emergency plan defines the emergency management program, program administration, authorities, roles, concepts of operation, and activities. The appendices provide additional detail to describe how specific activities are conducted in emergency management activities. Appendices sometimes contain sensitive information, so they are not typically attached to or presented with the emergency plan. The Emergency Manager and Disaster Council may, at their discretion, develop documents and agreements to support execution of this emergency plan.

The emergency plan serves as an important public policy document and is routinely presented to City Council for review and approval.

The City of Ukiah Office of Emergency Management maintains a copy of all City emergency planning documents at:

City of Ukiah
Office of Emergency Management
300 Seminary Ave.
Ukiah, 95482
(707)463-6213
OEM@cityofukiah.com

1.5. Authorities

The following local, state, and federal legal authorities guide emergency activities in the City of Ukiah.

City of Ukiah

- Ukiah City Code, Division 6, Chapter 2
- Mendocino County Code, Title 2, Chapters 2.28, 2.33
- Mendocino County Code, Title 5, Chapter 5.12
- Mendocino County Code, Title 7, Chapter 7.04
- Mendocino County Code, Title 8, Chapter 8.80
- Mendocino County Code, Title 9, Chapter 9.05
- Mendocino County Code, Title 20, Chapters 20.168, 20.020



- Mendocino County Code, Title 22, Chapter 22.04

State of California

- California Emergency Services Act, CA Govt. Code § 8550 et seq.
- California Disaster Assistance Act, CA Govt. Code § 8680 et seq.
- California Code of Regulations, Title 19, Division 2
- California Code of Regulations, Title 2
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Governor's Executive Order W-9-91
- Governor's Executive Order SB 833

Federal

- Federal Civil Defense Act of 1950 (Public Law, as amended)
- Homeland Security Presidential Directive 5, 2005, National Incident Management System
- Presidential Policy Directive March 30, 2011, National Preparedness
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Title 44, Code of Federal Regulations
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)

1.6. Assumptions

The following circumstances were assumed during plan development:

- Organizations (i.e. law enforcement, fire and rescue, public health, transportation) will respond to calls for service during an emergency according to their respective authorities, policies, and capabilities.
- Emergency activity may exhaust or exceed the capability of one or more organizations. Extraordinary efforts to manage scarce resources, especially among multiple organizations, may be required.



- The City will lead response to emergencies that occur within our area of primary responsibility.
- The State, Federal Government, or another local jurisdiction will lead response to incidents that occur within their jurisdiction
- Unified Command will be established to lead response where jurisdictions coincide.
- The City will provide and request aid during an emergency, pursuant to automatic and mutual aid agreements.
- The City will exhaust or expect to exhaust available resources before asking for assistance from other jurisdictions.
- The City will implement this emergency plan before requesting emergency assistance.

2.0 Concepts of Operation

Ukiah City Code, Chapter 2, Article 3 established the role of the Emergency Management Director and assigns responsibility for emergency management to the City Manager. The ordinance also assigns day-to-day responsibility for emergency management program activities to an Emergency Management Coordinator who works within the City Manager's Office. The Emergency Management Coordinator coordinates the work of internal and external stakeholders to accomplish various mitigation, preparedness, response, and recovery activities.

2.1. Mitigation

Mitigation activities identify hazards and eliminate or reduce vulnerabilities before emergency or disaster impacts can occur. Risk created by a flood hazard, for example, can be described as a function of hazard, vulnerability and impact. Flooding is a hazard. Property constructed in a flood-prone area can be vulnerable to flooding. When flooding occurs, damage to buildings and roads can occur, or necessitate evacuation of people and animals. By identifying hazards and reducing or eliminating vulnerability before damage occurs, mitigation actions reduce risk and the likelihood of impacts. Mitigation can save people, property and the environment before they become adversely affected by emergency or disaster. Cost-effective mitigation saves more money than it costs to implement.

City of Ukiah maintains a Local Hazard Mitigation Plan (LHMP) to guide local mitigation activity. The plan identifies hazards, analyzes risk, describes vulnerabilities and potential impacts, presents mitigation alternatives, and establishes a plan to systematically reduce risk. The City



develops this plan collaboratively with a broad group of community stakeholders and submits it to the Federal Emergency Management Agency (FEMA) through the state's emergency management agency for approval every five years. FEMA requires a LHMP to receive an additional 15 percent of all disaster relief funding it provides to designated disaster areas. This additional funding serves as incentive to perform more mitigation work. The LHMP also earns the City points in the Community Rating System (CRS). Greater achievement in the CRS results in lower insurance premiums throughout the City.

The Office of Emergency Management coordinates mitigation activity and maintains the LHMP for the City.

2.2. Preparedness

Preparedness activities are designed to anticipate and prepare the City for emergency impacts that cannot be mitigated. This section describes the planning, training, exercising, equipping, and supplying activities associated with preparedness.

2.2.1. Planning

Emergency planning involves the development of policies, plans, procedures, and job aids used when responding to or recovering from an emergency or disaster. This plan serves as the primary emergency planning document for the City of Ukiah. It is reviewed and approved by the City Council at least every four years and is maintained by the City of Ukiah Office of Emergency Management. Several appendices support this plan and contain either general or detailed information specific to a type of emergency or disaster.

General appendices are developed and maintained by the Ukiah Office of Emergency Management and include:

General Emergency Plan Appendix	Purpose
SEE ATTACHMENT LIST	SEE ATTACHMENT LIST



Hazard-specific or functional appendices are developed and maintained by organizations that lead these activities (i.e. flood evacuation, mass care and sheltering). These assignments of emergency management responsibility include:

Function-Specific Plan Appendix	Lead Organization
Evacuation	Ukiah Police Department
Care and Shelter	Ukiah Office of Emergency Management in coordination with the Mendocino County Office of Emergency Services, Health and Human Services and Red Cross.
Damage Assessment	Ukiah Community Development Department

Emergency planning is also important for individuals, families, businesses, and community-based organizations. Each resident and employee of the City is encouraged to prepare at home and their place of work by following the planning guides at <http://www.ready.gov>. More information about emergency planning is also available on the City of Ukiah Office of Emergency Management website at: <http://www.cityofukiah.com/city-managers-office/>

2.2.2. Training

Training familiarizes people with emergency management policies, plans, tools, and procedures. Because the City of Ukiah considers the knowledge and experience people gain from training and exercises important to response, the City maintains an emergency management training plan. The plan recommends training for each emergency role and specifies when and where that training will be available. Each organization that expects to employ staff in emergency roles should consider providing as much training for each role as practical before an emergency occurs.

A list of recommended training courses and a training plan are attached as Appendices I and J, respectively.



The City strives to meet the State's training guidance and maintain a record of all emergency management training. City departments place training certificates in individual personnel files within their respective departments and notify the City of Ukiah Office of Emergency Management when individuals complete training.

2.2.3. Exercising

Exercising is an important complement to training. It allows individuals and organizations to practice what they learn and to develop proficiency when performing certain emergency tasks. The City of Ukiah conducts drills and exercises (i.e. table-top, functional, and full-scale) according to the U.S. Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP offers a standard method for designing, conducting, and evaluating exercises. A multi-year exercise plan that incorporates HSEEP methodology is attached to this plan as Appendix K.

Within 90 days following an exercise or real-world disaster event, the Ukiah Office of Emergency Management facilitates a process that results in an After-Action Report/Improvement Plan (AAR/IP). The purpose of the AAR/IP is to note strengths and weaknesses in response, and to identify opportunities for improvement. After completion of AAR/IPs, the City updates work planning and retains copies of the reports for a minimum of five years to support subsequent analysis, planning, and training.

2.2.4. Equipping and Supplying

Specific equipment and supplies are sometimes needed during an emergency. Equipment can range from small appliances to heavy equipment (i.e. front loaders and dump trucks). Examples of supplies include batteries, food, water, office supplies, fuel, and medical material.

