



V E N T U R A C O U N T Y

P U B L I C H E A L T H

A Department of Ventura County Health Care Agency

ALL HAZARDS Emergency Response Plan (ERP)

Updated: February 2024

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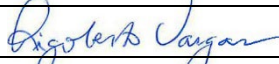
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ADMINISTRATIVE

Record of Plan Approval

Ventura County Public Health (VCPH), a Department of the Ventura County Health Care Agency (HCA), has the responsibility to support the preservation of life and property in a disaster. VCPH maintains this *All-Hazards Emergency Response Plan (ERP)* to ensure the most effective and economical allocation of resources for the maximum protection of the medical and health community in times of emergency. While no plan can 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 in utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This *ERP* will become effective upon approval of the Ventura County Public Health Director, as indicated by signature and date affixed below.

Plan Version	FEBRUARY 2024
Department	Ventura County Public Health
Name	Rigoberto Vargas
Title	Director of Public Health
Signature	
Date of Approval	March 1, 2024

Handling Information and Point of Contact

This Plan has been developed and maintained by the Ventura County Public Health (VCPH) Department.

Point of Contact:

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Plan Distribution

The Emergency Preparedness Office (EPO) Manager will prepare, coordinate, publish and distribute any necessary changes to the plan to all Ventura County Public Health departments, offices and divisions that participate in a disaster response.

Plan Version	Location/Storage	Date
February 2024	VCPH Department Physical Copy: Ventura County EMS Agency 2220 E. Gonzales Rd #200 Oxnard, CA 93036 Electronic Copy: S:\Emergency Preparedness Programs\DOC - Activation files\DOC - PLANS\PLN - Response plans	2/2024
	Internal Departments Barry Zimmerman, Director Ventura County Healthcare Agency Patrick Maynard, Director Ventura County Sheriff's Office of Emergency Services	
	External Partners	

Plan Revisions

This *All-Hazards Emergency Response Plan (ERP)* will be reviewed annually, exercised periodically, and revised as necessary based on identified deficiencies experienced in drills, exercises, After Action Reports/Improvement Plans (AAR/IPs), and real-world events as well as any mandates to VCPH by the State and/or the federal government. The *ERP* review will ensure that plan elements are valid and current. Changes in government structure and emergency response organizations will also be considered in the *ERP* revisions. The EPO within VCPH is responsible for reviewing and revising the *ERP*. The EPO Manager will prepare, coordinate, publish, and distribute any updated versions of the plan to all VCPH departments, offices and divisions that participate in disaster preparedness and response.

Version	Revisions	Date
2009	Original Version	August 2009
2014	Review of plan to see if changes required. No major changes at this time.	April 2014
2019	Full Plan Revision. Rebranded <i>VCPH ERP</i> and includes integration of after-action findings and added relevant sections of the <i>State of California EOM/MHOAC</i> guides.	April 2019
2024	Full Plan Rewrite to VCPH standard template and Table of Contents (TOC). Includes all lessons learned from the COVID-19 response and After-Action Review.	February 2024

INTRODUCTION

Plan Overview

This plan provides an overview of disaster operations; identifies, defines, and explains components of the VCPH department's emergency management organization; and describes the overall responsibilities of the federal, state, and county entities for protecting life and assuring the overall well-being of the population of Ventura County.

The federal government and the State of California stipulate the requirements for Public Health Emergency Preparedness (PHEP). These stipulations identify each county's Public Health Department (PHD) as responsible for developing plans and procedures that address emergency preparedness and response. This *All-Hazard Emergency Response Plan (ERP)* is the foundational document in this process for VCPH.

The plan is written at the "high level" (overview); it is used in conjunction with various other emergency response plans and Standard Operating Procedures (SOPs) which provide the detailed guidance and tools to carry out the emergency response activities.

Purpose of the Plan

This plan is designed to lay the foundation for VCPH's medical and health response in a disaster or other incident of significance. The plan:

- Describes key emergency management concepts for VCPH integration into the Ventura County emergency response structure;
- Demonstrates coordination of efforts with the County, the State, and the federal government consistent with SEMS;
- Is presented in consistency with the *California Department of Public Health (CDPH) Emergency Operations Manual (EOM)*;
- Presents applicable statutory authorities under which VCPH, the County Health Officer (CHO), and the Medical Health Operational Area Coordinator (MHOAC) respond to emergencies;
- Incorporates and coordinates all facilities and personnel into an efficient organization capable of responding to any emergency;
- Defines roles and responsibilities for VCPH and its emergency response partners; and
- Addresses the needs of the population of Ventura County, inclusive of those with access and functional needs.

Scope of the Plan

This *ERP* applies to all events that threaten or impact public health in Ventura County. It refers to any incident that results in a local emergency impacting VCPH operations sufficiently to activate its emergency response structure. This plan applies to all VCPH staff, any of whom may be redirected to support emergency response operations. The *ERP* is used in conjunction with all other VCPH emergency plans as listed in [Attachment L](#).

Integration with the CHO and the MHOAC

The MHOAC is responsible for the coordination of disaster medical response and requesting or allocating medical resources. The Ventura County CHO or designee is responsible as MHOAC for medical/health functions. The MHOAC coordinates resource requests with the Regional Disaster Medical Health Specialist (RDMHS) for State of California Office of Emergency Services (OES) Region I. For these functions in Ventura County, the Emergency Medical Services (EMS) Administrator serves as the MHOAC.

Procedures and policies in this plan – together with the *MHOAC Guide* - are used by the MHOAC to manage the response and recovery from emergencies associated with natural disasters such as earthquakes and wildfires; weather and climate; epidemics and pandemics; chemical, biological, radiological, and nuclear disasters (CBRN) including both peacetime and wartime nuclear defense operations; and technological incidents. The MHOAC is supported in this effort by the entire VCPH department.

References & Authorities

VCPH is responsible for the protection of the public's health, to include coordination of response to public health emergencies within Ventura County. Activation of the *ERP* and all emergency/disaster response and recovery operations within VCPH will be conducted in accordance with the enabling executive orders, authorities, ordinances, and agreements listed in [Attachment M](#).

Planning and Preparedness Efforts

VCPH conducts the following planning and preparedness activities prior to an incident to help ensure a successful response:

- Establish and maintain close working relationships and Mutual Aid Agreements (MMAs) with county, regional, and state partners.
- Participate in risk assessments for Ventura County, ensuring adequate public health representation in the prioritization process.
- Acquire and maintain resources for medical surge capacity within the County.
- Develop and maintain emergency plans, procedures, and guidelines consistent with those used by response partners.

- Develop and maintain systems for morbidity, mortality, syndromic, and mental health surveillance.
- Develop and maintain registers for persons with Access to Functional Needs (AFN).
- Develop and maintain the *Crisis & Emergency Risk Communications (CERC) Plan* for information and risk communications.
- Provide orientation training to VCPH staff and volunteers on emergency operations plans as well as the Incident Command System (ICS), SEMS, and NIMS operations and standards.
- Include all emergency response plans in routine training and exercise events. Utilize the Homeland Security Exercise & Evaluation Program (HSEEP) process for development and conduct of training and exercises.
- Ensure that VCPH staff are trained and prepared to take on emergency response rolls.
- Maintain staffing capacity for thorough Department Operations Center (DOC) activation.
- Participate in After Action Review processes with all training/exercise events as well as real-world events.
- Participate in public awareness and training efforts.