Some equipment and supplies needed during emergencies are used day-to-day; others are obtained and stored just for use during emergencies (e.g. medical supplies on-board mass casualty trailers). The City's Purchasing Department works with different agencies to identify and track the locations of key equipment and supplies that might be needed during an emergency. A resource catalog of equipment and supplies is attached as Appendix F.



Each organization is responsible for maintaining its own necessary equipment and supplies. The purpose of the resource catalog is to define what equipment and supplies are stored for a disaster, describe where they are located and how they can be obtained.

2.3. Response

Response activities follow an emergency or begin when emergency impacts are imminent. Notification of response agencies is the first step in response so that emergency resources can be dispatched quickly. Sharing detailed information and with leaders and partner organizations then occurs to effect coordination and consider additional requirements for support. Emergencies or disasters can quickly overwhelm local resources. This section details how the City provides necessary communication and coordination during emergencies and disasters.

2.3.1. Standardized Emergency Management System (SEMS)

SEMS was enacted as State of California Law following the Oakland Hills fire in 1992. SEMS standardizes the coordination of multi-agency response using:

- The Incident Command System (ICS) – Common terminology, standardized processes and tools. Local governments in California are required to use SEMS to be eligible for state reimbursement of certain response costs.
- Mutual Aid – A California tradition of neighbor jurisdictions helping each other in times of need, without promise of reimbursement. The California Master Mutual Aid Agreement dates back to the 1950s and has been signed by nearly all cities and counties in California. This concept of mutual aid remains prevalent in California despite the nation-wide introduction of the Emergency Management Assistance Compact (EMAC), a fee-for-service form of interstate aid.
- Operational Area Model – A concept that outlines a statewide hierarchy of responsibility for emergency management. The management of most emergencies and disasters is a local responsibility (notwithstanding exceptions for terrorism, acts of war, incapacity, etc.). As needs during an emergency exceed local capability, requests for assistance are made by the immediately higher level of government. In this way, cities request additional assistance from their counties. Counties request additional assistance from the State and the State requests additional assistance from the Federal Government.



The City of Ukiah has worked to comply with SEMS since 1996. Individuals with questions about SEMS should contact the Ukiah Office of Emergency Management.

2.3.2. National Response Framework

The National Response Framework (NRF) consists of federal-level policies, plans, and tools for homeland security and emergency management. Sufficient for the purpose of this plan, these federal-level policies, plans, and tools include:

- National Preparedness Goal – A document that describes a vision of emergency management, defines core capabilities, and identifies key scenarios for which the nation should be prepared.
- NIMS – Policy, practices, and tools that effectively make ICS adoption national in scope.
- Numerous plans, appendices, guides, and resources – Tools to help local and state emergency management organizations conduct their work.

2.3.3. Essential Facilities

The City of Ukiah manages emergencies from the City's Emergency Operations Center (EOC). The EOC provides executive-level policy, information sharing, and coordination. The EOC may provide this support to one or more Incident Command Posts (ICP) established by response agencies. ICPs and their leaders (incident commanders) are delegated authority to command and control field response. The EOC does not direct response but rather ensures that all ICPs are supported well, coordinating, and operating in conformance with City policy. Other facilities support emergency management activities. These facilities include:

Essential Emergency Facility	Purpose
Ukiah Emergency Operations Center	Coordination of City-wide response to emergencies and disasters
Ukiah Dispatch	Coordination of law enforcement, fire and rescue response



Essential Emergency Facility	Purpose
Emergency Medical Services Dispatch	Coordination of all medical first-response
Sheriff's Office Dispatch	Coordination of all County law enforcement first-response and management of county-wide alert and warning
County Emergency Operations Center	Coordination of County-wide response to emergencies and disasters

Additional information regarding essential facilities is attached as Appendix B.

2.3.4. Alerts, Notification, and Warning

Successful emergency and disaster management requires around-the-clock awareness of emergency conditions, the ability to quickly communicate emergency information to key individuals and organizations, and the capability to respond. The City has designated the Ukiah Police Dispatch as such a location to operate continually (24 hours per day/7 days per week/365 days per year). Any initial, critical information intended for emergency managers should be directed to the facility using the contact information in Appendix B or, in life-threatening situations, by calling 9-1-1. When the threat of extraordinary danger is present, communicating urgent warnings and instructions to large groups of recipients requires using mass notification systems such as landlines, mobile, text messages, outdoor sirens/speakers, and email. The City will utilize the Mendocino County Operational Area Mass Notification plan. This plan was developed in conjunction with local, regional, and state partners and is intended to meet the State of California guidelines and regulations.

2.3.5. Activation Levels

Depending on the circumstances of an emergency, the City Manager or his/her designee may activate the EOC to provide leadership, support and coordination during an emergency. The Ukiah Office of Emergency Services is responsible for ensuring readiness of the EOC. Activation of the facility will occur at one of the following levels:



Level 1 Activation – Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also occur at a remote location (e.g. when a duty officer is working at another location or on-call from home). At this level of activation, only one or two individuals are typically activated as EOC staff.

Level 2 Activation – Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves assignment of ICS Command and General Section staff (approximately 2-10 individuals).

Level 3 Activation – Implementation of full EOC capability and the full use of City resources. All ICS positions are filled (typically 11 or more people). Alternate EOC teams may be assembled to relieve one another during 24-hour, multi-day activations.

Regardless of the level of EOC activation, persons are assigned to ICS positions. Operational periods (EOC shifts) typically span 12 hours (except during a Level 1 Activation, when the period is typically 24 hours). Incident Action Plans (IAP) are developed for each operational period. These and other EOC activities are conducted according to the SOPs attached to this plan as Appendix G.

2.3.6. Communications

Communication activities are one of the two categories that most affect emergency management outcomes. Coordination is the other. To ensure effective communications in the City, the EOC maintains all forms of communication listed below. This capability is tested on a quarterly basis. Typically, the testing takes place on the last day of January, April, July, and October each year, or the last work day of those months if the last day falls on a weekend.

- ARES/RACES
- CalCord
- CESRS
- IPAWS
- MACS
- City of Ukiah Emergency Operations Center
- Statewide Fire Mutual Aid Radio System
- Video conferencing