Assumptions

Activation of the *ERP* and moving into an emergency response mode are based on the following assumptions:

- All emergencies have a potential impact on public health and may cause illness, loss of life, and damage to healthcare facilities in Ventura County;
- Facilities and VCPH systems may be disrupted or overwhelmed in an emergency, requiring activation of the *Continuity of Operations Plan (COOP)* in conjunction with this *ERP*;
- VCPH maintains its responsibilities in an emergency unless waived by an executive order; and
- All VCPH staff are considered Disaster Service Workers (DSWs) and may be redirected from their normal duties during an emergency response.

Definitions

The following are defined in SEMS documentation and universal to both Ventura County as well as the State of California:

Incident: 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. Incidents are usually a single event and can be managed with existing resources. Typically, a few agencies are involved in dealing with an ordinary threat to life and property and to a limited population. Usually, a

local emergency is not proclaimed and the jurisdictional Emergency Operations Center (EOC) is not activated. Incidents are usually of 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: A condition of disaster or of extreme peril to the safety of persons and property. An emergency could have more than one incident associated with it. Emergency also defines a conditional state such as a proclamation of "Local Emergency". The California *Emergency Services Act (ESA)*, of which SEMS is a part, describes three states of emergency:

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

Health Emergency: A spill or release of hazardous waste, or medical waste, or a threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent that may be determined by the local health officer, or designee to be an immediate threat to public health. Once a health emergency has been proclaimed by the County Board of Supervisors, the CHO will obtain all necessary information about the material that has been released, spilled, or escaped and will take efforts to abate the health emergency and protect the public health. They may provide this information to responding state or local agencies, or to medical and other professional personnel treating victims of the local health emergency. They may also sample or analyze the material to determine the information needed to protect public health.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, such as an earthquake or a flash flood, or they may develop from one or more incidents, such as a major wildfire, a pandemic, 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 may proclaim a Local Emergency. EOCs 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.

CONCEPT OF OPERATIONS

Overview

Operations during declared and undeclared emergencies or disasters involve a full spectrum of potential response activities from a minor incident to a catastrophic event. There are similarities in operational concepts for declared and undeclared emergencies. Some emergencies will be preceded by a build-up or warning period (e.g., a weather event), providing time to implement warnings to the population and mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning (e.g., an earthquake), thus requiring immediate activation of the *ERP* and commitment of resources. VPHD must be prepared to respond promptly and effectively.

VCPH has taken a lead in providing medical/health education on personal and family preparedness for the general public and for those with access and functional needs. This includes information on compliance with shelter-in-place and evacuation orders. This empowers those directly impacted to respond until a coordinated disaster response can assist.

This section describes the three different phases of public health: Day-to-Day activities (to include Essential Functions of the VCPH), Unusual Event activities, and Emergency Response activities. It lays out the emergency response structure and identifies the sequence of events as they occur during that response.

Day-to-Day PH Responsibilities

Day-to-day VCPH operations are conducted from locations and by staff that are widely distributed throughout the County, as stipulated in statutory and regulatory authorities to protect public health.

Examples of day-to-day public health response activities include:

- Identification, prevention, and control of infectious diseases posing a threat to public health;
- Provision of epidemiologic support and surveillance activities specific to public health;
- Protection of the public from all preventable diseases by administration of vaccines;
- Maintenance of public health vital records;
- Maintenance of the Public Health Laboratory (PHL);
- Oversight of EMS in Ventura County;
- Oversight of the Hospital Preparedness Program (HPP) in Ventura County;
- Management of medical equipment and supplies provided by the State and/or the federal government; and
- Oversight of Environmental Health activities.
- Participation in the Health Care Coalition (HCC) efforts and activities in the County.

Essential Functions and Continuity of Operations

Essential functions are those functions that result in providing vital public health services, maintain safe and quality operations, maintain the safety of employees and associates, and respond to public health emergencies. Critical essential functions cannot be interrupted or can be only minimally interrupted following an incident.

The essential functions for VCPH are listed in the *Continuity of Operations Plan (COOP)*. When planning for redirection of staff in response to an emergency, VCPH must keep in mind the requirements to maintain essential functions.

Continuity of Operations establishes guidance to ensure the execution of the mission-essential functions for Public Health if an emergency threatens or incapacitates operations; and the relocation of selected personnel and functions of any essential facilities of Public Health are required. Specifically, Continuity of Operations is designed to:

- Ensure that VCPH is prepared to respond to emergencies, recover from them, and mitigate against their impacts;
- Ensure that VCPH is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated;
- Provide timely direction, control, and coordination to VCPH leadership and other critical customers before, during, and after an event or upon notification of a credible threat;
- Establish and enact time-phased implementation procedures to activate various components of the emergency response plan;
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment;
- Ensure that VCPH Continuity of Operations is viable, and is compliant with all guidance documents;
- Ensure that VCPH Continuity of Operations is fully capable of addressing all types of emergencies; and
- Ensure that mission-essential functions can continue with minimal or no disruption during all types of emergencies.

Unusual Events

Unusual events require more coordination and more communication between VCPH and its response partners. Unusual events include those that:

- Impact or may impact public health or safety;
- Impact or may impact the public health and medical care systems;
- Require or may require resources beyond the capabilities of VCPH, resulting in a request for Mutual Aid assistance;

- Produce or may produce media attention;
- Are politically sensitive and will require involvement of county government;
- Require or may require increased information flow to assist in the management or mitigation of the incident.

In response to an unusual event, VCPH increases communication and coordination with the CHO and/or the MHOAC. VCPH will communicate unusual events to regional, state, and federal government partners in accordance with the published guidelines in the *Emergency Operations Manual (EOM)* maintained by the California CDPH. During an unusual event VCPH may activate any or all portions of the *ERP*.

Emergency Response Chain-of-Command

The VCPH emergency management and chain of command consists of the following:

- Ventura CHO
- Ventura County MHOAC/EMS Administrator
- Public Health Director
- Public Health Deputy Director
- Deputy EMS Administrator/MHOAC Designee
- EPO Program (PHEP, HPP, and PanFlu)

Emergency Response Triggers

The triggers to activate the *ERP* and the VCPH emergency response may include (but are not limited to):

- An emergency has occurred or is imminent;
- Ventura County medical-health partners have requested assistance to support an event;
- The potential need for resources and increased coordination across programs exists;
- Increased information to partners and the public is needed;
- Internal operations are impacted and the *Ventura County COOP* may be activated;
- Critical loss of Information Technology (IT) resources has occurred;
- The event threatens the health of Ventura County residents; and
- Evaluations indicate an unusual number and variety of health events.

Sequence of Events

The sequence of events for VCPH when responding to emergencies includes the following:

1. Monitor the situation/event. Should include contacting impacted facilities and key partners to gather information and/or offer assistance.
2. Activate the *ERP* and respond to the emergency.

3. Conduct Alert & Notifications.
4. Initiate increased readiness, to include:
 - a. Brief management
 - b. Prepare Situation Status (SitStat) Reports
 - c. Review other emergency plans
 - d. Inventory resources and updating resource lists
 - e. Develop contingency staffing plans
 - f. Establish communications lines with key partners
 - g. Prepare draft risk communication documents to educate the public (*CERC Plan*)
5. Conduct initial response actions, to include:
 - a. Activate the emergency response structure
 - b. Conduct Alert and Notifications (update to increased readiness mode)
 - c. Identify staff to be involved in the response
 - d. Ensure protection of essential functions
 - e. Determine emergency plans to be activated
 - f. Consider potential activation of the DOC and selection of DOC location.
 - g. Establish meeting schedule (staff, partners, etc.)
6. Mobilize staff. Provide staff with reporting instructions and resources needed to do their assigned duties.
7. Initiate necessary emergency communications according to the *CERC Plan*.
8. Plan for and activate Subject Matter Experts (SMEs) and temporary or emergency staffing needed in the response.
 - a. SMEs may include: law enforcement, HazMat, Communicable Disease (CD) experts, etc.
 - b. Temporary or emergency staffing may include: DSWs from other county departments, Medical Reserve Corp (MRC), state disaster response personnel, etc.
9. Establish emergency finance and administration processes for tracking incident-related expenditures, authorizations, etc.

Activation of the Plan

The *ERP* and subsequent emergency response can be activated by any of the following:

- Ventura CHO
- Ventura County MHOAC/EMS Administrator
- Public Health Director
- Public Health Deputy Director

Activation and Management of the Department Operations Center (DOC)

The DOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The DOC facilitates a coordinated response by VCPH's emergency management staff and representatives from organizations assigned emergency management responsibilities within the DOC, while allowing day-to-day operations to continue to the degree a major emergency or disaster makes possible.

DOC management is the responsibility of the VCPH PHEP program under the guidance of the Deputy EMS Administrator.

Positions assigned to the DOC will advise/brief VCPH decision makers of the emergency and recommend actions to protect the community, e.g., alerting and warning the public, evacuation of risk area, activation of shelters, and will initiate Mutual Aid requests. Any decisions having an impact on another department in the County will be coordinated through the Ventura County Operational Area (OA) EOC. The conduit between the DOC and the EOC is the Medical Health Branch at the EOC.

Key points regarding the DOC include:

- The level of DOC activation and staffing will vary with the specific situation.
- DOC Manager, the CHO, and the MHOAC create a “Unified Command” in the DOC and will bring all major policy issues to the VCPH Director for review and approval.
- The VCPH DOC provides a central location of authority, information, and face-to-face coordination among personnel who must make emergency decisions. The following are among the functions performed in the VCPH DOC:
 - Management and coordination of Public Health emergency operations including, but not limited to, the responsibilities of the MHOAC.
 - Receipt and dissemination of warning information.
 - Development and maintenance of emergency Public Health policies and procedures.
 - Collection of intelligence from, and disseminate information to, the various DOC representatives, and as appropriate, to county and state agencies, the military, and federal agencies.
 - Preparation of intelligence/information summaries, situation reports, operational reports, and other reports.
 - Maintenance of general and specific maps, information display boards, and other data pertaining to emergency operations.
 - Ongoing analyses and evaluation of all data pertaining to emergency Public Health operations.
 - Coordination of operational and logistical support for departmental resources committed to the emergency.

- Coordination with the Ventura County OA, county hospitals, ambulance providers, and all HCA departments.
- Provision of emergency information and instructions to the community, making official releases to the news media and the scheduling of press conferences as necessary.

All details and tools needed for activating and operating the DOC are found in the *DOS Standard Operating Procedure (SOP)*, an Annex to this *ERP*.

Alerts & Notifications

Alert and notifications of the emergency, the activation of the *ERP*, and/or the activation of the DOC will be conducted according to the procedures and contact lists found in **Attachments F and G**.

Resource Management

When the *ERP* and an emergency response are activated (moving the VCPH from day-to-day activities), VCPH resources (staffing, facilities, equipment, and supplies) will be managed by the DOC. Information about the available resources and the management of resources can be found in the *DOC SOP*.

Emergency Public Warning & Information

Maintaining timely reporting as well as accurate and reliable health information before, during, and after a public health emergency is a critical aspect of the VCPH response. The Department will activate a Public Information Officer (PIO) who will work in conjunction with the County PIO to coordinate credible, consistent, accurate, beneficial, useful, necessary, and timely information to the residents of Ventura County. Information will be provided without causing any confusion or unnecessary concern. The public is typically the primary audience for public health information, but there are many other stakeholders with which VCPH needs to establish risk communications. The VCPH PIO must be prepared to share information with the public, the healthcare community, city, and county officials, first responder agencies, Fire, and Law Enforcement. This is accomplished using various sources: media (television, news, etc.), social media, etc. The County may activate a Joint Information Center (JIC). If this occurs, the VCPH PIO will participate in JIC activities.

All efforts for providing information during an emergency response are documented in the *VCPH Crisis and Emergency Risk Communications (CERC) Plan*.

Access & Functional Needs (AFN)

The California Government Code Section 8593.3 defines Access and Functional Needs as Individuals who are or have:

- Physical, developmental, or intellectual disabilities
- Chronic conditions or injuries
- Limited English proficiency
- Older adults
- Children
- Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit)
- Pregnant women

It is the responsibility of VCPH to plan for and provide the ability of people in this category to reach places and services. Separate planning for people, places, equipment/supplies, or transport is necessary. A combined approach, working with appropriate partners, is needed to ensure that all barriers to access are overcome. AFN will be included in all VCPH emergency plans as well as training and exercise events.

Special Considerations

There are special considerations for at-risk population such as the elderly, children and people with Disabilities, Access, and Functional Needs (DAFN): A person needing support to maintain independence in daily activities, communication, transportation, evacuation, supervision, or medical care. The Health and Human Services (HHS) CMIST Framework will be utilized to assist the DAFN population with:

- C = Communication
- M = Maintaining Health
- I = Independence
- S = Support
- T = Transportation

Depending on the situation, numerous forms of communication may be required to reach the entire population, including those without hearing, eyesight or who speak a different language. Alerts will be communicated in Spanish as well as English. The types of important information to deliver to the DAFN population includes the location of shelters and food, availability of transportation, health care locations, and a variety of support functions. Considerations for these specific populations may be addressed before (prepare), during (response), and after (recovery) a medical surge event. Specific information regarding communication and sheltering the DAFN population is included in the *Ventura County Human Services Agency Mass Care and Shelter Plan* and may be disseminated through a variety of means including coordination with the public information officer (PIO). Refer to Special Considerations Resources from the Centers for Disease Control &

(CDC) for At-Risk Populations: <https://emergency.cdc.gov/groups.asp>. Resources for the DAFN population may include but not limited to:

- TDD/TDY/711 or Video Relay Service
- Mental Health client list
- In Home Support Services (IHSS) client list
- Adult Protective Services list
- emPOWER data (Federal Program)
- Child Protective Services list
- Area Agency on Aging client list
- Superintendent of Schools student lists
- Southern California Edison (Listing of Persons with Durable Medical Equipment)
- Ventura County 2-1-1
- Local (including ethnic) media.
- Ventura County Animal Services may be consulted or deployed during an incident for care, transport, and housing of affected animals.

Emergency Finance & Administration

Expenses involved in emergency response are often reimbursed by either the State or the federal government. To be eligible for expense reimbursement, VCPH must:

- Plan all Finance/Admin aspects with the County Administration and/or OES.
- Develop tracking and reporting mechanisms consistent with guidelines from the State and/or the federal government.
- Transition from routine accounting practices to the emergency accounting practices at the onset of each emergency response, and continue this process through the Demobilization and Recovery phases.

Demobilization

The demobilization process is a systematic method of surveying needs, assigned resources, and activities, identifying what can be reduced. Demobilization plans are established at the onset of the emergency response, identifying how resources will be returned to their pre-emergency status.

See the *DOC SOP* for the *Demobilization Guide* developed by Ventura County EMS during the 2022 COVID-19 response.

Deactivation of the Emergency Response Structure

Deactivation is the cessation of emergency response activities and a return to day-to-day operations within the VCPH. The CHO or the VCPH Director deactivates the VCPH response.