2.3.7. Roles, Responsibilities, and Assignments

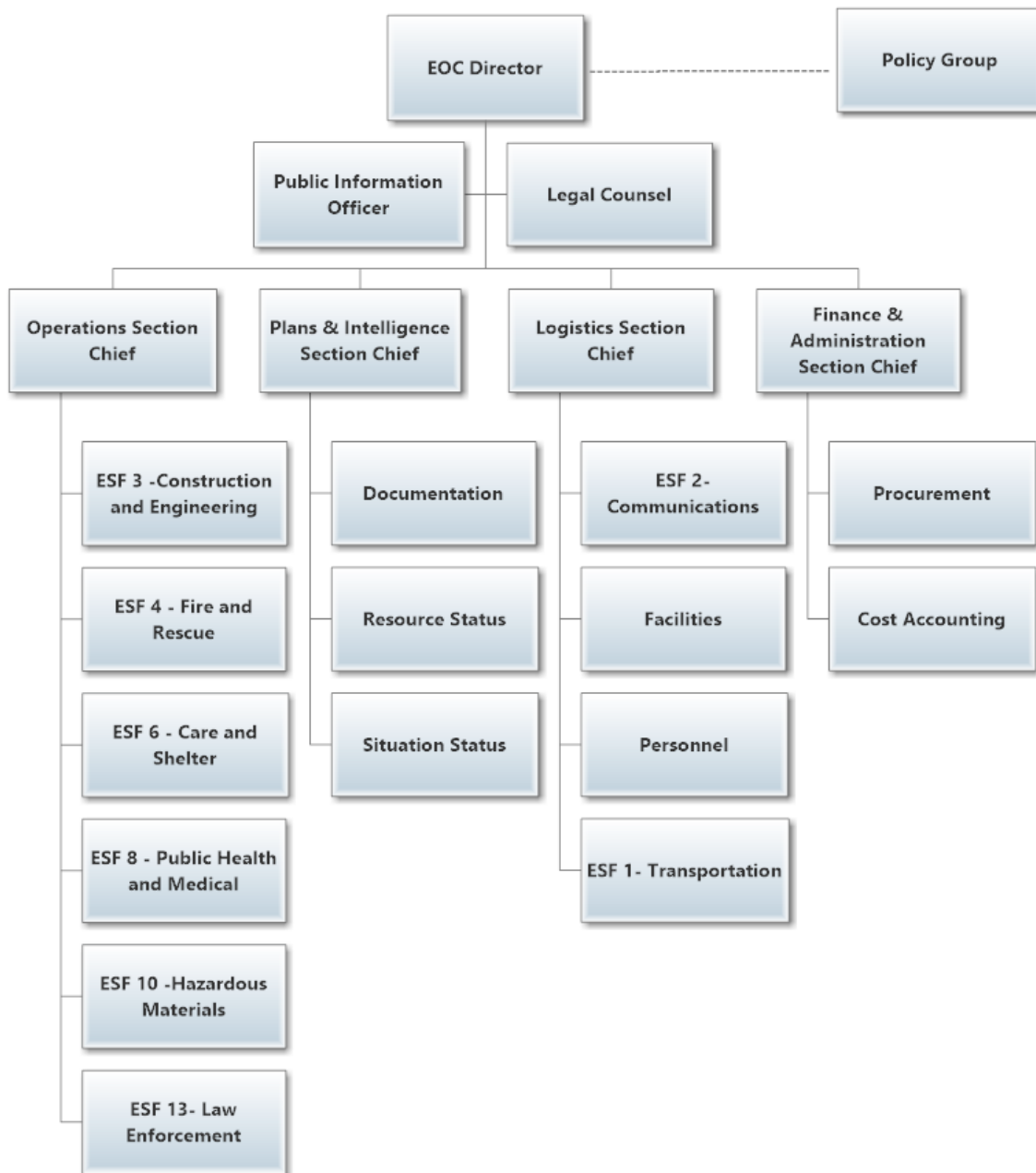
The City Manager (Emergency Services Director) assigns individuals to EOC positions according to operational need, experience and availability. Individuals assigned to work in the City EOC must complete a minimum level of training that includes ICS 100, 200 and 700 courses. EOC Command and General Staff must also complete ICS 300 and 400.

Each individual assigned to the EOC will be a member of one of two teams. The EOC A-Team will be the first to activate the EOC. The EOC B-Team will staff the other 12-hour operational period or serve as the relief team. Individuals assigned to each EOC team are listed in Appendix A. Their roles and duties are described further in Appendix E.

The EOC organization includes an EOC Director, Assistant Director, Public Information Officer, Safety Officer, Legal Counsel, and Liaison Officer who, collectively, comprise the EOC Command Staff. EOC General Staff consist of Chiefs who lead Operations, Planning and Intelligence, Logistics, and Finance and Administration Sections. A typical EOC organization chart is illustrated in Figure 1.



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The overall operation of the EOC involves three primary functions:

1. Managing emergency policy (e.g. declare emergencies, order evacuations, prioritize limited resources)
2. Collecting, analyzing and sharing information with emergency organizations, elected leaders and the public
3. Brokering resources (e.g. requesting outside assistance and directing it to incidents)

Each of these EOC functions is described in the following subsections.

2.3.8. Managing Policy

Field-level command and control of incident response does not typically occur at the EOC. However, the EOC plays a critical role in managing emergencies and disasters. Sharing information, coordinating resources, issuing formal declarations of emergency, ordering evacuations, and determining jurisdiction-wide priorities are all activities within the purview of the EOC.

Generally, the EOC first establishes priorities and objectives during an action planning process. Typically, EOC priorities are to protect:

1. Life
2. Health and Safety
3. Property
4. The Environment
5. The Local Economy

The action planning process culminates in an Incident Action Plan (IAP) each operational period. The process follows NIMS and is often described as the “Planning P” as shown in Figure 2. Appendix G contains forms used to create IAPs. Appendix E describes the planning process in detail and explains the role of each participant in the planning process.

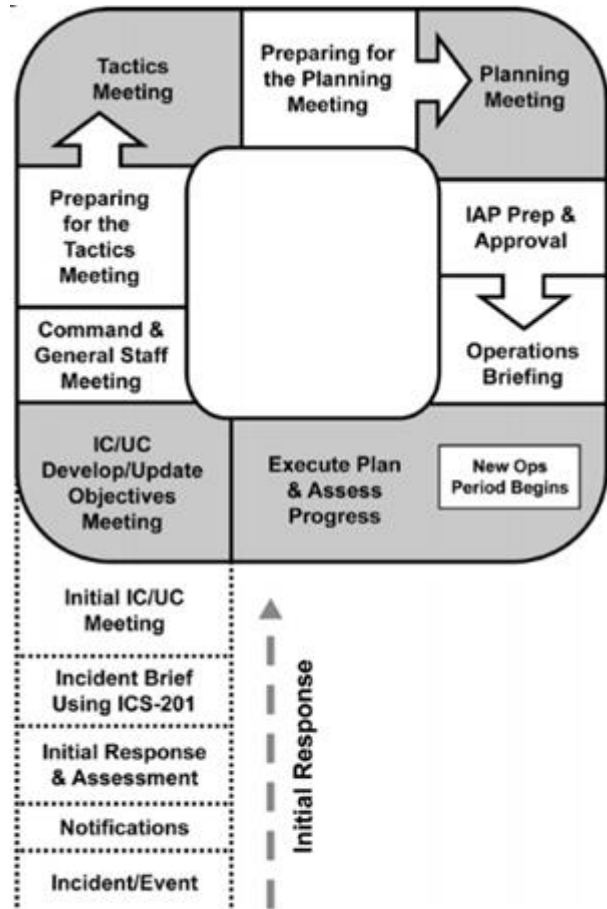


Figure 2 - The “Planning P”

2.3.9. Sharing Information

The second of the three important EOC roles is sharing information about an emergency with agencies, government leaders and the public. Conveyance of information to the public occurs most often through media outlets. To effectively share information, the EOC



maintains robust communication capabilities described earlier in Section 2.3.6 of this plan. The EOC also uses traditional paper message forms (i.e. ICS 213) and information technology.

Collecting accurate, timely information from responders is necessary for the EOC to meet response agency requirements for support. Sharing this information with other agencies, especially those able to provide resources to support an emergency, is essential to obtaining additional help. Continuously collecting, confirming and sharing intelligence is vital to the safety, efficiency and overall effectiveness of response activities. A Public Information Officer is assigned to the EOC to develop and coordinate information sharing with the media and, ultimately, the public.

All EOC staff members are trained in the use of information-sharing tools as part of their EOC orientation. During training and exercising, they have opportunities to practice using these tools. Responsibilities, tools, and processes for sharing of information are described in Appendix E.

2.3.10. Resource Management

The third of the three important EOC roles is to broker resources. An emergency may require a dispatch of specific, necessary resources. Depending on the circumstances, but especially if the needed resources are scarce, the EOC may have to carefully allocate resources to several emergency scenes or from one department to another. At other times, the EOC may facilitate movement of resources to or from the City (e.g. facilitating support between two incidents or cities). In these cases, the EOC serves as the conduit for resource requests.

To best manage resources, the EOC maintains an emergency resource catalog (attached to this plan as Appendix F) and at least one active Cal OES workstation to coordinate resource requests. The tools and processes for accomplishing this work are described further in Appendix E.