Criteria to be used in considering deactivation include:

- The emergency no longer requires enhanced support, coordination of efforts, increased communications to the public or to response partners, or resources;
- VCPH can sustain and coordinate any remaining activities with day-to-day resources and activities;
- All response partners have deactivated their emergency response and have returned to routine day-to-day operations.

Notifications of the deactivation are conducted according to the procedures in the *DOC SOP*.

Recovery

Recovery is the process of restoring an organization or a community to its pre-disaster condition. VCPH initiates recovery planning at the onset of the emergency response, and recovery operations may begin prior to the completion of response operations.

The Recovery Plan identifies objectives, priorities, resources, capabilities, and capacity within VCPH. Considerations should include, but are not limited to:

- Cost Accounting systems
- Economic restoration (revitalizing strategies, rebuilding infrastructure within the affected communities)
- Social services (e.g. resident relocation, long-term housing solutions, etc.)
- Mental health services (e.g., referrals for counseling, treatment, case management, etc.)
- Health and Medical services (e.g., reestablishing disrupted healthcare facilities, monitoring long-term environmental health impacts, etc.)
- Restoration of school services.
- Reconnection of displaced populations with essential health services.
- Promotion of self-sufficiency and continuity of health and well-being of affected individuals.
- Mitigation activities to reduce vulnerabilities in the future. Protection of health from long-term effects of a post-disaster environment.
- Clear communication and public health messaging.
- Implementation of After-Action Reporting and Improvement Plans based on Lessons Learned.
- Modification to emergency plans, policies, and procedures based on Lessons Learned.

ROLES & RESPONSIBILITIES

State

The CDPH and the California Emergency Medical Services Authority (EMSA) are responsible for overall coordination of health/medical emergencies in the State. As described in SEMS, these agencies coordinate activities through the medical/health discipline at all levels and represent the medical/health discipline at the state response as well as with the federal government. The CDPH and EMSA roles and responsibilities are fully presented in the *CDPH EOM*.

County Health Officer

The CHO is responsible for coordinating with the VCPH Department and providing all healthcare guidance, executive orders, and declaration of emergencies as outlined in [Attachment M](#).

MHOAC

The MHOAC is responsible for coordination of all resource requests, resource sharing, and situation reporting according to the functions outlined in the *MHOAC Guide*. The MHOAC coordinates its activities and information with the DOC during an emergency response. See [Attachment H](#) for additional information on the roles and responsibilities of the MHOAC.

VCPH

VCPH is responsible for responding to emergencies that affect or threaten public health, and for coordinating emergency response activities with all healthcare partners, with the region, and with the State. VCPH is also responsible for activating and managing the DOC.

VCPH DOC

The DOC is responsible for functioning as the department-specific centralized coordination and information center during the emergency response. The DOC acts as a single point of contact for all medical-health activities, establishing an organizational structure consistent with the principles of SEMS, ICS, and NIMS. The DOC evaluates and prioritizes each incident based on the threats to the health and safety of the public, and communicates with the County as well as other regional, state, and federal partners.

County Response Partners

Ventura County medical-health partners are responsible for coordinating their internal emergency response and their resources during the emergency. Partners activate their internal

plans, communicate with VCPH and/or the DOC. They provide situation status reports, resource requests, and resources available to be shared. Partners also provide agency representatives or SMEs, as requested, to participate at the DOC and/or at the County EOC.

DIRECTION, CONTROL, & COORDINATION

Command & Control

All Command and Control structures and procedures for VCPH emergency response are found in the *DOC SOP*.

NIMS/SEMS/ICS

VCPH has adopted and utilizes ICS, SEMS, and NIMS principles in all its emergency planning and response. Partners in the medical-health discipline as well as the County also utilize these processes and principles to present a consistent, unified approach in every aspect of the emergency response. VCPH will participate in guidance and training efforts to ensure that all medical-health partners can utilize this systematic approach.

Contracts & Agreements

VCPH partners with various agencies to ensure an effective response to emergencies. Partner agreements and Memorandum of Understanding include the following:

- Region I and VI Inter-Region Cooperative Agreement
- 1st Responder ALS Agreements (Fillmore Fire, Oxnard Fire, Ventura County Fire, Ventura Fire Department, VCSO)
- Ambulance Exclusive Operating Area (EOA) contracts which dictate disaster response and emergency preparedness activities for the contracted ambulance providers.

Training & Exercises

In following the guidelines and structure provided by the HSEEP program, training within VCPH will consist of seminars, workshops, webinars, website and satellite courses, drills, exercises (tabletop, functional and full-scale) to test, document, and improve specific aspects of the *ERP*. Training plans are developed and updated based on Lessons Learned in real-world events and After Action Reports (AARs).

Public Health personnel with emergency or disaster responsibilities shall receive training in the following areas:

- *ERP* principles and concepts

- ICS Training
- Medical Health Operations Center Support Activities (MHOCSA) course
- EOM Overview
- MHOAC Overview
- DOC concept and operations
- Procedures for the acquisition and management of resources, record keeping and information reporting

The VCPH *ERP* will be exercised at least annually. The VCPH will encourage HCC partners and response organizations to participate in multi-agency exercises at least annually and in multi-agency field exercises at least every five years.

VCPH will conduct alert and notification drills of key personnel at least annually to ensure contact information remains current and staff retains procedural function.

After Action Review/Improvement Process

Each exercise and real-world event will be followed up with an After Action Review process and an AAR/IP. The reports will be completed and available to the County, to CDPH, and to response partners within 90 days of the event. Often AAR/IPs are a requirement of state or federal funding. The specific contents and timing of these AAR/IPs may be determined for VCPH.

ATTACHMENTS

- A: SEMS Review
- B: 4 Phases of Emergency Preparedness
- C: Ventura County's Emergency Response System
- D: OA Alerting, Notification & Warning Systems
- E: Emergency Management Software
- F: Alert & Notification Procedure
- G: Emergency Contact Lists
- H: MHOAC Program & Mutual Aid
- I: Crisis & Emergency Risk Communications (CERC)
- J: Ventura County Vulnerability Assessment/Hazard Analysis
- K: Vulnerable Populations & Mass Care
- L: VCPH Emergency Plans (Listing)
- M: Executive Orders, Authorities & County Ordinances
- N: HSEEP
- O: Glossary/Terminology
- P: Acronyms

ANNEX: *DOC SOP*

A: SEMS Review

In an emergency, normal governmental duties will be maintained to the degree possible, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) has been adopted by the County of Ventura for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. The County of Ventura, Sheriff's Office of Emergency Services (OES) has been designated the "lead agency" of the Ventura County Operational Area (OA).

Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency Management System of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

There are five SEMS levels that are activated sequentially as response needs increase. These levels are:

Field

The field response level is where emergency response personnel and resources, under the Command and Control of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. Regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The ICS structure will be used in the Ventura County Public Health's (VCPH) Department Operations Center (DOC), by Health Care Coalition (HCC) partners, and in the field by ambulance and other medical personnel.

Local

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/ICS when their emergency operations center (EOC) is activated, or a local emergency is proclaimed to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618).

Operational Area (OA)

The OA is defined in the *California Emergency Services Act* as an intermediate level of the State's emergency services organization consisting of a county and all political subdivisions within the county. The OA is responsible for:

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

SEMS regulations specify that all local governments within a county geographic area be organized into a single OA and that the County Board of Supervisors is responsible for its establishment.