2.4. Recovery

The final area of City emergency management activity is recovery. Recovery is the process of returning to normal an area affected by an emergency or disaster. Recovery sometimes occurs within hours—for example, restoration of electricity and telephone service. After major disasters, recovery activities may span years. Good recovery depends on development of a recovery plan before an emergency occurs and beginning recovery as soon as possible after an emergency. Recovery activities begin with damage assessment which informs both short-term and long-term recovery activities. These three recovery activities are described in the subsections below.

2.4.1. Damage Assessment

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to assess damage and determine to what extent state and federal assistance may be available. The process typically begins with a local proclamation of emergency, communicating the extent of damage and requesting state and/or federal assistance.

Several resources are available to support damage assessment. The American Red Cross often conducts cursory assessments (sometimes called windshield surveys). These assessments are performed by driving through neighborhoods and quickly collecting information from inside a vehicle. Other support is available from local building departments that employ engineers and building inspectors. When additional help is needed, mutual aid is also available.

Damage assessments must occur quickly and accurately in order to obtain timely assistance from state and federal agencies. For this reason, the Ukiah Community Development/Building and Code Enforcement Services is assigned to the Advance Planning Branch of the EOC Planning and Intelligence Section to coordinate quick and effective damage assessment. Tools and processes used for conducting this work are described in Appendices D and E.



2.4.2. Short-Term Recovery

Establishing priorities is just as important in recovery as in response to ensure a timely and orderly restoration. Short-term recovery objectives are typically established in the EOC while response is underway. Recovery objectives usually include:

- Opening transportation routes
- Restoring utility service
- Securing damaged areas
- Removing hazardous materials and debris
- Providing temporary housing
- Implementing immediate environmental protection measures
- Recovering costs
- Establishing long-term recovery objectives

2.4.3. Long-Term Recovery

Attainment of long-term recovery objectives generally does not occur until long after closure of an EOC. Long-term recovery activities include:

- Performing complex environmental assessments and restoration
- Rebuilding infrastructure (e.g., highways, bridges)
- Rebuilding homes
- Resuming industry and commerce

When planning and conducting recovery activities, the City also carefully considers mitigation planning. Accomplishing emergency or disaster recovery in a way that eliminates or reduces future risk is an important program objective.

Tools and processes associated with recovery activity are described further in Appendices D and E.



3.0 Program Continuity

Emergencies can also threaten to destroy or delay the ability of government to carry out executive functions and provide essential services. This section summarizes the Continuity of Government and Continuity of Operations planning for the City of Ukiah.

3.1. Continuity of Government

State law requires appointment of a standby officer for each member of a governing body. This practice also applies to individuals who lead departments responsible for maintaining law and order, or that provide public services relating to health and safety. The law requires procedures to ensure continued operation of political subdivisions in the event the governing bodies, including stand-by officers, are unavailable to serve.

The City of Ukiah has developed a continuity plan that includes alternate locations and lines of succession to continue governance during a major disaster. This planning is maintained at the Ukiah Office of Emergency Services. The planning is exercised every 3-4 years.

3.2. Continuity of Operations

Each City department also develops and maintains plans to restore or reconstitute essential government services following an emergency or disaster. This planning includes:

- A line of succession for department leadership
- A list of essential services and descriptions of acceptable tolerance for interruption
- A strategy to mitigate interruption of each essential services
- A strategy to restore each essential service, should it become interrupted
- Definition of a continuity team for the department with assignments for each member
- A list of vital records and a strategy for preserving and maintaining access to vital records
- A record of training and exercises performed to maintain department plans



Because continuity of operations is vital to most departments and the constituents they serve, the City incorporates one or more Continuity of Operations objectives in the design of each annual emergency management exercise.

4.0 Plan Maintenance

This base plan will be maintained by the Ukiah Office of Emergency Services and reviewed by the City Manager and the City Council no less than every four years.

As changes are needed to plan appendices, the Ukiah Office of Emergency Services will work with responsible departments and organizations to facilitate these changes, and communicate this work to stakeholders.

Annual training will be provided either as a new orientation or refresher training to all city staff whom may be expected to participate in an emergency response. A record of this training will be retained in each employee record and within the Ukiah Office of Emergency Services.

An annual exercise will be conducted to maintain the capabilities described in this plan. The Ukiah Office of Emergency Services will coordinate design, facilitate and evaluate these exercises at the discretion of the lead agency, and draw support from other organizations as this may be required. Annual exercises may take the form of a table-top, functional or full-scale exercise, although a functional exercise will occur at least every three years.

Each year, the Ukiah Office of Emergency Services will prepare an annual report of emergency management program accomplishments and future needs. Once approved by the City Manager, the Ukiah Office of Emergency Services will present each report to the City Council.



Appendices

- A. Emergency Operations Center Contact List
- B. Emergency Facilities Contact List
- C. Hazard-Specific Policies and Procedures
- D. Function-Specific Policies and Procedures
- E. Standard Operating Procedures
- F. Resource Catalog
- G. Emergency Forms
- H. Continuity of Operations and Government
- I. Recommended Training Courses
- J. Annual Training Plan
- K. Multi-Year Exercise Plan
- L. Maps and Floor Plans
- M. Acronyms and Glossary



Appendix A - Emergency Operations Contact List
Emergency Plan
City of Ukiah

A. Emergency Operations Center Contact List

This table identifies the people and organizations involved in emergency operations center activities.

#	Name	EOC Role	Organization	Title	Email	Work Address	Office Phone	Cell Phone	Home Address	Home Phone
	TBD	Ukiah EOC Manager	TBD	TBD	TBD		TBD	TBD	TBD	TBD
	TBD	Assistant Ukiah EOC Manager	TBD	TBD	TBD		TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Operations Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Planning and Intelligence Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Logistics Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Finance and Administration Section Chief	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Manager (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD



Appendix A - Emergency Operations Contact List
Emergency Plan
City of Ukiah

	TBD	Ukiah EOC Operations Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Planning and Intelligence Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Logistics Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
	TBD	Ukiah EOC Finance and Administratio n Section Chief (B-Shift)	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Primary EOC staff

Secondary EOC



**Appendix B – Essential Facility Contact List
Emergency Plan
City of Ukiah**

B. Emergency Facilities Contact List

Appendix B Emergency Facilities Contact List is kept in the EOC and not published because it includes specific names and phone numbers only used in the EOC.



C. Hazard-Specific Policies and Procedures

The following hazards and threats may create or contribute to an emergency or disaster. Hazard-specific appendices follow this list.

1. Communications Failure
2. Dam Failure
3. Drought
4. Earthquake
5. Extreme Weather
6. Flood
7. Hazardous Materials Incident
8. Invasive Species
9. Landslide
10. Power Outage
11. Public Health Crisis
12. Wildland/Urban Interface Fire



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Communication failure

- Priorities:**
1. Determine extent of communication failure
 2. Assess need for and activate EOC, if necessary
 3. Implement alternate communications
 4. Test communications with all potentially affected areas
 5. Dispatch damage assessment team
 6. Activate Radio Amateur Civil Emergency Service/Amateur Radio Emergency Service (RACES/ARES) staff, if necessary
 7. Request mutual aid (e.g. communications vehicle, mobile repeater)
 8. Implement cost accounting system
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. If communications are quiet, is this because there is nothing happening or because communications are not working?
 2. What is the critical path to restoring communications? Is it recovery of a system or migration to another system?
 3. Will mutual aid be available during the incident duration? not, what are the costs and source of funds to maintain support?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire Coordinator
 3. Operational Area Law Enforcement Coordinator
 4. Cal OES
 5. Communication Utilities Companies



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Dam Failure

- Priorities:**
1. Implement the Emergency Action Plan (EAP)
 2. Facilitate or support additional public warning
 3. Facilitate or support evacuation
 4. Provide initial and continuous emergency public information
 5. Identify additional response requirements
 6. Assess condition of major transportation routes
 7. Request mutual aid
 8. Mobilize damage assessment teams
 9. Implement cost accounting system
 10. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. Is the dam regulated by the Federal Energy Regulatory Commission (FERC)? If so, has the FERCEAP been maintained and exercised?
 2. Who is managing the disaster (e.g. dam operator, affected city, county, all)?
 3. How has public information been managed?
 4. How is search and rescue being conducted?
 5. What external assistance will be available and when is it expected?
 6. expected?