Regional

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

In accordance with SEMS the regional level performs the following functions: coordinates information and manages resources among operational areas within the mutual aid region. The regional level also coordinates overall state agency support for emergency response activities within the region. Ventura County is within State OES Region 1.

State

The State manages resources in response to the emergency needs and coordinates mutual aid between regions and the State. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

NOTE: The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters, and national security emergencies. FEMA coordinates with the State in providing resources to counties during emergency response.

B: 4 Phases of Emergency Preparedness

Information and training resources on the 4 phases of Emergency Preparedness can be found at: <https://training.fema.gov>

The 4 phases of emergency preparedness are: Preparedness, Response, Recovery, and Mitigation.



Emergency-related activities are clustered into four phases that are related by time and function to all disasters. The phases are also related to each other, and each involves different types of skills. Comprehensive emergency management coordinates the interactions of all organizations for all phases of all risks.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. A key preparedness function is the review of Standard Operating Procedures (SOPs), checklists detailing personnel assignments, policies, notification procedures, and resource lists. Staff are familiar with these documents, and are periodically trained in emergency response functions.

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, Emergency Operations Centers (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 (ICPs) 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. Planning for recovery should be a part of the response phase.

Mitigation Phase

Mitigation efforts occur both before and after a disaster. Mitigation includes taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents in an effort to avoid dangerous situations. 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.

C: Ventura County's Emergency Response System

Ventura County Public Health (VCPH) operates under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). The Public Health Director will guide VCPH's Emergency Management Organization (including emergency response and recovery). The Public Health Director will appoint a Department Operations Center (DOC) Manager if the DOC is activated. The DOC Manager will be responsible to the Director of Public Health and is responsible for implementing the *All-Hazards Emergency Response Plan (ERP)*.

The DOC Manager is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing, and operating the DOC.
- Providing communications according to the principles and guidelines within the *Crisis & Emergency Risk Communications (CERC) Plan*.
- Providing public health/medical information and guidance to the public.
- Maintaining information on the status of public health/medical resources, services, and operations.
- Coordinating overall VCPH operations.
- Obtaining support for VCPH and providing support to other jurisdictions as required through the MutualAid system.
- Identifying and analyzing potential public health/medical hazards and recommending appropriate countermeasures.
- Collecting, evaluating, and disseminating status reports from the health/medical community and other essential information.
- Providing status and other reports to the Regional Disaster Medical Health Specialist (RDMHS) at the Southern Region Emergency Operations Center (REOC).
- Ventura County Operational Area (OA) Emergency Management

When the Ventura County OA Emergency Operations Center (EOC) is activated, the Sheriff of Ventura County, or their designee, will be the Director of Emergency Operations (OA Coordinator) and will have overall responsibility for coordinating and supporting emergency operations within the County. The Assistant Director of Emergency Services and supporting staff will constitute the OA Emergency Management Staff. The County of Ventura EOC will fill the role of OA EOC. Once the Ventura County OA EOC is activated, the County Health Officer (CHO), or designee, will report to the County's EOC Medical/Health Branch of the Operations Section. If the situation warrants, the Medical Health Operational Area Coordinator (MHOAC), Public Health Director, or CHO will activate the VCPH DOC to support efforts in the County's EOC.

The OA will be the focal point for information transfer and support requests by cities within the County. Upon activation of the County's EOC, MHOAC/EMS Duty Officer or designee may be requested to report to the County's EOC to fill the role of the Medical/Health Branch. If the

situation warrants, the Public Health Director or designee will activate the VCPH DOC to support efforts in the County's EOC.

The Medical/Health Branch position in the County's EOC must ensure communications between the VCPH DOC and the County's EOC. The Medical/Health Branch will process all medical/health requests for support that cannot be obtained within the County, and other relevant information, between the MHOAC and the RDMHS in OES Mutual Aid Region I.

The site below provides guidance and an online link to the SitRep process and form(s).

<https://www.vchca.org/emergency-response>

D: OA Alerting, Notification & Warning Systems

The following information pertains to local emergency broadcasting capabilities:

Locally generated emergency information is broadcast within Ventura County directly from the Emergency Operations Center (EOC) on *LP-1s RPU* frequency. This capability is also available from the Sheriff's Office Mobile Command Post.

EAS: Emergency Alerting System (EAS)

Ventura County Operational Area (OA) EAS stations are:

- KVTB 1590 AM
- KHAY 100.7 FM
- KMLA 103.7 FM (Spanish)

Examples of emergencies identified by the Ventura County OA which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents, and hazardous material accidents. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of Ventura County.

EAS activation can be authorized by any one of the following parties:

- Sheriff of Ventura County or designee
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Sheriff of Ventura County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of a EAS broadcast. Any jurisdiction may make separate programming arrangements with any broadcast station independent of the Ventura County OA.

County Declaration of Local Emergency applies to cities within the County.

E: Emergency Management Software

DLAN is the incident management system used by the Ventura County Emergency Operations Center (EOC) to maintain situational awareness in the County, both during routine daily operations and during emergencies. Because *DLAN* is a Web-based system, real-time incident viewing and tracking is available to all authorized users with an Internet connection. It can be accessed via any internet connection, Wi-Fi, Smartphone, or tablet. Examples of the types of information tracked in *DLAN* include road closure data, initial damage assessment data, local situation reports, as well as mission and resource requests and significant events within our county.

County agencies, cities, state agencies, other partners and support personnel can enter data and view status boards through *DLAN*. This allows all concerned agencies and jurisdictions to have simultaneous access to the same real-time data, providing information essential to decision making. Status boards can be shared among users, allowing for the interoperability of efforts among all affected during an emergency.

LOG-IN PROCEDURES

Use Internet to browse to: <http://dlan.ventura.org>

Enter your *Username* and *Password* and click the *OK* button.

5. The *DLAN* Control Panel will open.

Please Note: If the Control Panel does not appear, please ensure you have turned off any pop-up blockers.

FORGOTTEN PASSWORD

On the Log-In screen, select the following link: *Forgot Username /Password?*

Information will be sent to the email address registered to you.

** Additional information will be provided in specific roles training as requested.*

F: Alert & Notification

Three appendices in the *Medical Health Operational Area Coordinator (MHOAC) Guide* provide information and tools for conducting alert and notifications in various emergency response situations:

- Communications Flowchart
- Information Guidance
- Contact List(s)

The MHOAC, with assistance from Ventura County Public Health (VCPH) staff, will conduct notifications based on the information and guidance in these documents.

Additionally, the *Department Operations Center (DOC) Standard Operating Procedure (SOP)* contains full instructions on both internal and external notifications when the DOC is to be activated.

G: Emergency Contact Lists

This list should be filled in for each response.

	Name	Position	DOC Position	Phone	Email
1			Pharmaceutical Distribution Group Leader		
2			Facilities/Supply Unit Leader		
3			Situation Unit Leader		
4			Liaison Officer		
5			Immunization/Testing Group Supervisor		
6			Operations Section Chief		
7			Epidemiologist		
8			Logistics Section Chief		

9			Immunization/Testing Group Supervisor		
10			Communicable Disease Group Leader		
11			Laboratory Services Branch Director		
12			Communications Unit Leader		
13			COOP Coordinator		
14			PIO		
15			PIO		
16			DOC Manager		
17			Planning Section Chief		
18			Alternate Care Group Leader		
19			Epidemiologist		

20			Contract Management Unit Leader		
21			Information Technology Unit		
22			Agency Representative		
23			DOC Safety Officer		
24			Unified Command		
25			Unified Command		
26			Immunization/Testing Group Supervisor		
27			Health & Medical Care Branch Director		
28			Community Health Education Group Supervisor		
29			EMS Branch Director MHOAC		
30			Finance Section Chief		

31			Laboratory Services Branch Director		
32			Personnel Coordination Unit Leader		

H: MHOAC Program & Mutual Aid

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the *California Disaster and Civil Defense Master Mutual Aid Agreement*, as provided for in the *California Emergency Services Act (ESA)*. This Agreement was developed in 1950 and has been adopted by the State, all 60 counties and most incorporated cities in the State of California. The *Master Mutual Aid Agreement* creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel, and resources, but may also receive or render assistance to other jurisdictions within the State. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical, public works, and emergency managers.