- Organizations to call for support:**
1. County OES
 2. Cal OES
 3. Department of Water Resources (Flood Management and Dam Safety)
 4. Army Corps of Engineers Emergency Operations
 5. Operational Area Fire and Rescue Coordinator
 6. Operational Area Law Enforcement Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Drought

- Priorities:**
1. Define situation, including best and worst-case scenarios
 2. Develop mitigation strategies to limit the effects of drought before health and safety impacts result
 3. Collaborate with other agencies to maximize effect
 4. Define plans for response before health and safety impacts are imminent
 5. Communicate threat, impact, mitigation and response activities to the public

- Issues to expect:**
1. What help will the City need to respond?
 2. What sources of funding are available to manage an emergency before health and safety threats are imminent?

- Organizations to call for support:**
1. County OES
 2. U.S. Department of Agriculture (USDA)
 3. National Resource Conservation Service (NRCS)
 4. California State Water Resources Control Board (CSWRCB)
 5. US Army Corps of Engineer (USACE)
 6. Department of Water Resources (DWR)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Earthquake

- Priorities:**
1. Assess need for, condition of and activate EOC, if necessary
 2. Establish communications with affected areas
 3. Provide initial and continuous emergency public information
 4. Identify additional response requirements
 5. Assess condition of major transportation routes
 6. Request mutual aid
 7. Request mass care and shelter
 8. Mobilize damage assessment teams
 9. Implement cost accounting system
 10. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Is our house/building safe?
 3. How will we sustain 24/7 operations?
 4. What should earthquake victims do?

- Organizations to call for support:**
1. County OES
 2. Cal OES Region II Fire and Rescue Mutual Aid Coordinator
 3. U.S. Geological Survey (USGS)
 4. National Weather Service
 5. Operational Area Fire and Rescue Coordinator
 6. Operational Area Law Enforcement Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Extreme Weather

- Priorities:**
1. Participate in National Weather Services (NWS) and National Oceanic and Atmospheric Administration (NOAA) River Forecast Center (RFC) weather briefings
 2. Warn people to prepare for storm
 3. Request/Activate sheltering for those in need
 4. Place response staff on alert and pre-position resources
 5. Assess condition and restore major transportation routes damaged by weather
 6. Provide initial continuous emergency public information
 7. Establish contact and coordinate with the California Utilities Emergency Association (CUEA)
 8. Identify additional response requirements
 9. Request mutual aid
 10. Mobilize damage assessment teams
 11. Implement cost accounting system
 12. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. How will we sustain 24/7 operations?
 3. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. County OES
 2. Cal OES
 3. CUEA
 4. Operational Area Fire and Rescue Coordinator
 5. Operational Area Law Enforcement Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Flood

- Priorities:**
1. Participate in National Weather Services (NWS) and River Forecast Center (RFC) weather briefings
 2. Warn people to prepare for flood
 3. Request/Activate sheltering for those in need
 4. Facilitate or support evacuation
 5. Facilitate or support search and rescue
 6. Assess condition and restore major transportation routes
 7. Identify additional response requirements
 8. Request mutual aid
 9. Mobilize damage assessment teams
 10. Implement cost accounting system
 11. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. How is wastewater containment?
 3. Is water safe to drink?
 4. When will the water recede?
 5. What will recovery entail? New land-use?
 6. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

- Organizations to call for support:**
1. County OES
 2. Cal OES
 3. Cal Trans
 4. Operational Area Law Enforcement Coordinator
 5. Operational Area Fire and Rescue Coordinator



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Hazardous Material Spill

- Priorities:**
1. Determine the nature, extent, and impact of the spill
 2. Assess need for and activate EOC, if necessary
 3. Ensure REHIT dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire and Rescue Coordinator
 3. Cal OES Region II Fire and Rescue Mutual Aid Coordinator
 4. U.S. Environmental Protection Agency (EPA)
 5. Department of Fish and Wildlife



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Invasive Species

- Priorities:**
1. Determine the nature, extent, and impact of the spill
 2. Assess need for and activate EOC, if necessary
 3. Ensure County Agriculture dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. What resources will the farmers and businesses need?

- Organizations to call for support:**
1. County OES
 2. California Invasive Plan Council (CIPC)
 3. U.S. Environmental Protection Agency (EPA)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Landslide

- Priorities:**
1. Determine the nature, extent, and impact of the landslide
 2. Assess need for and activate EOC, if necessary
 3. Ensure Public Works dispatch and support
 4. Establish communications with affected surrounding areas
 5. Implement shelter-in-place or evacuation
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. Operational Area Fire and Rescue Coordinator
 3. Cal OES
 4. Cal Trans



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Power Outage

- Priorities:**
1. Determine the nature, extent, and impact of the outage
 2. Assess need for and activate EOC, if necessary
 3. Ensure City of Ukiah Electric Department is dispatched
 4. Prepare backup Generators are operational
 5. Establish communications with affected surrounding areas
 6. Implement shelter-in-place or evacuation
 7. Provide initial and continuous emergency public information
 8. Identify additional response requirements
 9. Request mutual aid
 10. Prepare to receive program support (local/state/federal)

- Issues to expect:**
1. What help will the city need to respond?
 2. Are some people evacuating and other sheltering-in-place? If so, why?
 3. Are people safe in their homes and businesses?

- Organizations to call for support:**
1. County OES
 2. Cal OES Region II Fire and Rescue Mutual Aid Coordinator
 3. U.S. Environmental Protection Agency (EPA), Pacific Gas & Electric (PG&E), California Public Utilities Commission (CPUC), Northern California Power Agency (NCPA)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Public Health Crisis

Priorities:

1. Determine the nature, extent, and impact of the public health event
2. Assess need for and activate EOC, if necessary
3. Establish communications with affected areas
4. Define mitigation and response strategies
5. Engage and collaborate with all appropriate agencies
6. Provide initial and continuous emergency public information
7. Identify additional mitigation and response requirements

Issues to expect:

1. What are the nature, extent, and impact of the event?
2. What help will the city need to respond?
3. How will we sustain continuous EOC operations?
4. What sources of funding are available to manage this incident if it does not become a federally-declared major disaster?

Organizations to call for support:

1. California Department of Public Health (CDPH)
2. County OES
3. U.S. Centers for Disease Control and Prevention (CDC)



Appendix C – Hazard-Specific Procedures Emergency Plan City of Ukiah

Scenario: Wildland/Urban Interface Fire

- Priorities:**
1. Determine the nature, extent, and impact of the fire(s)
 2. Assess need for and activate EOC, if necessary
 3. Establish communications with affected areas
 4. Convene conference call of Operational Area Fire Chiefs to discuss threat, priorities, and strategy
 5. Establish liaison with incident and/or area commanders
 6. Provide initial and continuous emergency public information
 7. Identify additional response requirements
 8. Request mutual aid
 9. Assess need and issue order evacuation, if necessary
 10. Activate mass care and shelter
 11. Implement cost accounting system
 12. Prepare to receive program support (local/state/federal)

Issues to expect: Will evacuations be necessary?
What help will the city need to respond?
Is our house/building safe?
How will we sustain 24/7 operations?