Mutual Aid System

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted on subsequent pages.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of the Standardized Emergency Management System (SEMS) does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels.

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

Ventura County participates in the *Region I and Region VI Mutual Aid Agreement*.

Mutual Aid Regions

Mutual aid regions are established in accordance with the *Emergency Services Act* by the Governor of California. Six mutual aid regions have been established within California. The County of Ventura is within Region I. Each mutual aid region consists of designated counties. Region I is in the Office of Emergency Services (OES) Southern Administrative Region.

Mutual Aid Coordinators

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

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the Ventura County Sheriff's Office OES mutual aid system by OES staff within the OA and Governor's OES staff at the regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated on subsequent pages. All Ventura County medical/health mutual aid resources will be coordinated by the Medical Health Operational Area Coordinator (MHOAC). Medical resources include: medical personnel, medical treatment supplies and equipment, pharmaceuticals, blood supply, immunization supplies, medical transportation/evacuation vehicles.

The County's MHOAC may function from the County's Emergency Operations Center (EOC), or from the Ventura County Public Health (VCPH) Department Operations Center (DOC) depending on the circumstances. However, when the County's EOC is activated, the MHOAC should be there to facilitate coordination and information flow.

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 (ARC), 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 or collaborate in conjunction with the local Volunteer Organizations Active in Disaster (VOAD), which is represented in the EOC. Additionally, and predicated on their level of involvement, some agencies are active participants (e.g., The Ventura County Chapter of the ARC).

Policies and Procedures

Mutual aid resources will be provided and utilized in accordance with the *California Master Mutual Aid Agreement*. During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, OA, or mutual aid regional level.

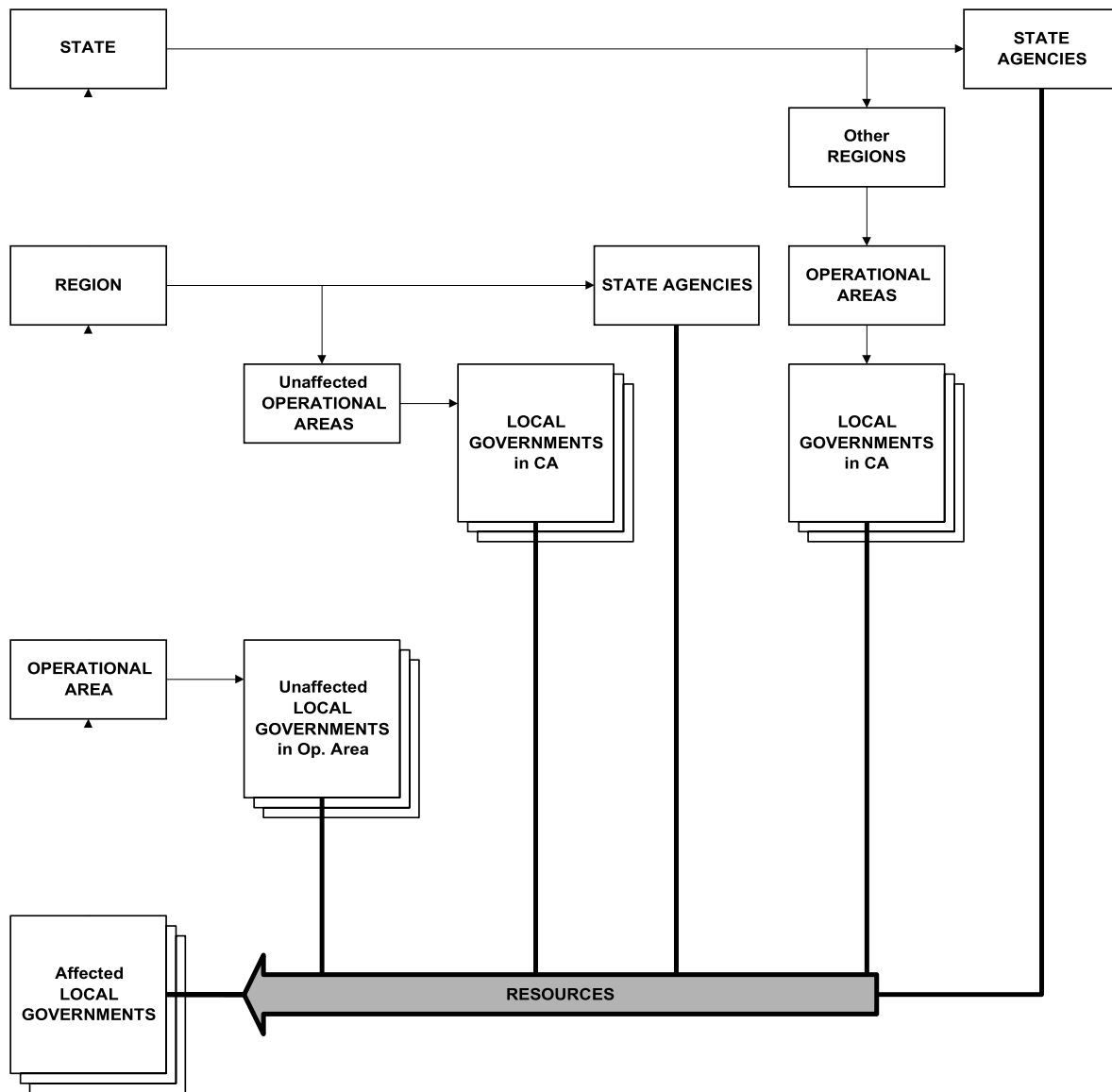
Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies. Ventura County has established a twelve-channel disaster radio frequency plan following the precepts of the Incident Command System (ICS) or SEMS. Since only one of the channels is a recognized

mutual-aid channel, portable radios or re-programming will be made available to incoming mutual-aid resources.