Organizations to call County OES
Cal Fire
for support: Cal OES
Operational Area Fire and Rescue Coordinator
Operational Area Law Enforcement Coordinator
Cal OES
Region II Fire and Rescue Mutual Aid Coordinator
U.S. Forestry Service (USFS)



D. Function-Specific Policies and Procedures

The following appendices describe general or function-specific emergency management activities or considerations. Appendices follow this list.

1. SEE ATTACHMENT LIST
2. Evacuation
3. Care and Shelter
4. Damage Assessment

The appendices in this section include specific action-oriented checklists, call-down rosters, resource listings, obtaining and using equipment, and reporting information and are not published with the Basic Plan. For use in the EOC.



Appendix E – Standard Operating Procedures Emergency Plan City of Ukiah

E. Standard Operating Procedures

Appendix E Standard Operating Procedures describe the purpose and function of the Emergency Operations Center and are not published with the basic plan.



Appendix F – Resource Catalog Emergency Plan City of Ukiah

F. Resource Catalog

Appendix F Resource Catalog for use in the EOC and with Finance Purchasing Department and are not published with the Basic Plan.



G. Emergency Forms

Appendix G Emergency Forms for use in the EOC and are not published with the Basic Plan.



H. Continuity of Operations and Government

Succession of Leadership

This table identifies key leadership positions within the City of Ukiah and their lines of succession. Contact information for each position is contained in Emergency Contact List appendix.

Title	Primary	Secondary	Tertiary
Chief Elected Official	City Mayor	City Vice Mayor	TBD
Chief Executive	City Manager	Deputy City Manager	TBD
Chief Law Enforcement Officer	Police Chief	Deputy Police Chief	TBD
Public Health Officer	County Health Officer	Director of County Public Health	Deputy Director of County Public Health
Office of Emergency Management	Office Of Emergency Management Manager	Office of Emergency Management Coordinator	TBD

Essential Functions

This table identifies essential government functions of the City of Ukiah and the associated resumption strategy information, should an interruption occur.

Priority	Function	Continuity Goal	Continuity Strategy	Assigned To
	911 Operations	To recover from any 911 services interruption in five minutes or less	Maintain a "hot" or "warm" back-up site or an agreement with another PSAP to provide coverage during interruption	City Police Chief

Vital Records



Appendix H – Continuity of Operations and Government Emergency Plan City of Ukiah

This table identifies vital records of the City of Ukiah to be preserved and the preservation strategy for each record.

Record	Location	Protection Strategy	Assigned To
	City Employment Records	Maintain off-site, electronic, back-up storage of all employment records	City Human Resources Department Director



Appendix I – Recommended Training Courses

Emergency Plan City of Ukiah

I. Recommended Training Courses

This table provides training recommendations for individuals who may be assigned responsibilities during an emergency.

Course	Type	Location	Pre-requisite	Course Objective	Who takes this
IS-700	Self-guided	www.fema.gov	None	Introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.	All
IS-800	Self-guided	www.fema.gov	IS-700	Introduces participants to the concepts and principles of the NRF.	All
IS 100.c	Individual, On-line	https://training.fema.gov/IS/courseOverview.aspx?code=IS-100.c	None	Understand the Incident Command System	EOC Staff
IS 700.b	Individual, On-line	https://training.fema.gov/IS/courseOverview.aspx?code=IS-700.b	IS 100.c	Understand the National Incident Management System	EOC Staff



Appendix I – Recommended Training Courses
Emergency Plan
City of Ukiah

Course	Type	Location	Pre-requisite	Course Objective	Who takes this
G-191	Classroom	Cal OES Certified Trainer	IS 100.c, IS 700.b	Understand the ICS/EOC Interface	EOC Command and General Staff
G-775	Classroom	Cal OES Certified Trainer	IS 100.c, IS 700.b, G-191	Understand EOC Management and Operations	EOC Command and General Staff



J. Multi-Year Exercise Plan

This table describes exercises planned to evaluate and enhance emergency management capability.

Month/Year of Exercise	Exercise Type	Scenario	Objectives	Agencies Involved	Exercise Director	Notes
July 2021	EOC Drill Wildand/Urban Interface Fire	Vehicle fire expanding to vegetation causing evacuation of western hills of Ukiah	Activate EOC, facilitate evacuation and sheltering, develop Initial EOC Briefing and Priorities, coordinate damage assessment and recovery efforts, maintain adequate public information	All city department and stakeholders	OEM Manager	This is a second part of an exercise
September 2019	EOC Drill – Wildland/Urban Interface Fire	Vehicle fire expanding to vegetation causing evacuation of wester hills of Ukiah	Activate EOC, facilitate evacuation and sheltering, develop Initial EOC Briefing and Priorities, coordinate damage assessment and recovery efforts, maintain adequate public information	All city departments	OEM Manager	This drill is designed to precede a larger functional EOC exercise
December 2019	EOC Drill - Flood	Heavy rains cause creeks and rivers to exceed their banks causing general flooding	Activate EOC, facilitate evacuation and sheltering, develop Initial EOC Briefing and Priorities, coordinate damage assessment and recovery efforts, maintain adequate public information	All city departments	City Community Services Administrator	This drill is designed to precede a larger functional EOC exercise



K Maps and Floor Plans

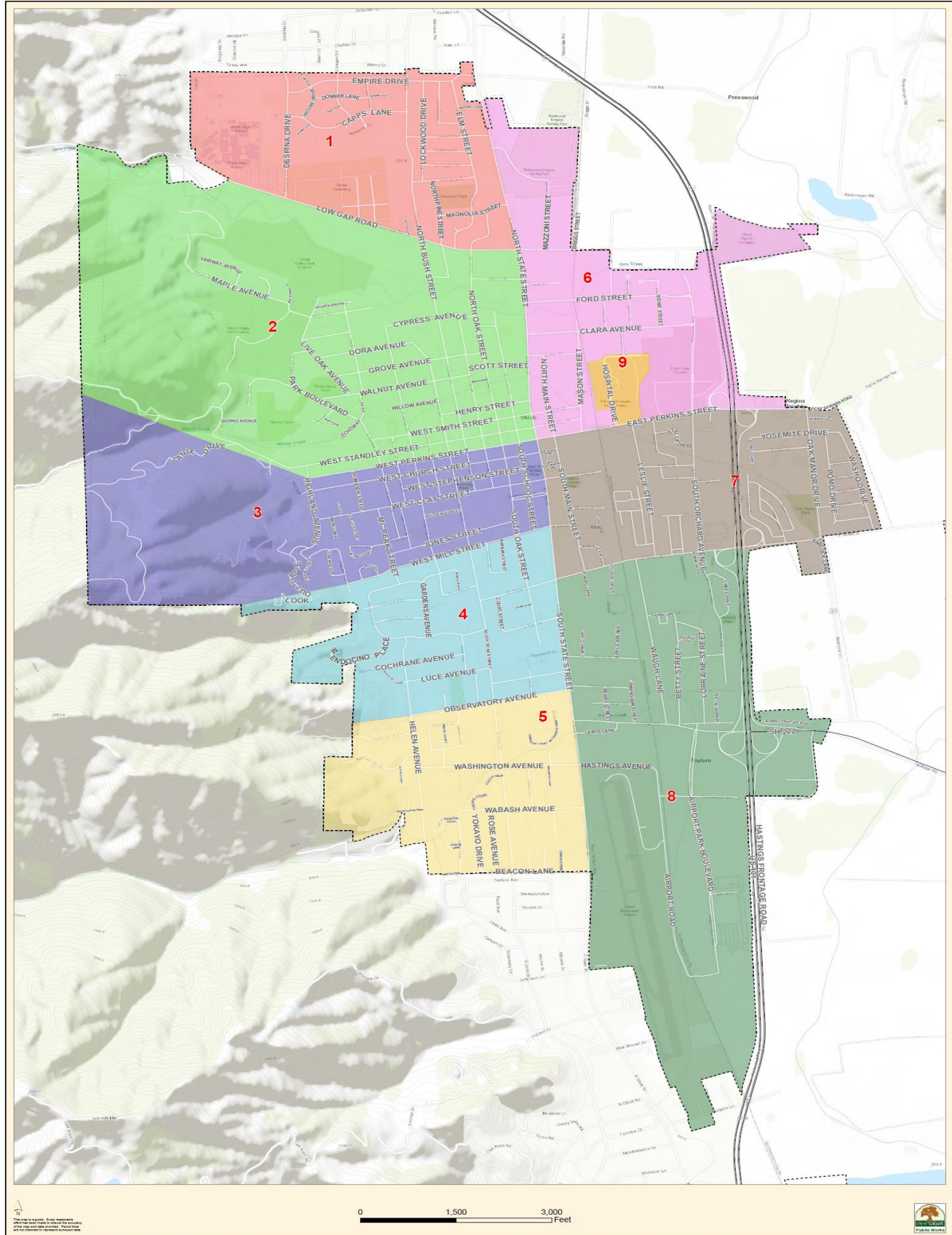
These following maps, floor plans and other illustrations are used to support emergency activities. Each illustration follows this list.

1. City Map with Evacuation Zones
2. Flood Hazards Areas
3. Earthquake Faults
4. EOC Floor Plan
5. Planned Shelter Locations for City Residents and Visitors-EOC Use Only



Appendix K – Maps and Floor Plans Emergency Plan City of Ukiah

CITY OF UKIAH - EVACUATION ZONES





Appendix K – Maps and Floor Plans Emergency Plan City of Ukiah

FEMA FLOOD RISK EXPOSURE SNAPSHOT

UKIAH

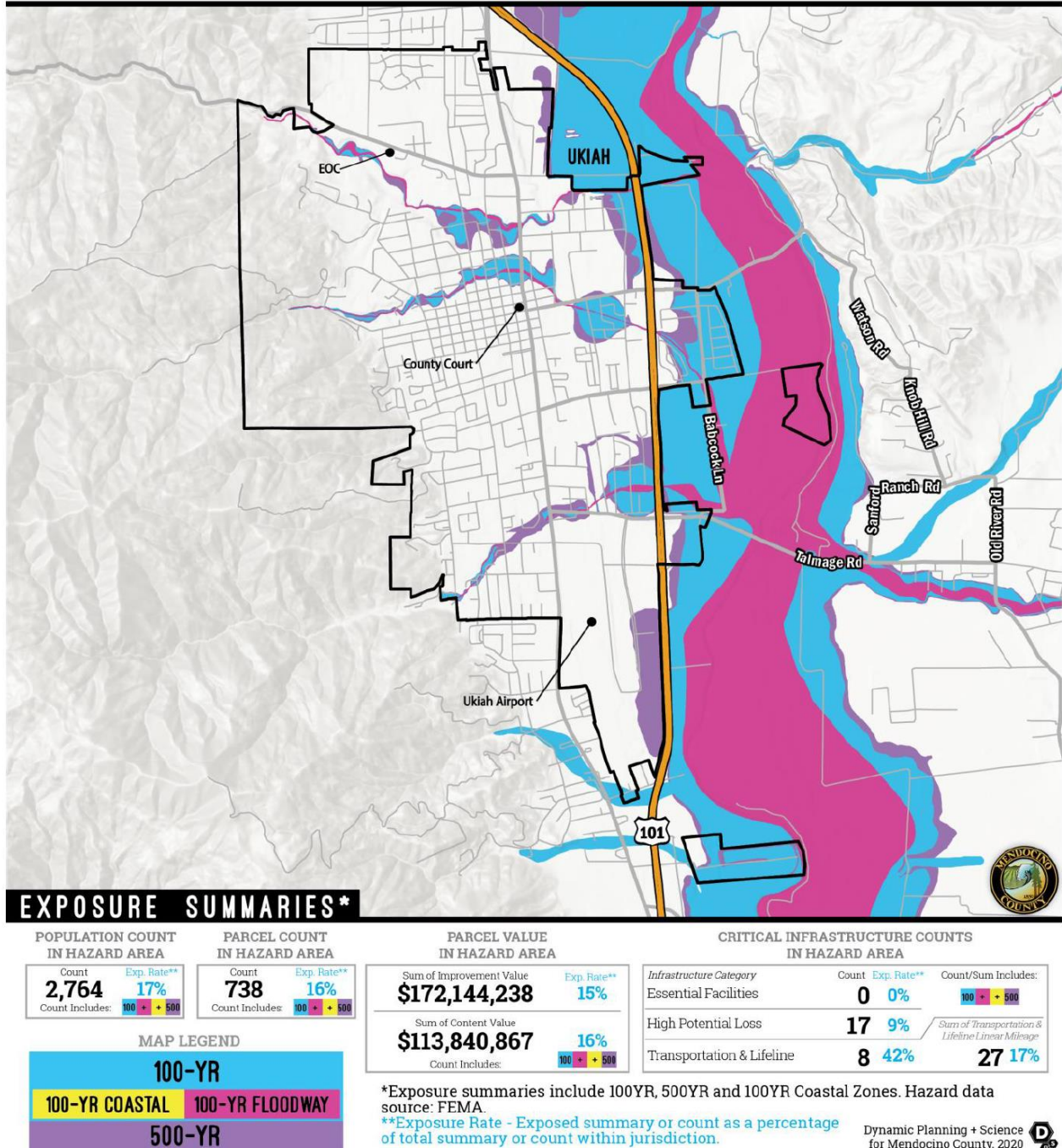


Figure 1-6: City of Ukiah FEMA Flood Risk Exposure



Appendix K – Maps and Floor Plans Emergency Plan City of Ukiah

M7.4 MAACAMA GARBERVILLE SNAPSHOT

UKIAH

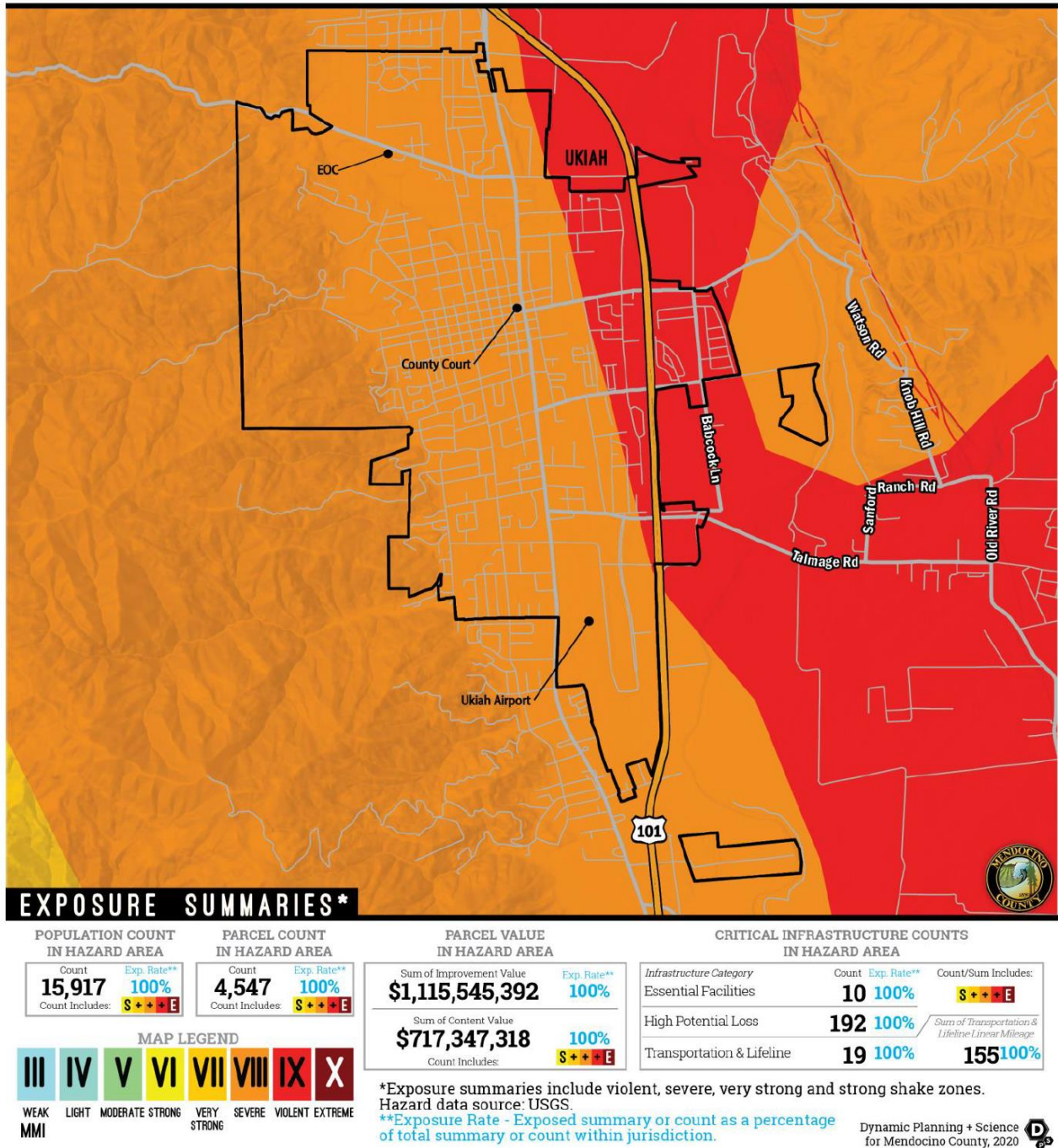
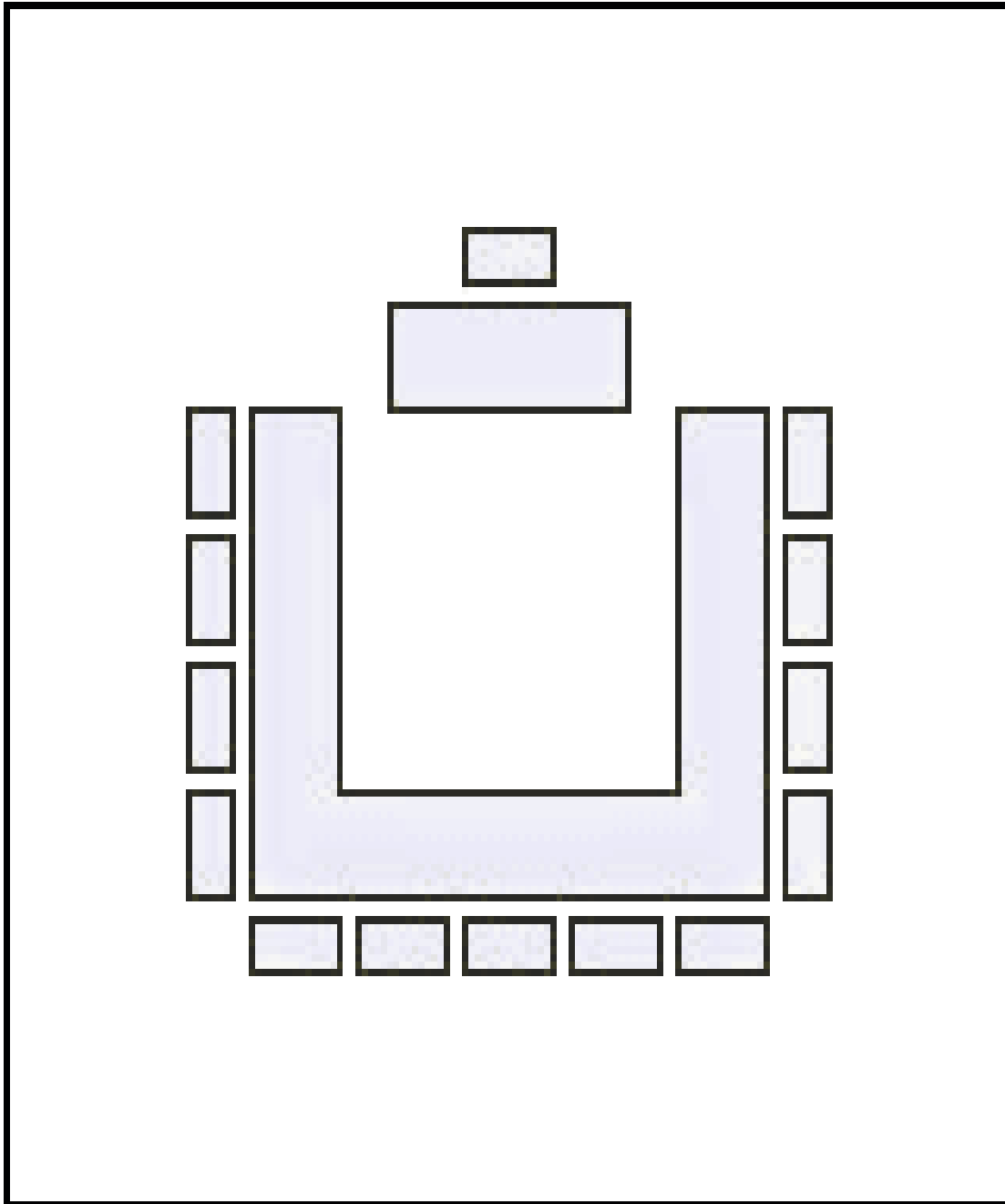


Figure 1-4: City of Ukiah M7.4 Maacama Garberville Scenario Earthquake Exposure Summary



Appendix K – Maps and Floor Plans
Emergency Plan
City of Ukiah





K. Acronyms and Glossary

The following acronyms are used in this plan.

Acronym	Meaning	Definition
AAR/IP	After-Action Report/Improvement Plan (AAR/IP)	A report format created by FEMA to assist in the evaluation of exercises and real-world events, and to summarize opportunities for program improvement.
CalOES	California Governor's Office of Emergency Services	The primary state agency within California responsible for coordination of emergency and disaster support.
CRS	Community Rating System	A National Flood Insurance Program that rewards floodplain management activities that exceed minimum program requirements.
EOC	Emergency Operations Center	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.
FEMA	Federal Emergency Management Agency	The primary U.S government agency responsible for supporting emergency preparedness, federal-level coordination and disaster relief.
HSEEP	Homeland Security Exercise and Evaluation Program	A FEMA doctrine that defines a systematic approach to exercise design, conduct and evaluation.



Appendix L – Acronyms and Glossary Emergency Plan City of Ukiah

Acronym	Meaning	Definition
IAP	Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.
ICP	Incident Command Post	The field location at which the primary tactical-level, on-scene incident command functions are performed.
ICS	Incident Command System	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.
LHMP	Local Hazard Mitigation Plan	A plan format defined by FEMA that communicates a local or state's analysis of disaster risk and intended actions to reduce those risks.
NIMS	National Incident Management System	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.



Appendix L – Acronyms and Glossary Emergency Plan City of Ukiah

Acronym	Meaning	Definition
PDA	Preliminary Damage Assessment	A FEMA process used to evaluate disaster damage and inform decisions to provide disaster assistance.
PPD	Presidential Policy Directive	A form of Executive Order issued by the President of the United States with the advice and consent of the National Security Council.
SOP	Standard Operating Procedures	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