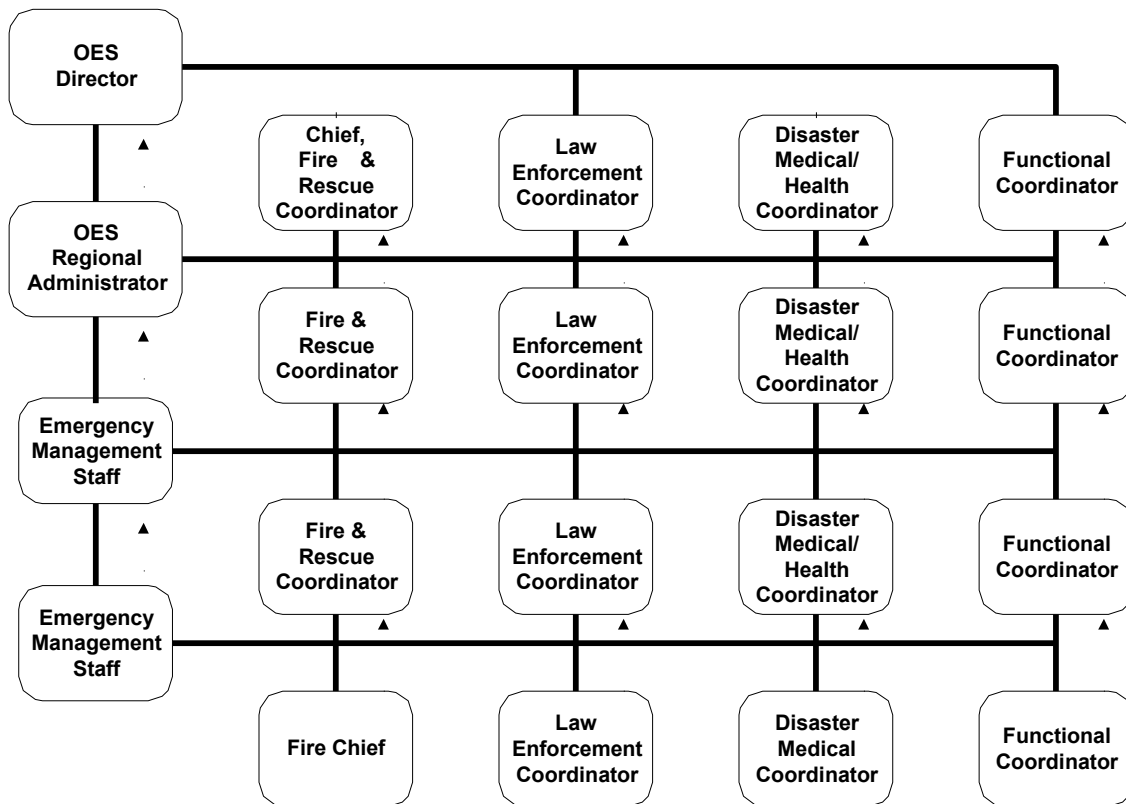
The MHOAC will make medical/health mutual aid requests through State OES, Southern Region, Regional Disaster Medical Health Specialist (RDMHS). Requests should specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed
- Reporting time and location
- Authority to who forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards

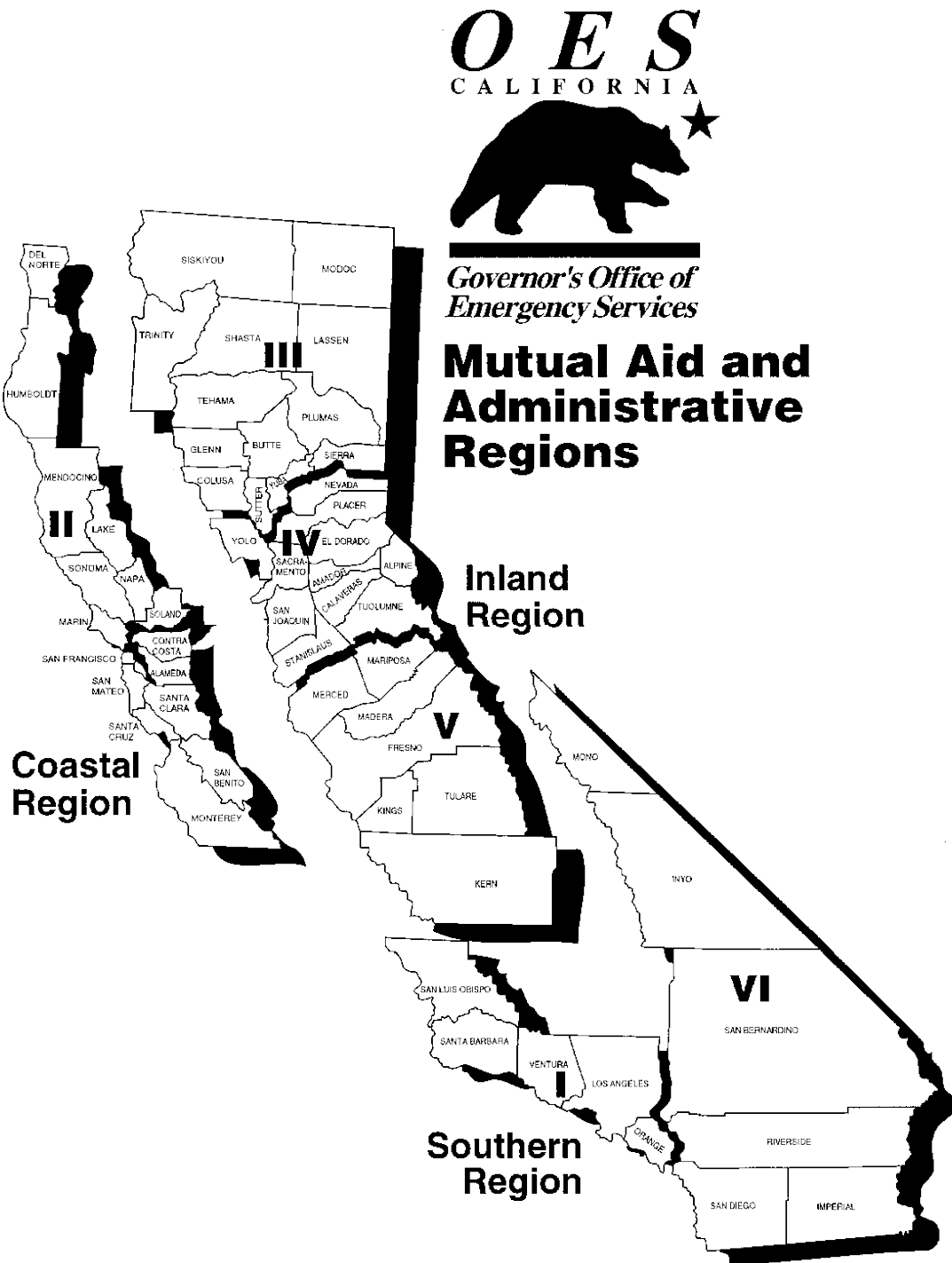
MUTUAL AID SYSTEM FLOW CHART



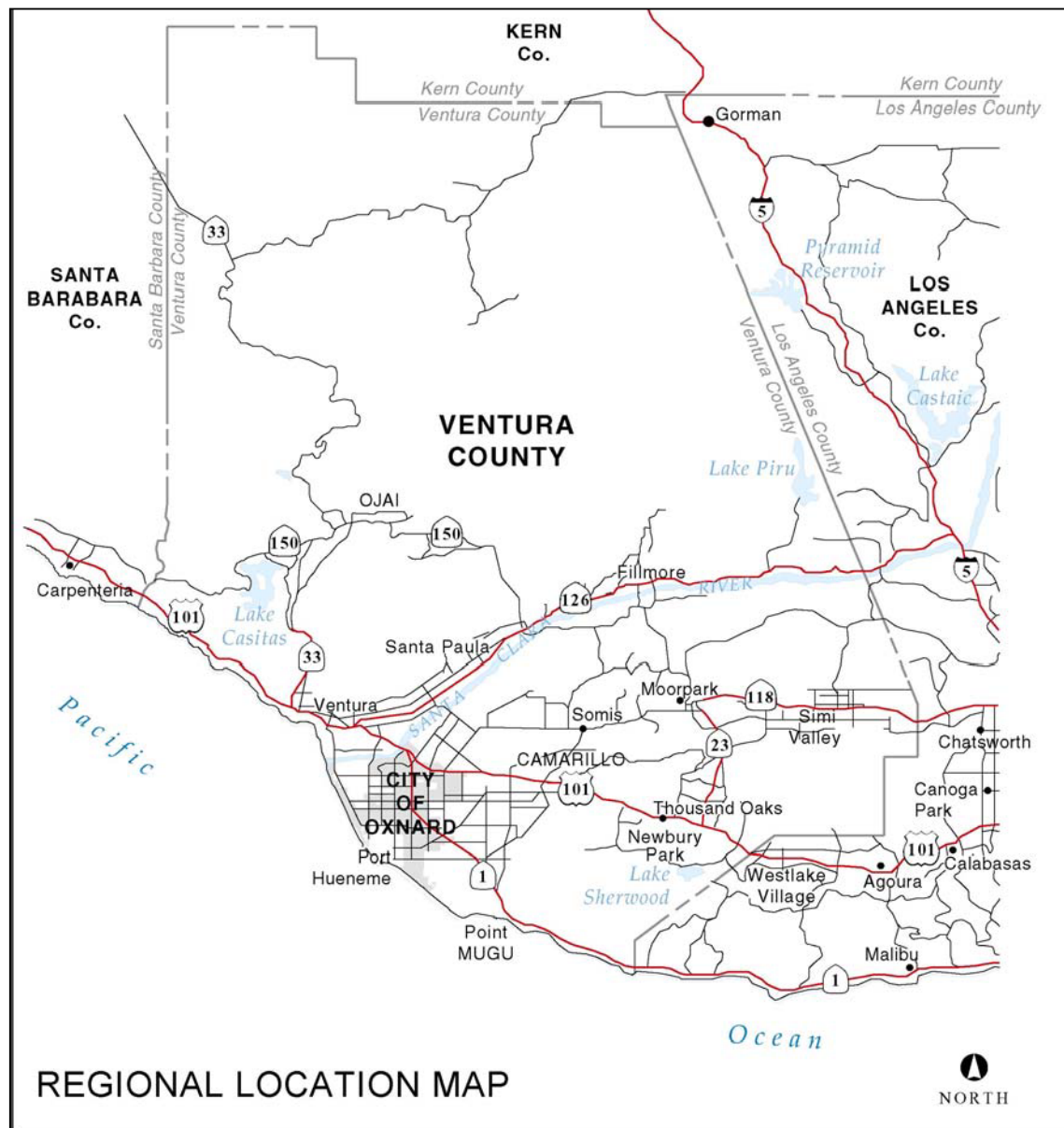
MUTUAL AID COORDINATORS FLOW CHART



California Mutual Aid Regions Map



Ventura County Map



I: Crisis & Emergency Risk Communications (CERC)

The following is from the Ventura County *Crisis & Emergency Risk Communications (CERC) Plan*, a separate emergency response plan:

The *Crisis & Emergency Risk Communication (CERC)* plan outlines procedures and provides tools for effectively managing and communicating during an emergency or crisis. The *CERC* plan is an annex of the Ventura County Health Care Agency (HCA) *Emergency Response Plan (ERP)*, which is the overarching plan for the Public Health Department that addresses all-hazards preparedness and response. This plan provides methods for rapid dissemination of information to the public, communicating clearly with community-based partners, adjacent jurisdictions, and the public in an emergency, and engaging stakeholders to best support the required response.

The *CERC Plan* provides guidance for all communications to the public as well as several tools (templates, pre-developed press releases, etc.)

The *CERC Plan* will be used by the VCPH Public Information Officer (PIO) when coordinating and delivering messages to the public during emergency or disaster response.

J: Ventura County Vulnerability Assessment/Hazard Analysis

The Ventura County Vulnerability Assessment (HVA) was updated in the Spring of 2023.

The Governor's Office of Emergency Services (OES) is responsible for management/development of the countywide hazard mitigation plan. Ventura County Public Health/Emergency Medical Services (VCPH/EMS) is a stakeholder in the development of this product.

Much of VCPH's emergency planning and preparedness is focused on the results of the County's HVA.

The current Ventura County HVA Analysis can be found at:

<https://survey123.arcgis.com/share/1321ef3ce00e43469b1c83c08cc57fa7?portalUrl=https://gis.ventura.org/portal>

K: Vulnerable Populations & Mass Care

Ventura County Public Health (VCPH) has the responsibility for taking the lead in establishing a medical shelter to address the needs of individuals who have been displaced from their homes and require both temporary shelter and medical support (the American Red Cross is responsible for taking the lead in general population shelters, and VCPH would provide any medical guidance and planning in these shelters).

VCPH has a separate plan for the establishment and management of a medical shelter: The *Alternate Care Site (ACS) and Medical Shelter Plan*. The plan identifies resources needed to operate a medical shelter: location options, supplies and equipment, and personnel. It also describes the coordination with other medical-health and governmental partners in establishing and maintain the medical shelter.

The Ventura County Human Services Agency (HSA) also maintains a *Mass Care and Shelter Plan* for the County.

The Federal Emergency Management Agency (FEMA) provides the Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters which will be used to plan for the sheltering needs of children and adults with functional support needs. This document is found at: http://www.fema.gov/pdf/about/odc/fnss_guidance.pdf. A second source for information on integrating people with disabilities and others with Access & Functional Needs is: <http://www.jik.com/plancklst.pdf>

L: VCPH Emergency Plans (Listing)

The Ventura County Public Health (VCPH) plans and Standard Operating Procedures (SOPs) provide descriptions for determining when an event has risen to the level of significance. Plans and procedures address infectious disease outbreaks, environmental public health hazards, natural disasters, and other threats. Emergency response plans or SOPs that are used in emergency response include:

- *Emergency Response Plan (ERP)*
- *Department Operations Center (DOC) Standard Operating Procedures (SOP), Annex to the ERP*
- *Communicable Disease Response Plan (CDRP)*
- *Influenza Response Plan*
- *COVID-19 Prevention Plan, Annex to the Influenza Response Plan*
- *Continuity of Operations Plan (COOP)*
- *Crisis & Emergency Risk Communications Plan (CERC)*
- *Alternate Care Site Plan (ACS)*
- *Medical Health Operational Area Coordinator (MHOAC) Guide*
- *Healthcare Coalition (HCC) Preparedness & Response Plan*
- *Medical Countermeasure Plan (MCM)*
- *Public Health Laboratory COOP*

M: Executive Orders, Authorities & County Ordinances

Applicable statutes outlined roles and responsibilities of the MHOAC can be found at: ([H+S 1797.153](#))

[Link to division 4 of the Ventura County Municipal Code](#). Division 4 is specific to Public Health.

[Link to division 5. Division 5 covers safety](#) – including emergencies and the emergency planning council.

The *California Emergency Services Act* (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the *Act*, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The *Standardized Emergency Management System (SEMS) Regulations* (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), establishes SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) which was adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIREScope) program. SEMS incorporates the use of ICS, the *Master Mutual Aid Agreement* and existing mutual aid systems, the Operational Area concept, multi-agency or inter-agency coordination, and the Operational Area Satellite Information System (OASIS).

The *California Emergency Plan*, which is promulgated by the Governor, is 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*.

Emergencies and Emergency Proclamations

GC § 8558 Degrees of Emergency

"Three conditions or degrees of emergency are established by this chapter:

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

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

Declaring a local emergency in Ventura County

In Ventura County the authority to proclaim a local emergency is vested with the Sheriff if the Board is not in session. If the Health Officer feels that because of public health reasons that a local emergency should be proclaimed, the Health Officer should either meet with the Sheriff, if the Board is not in session, to request that the Sheriff declare a local emergency or consider declaring a Public Health Emergency himself pursuant to HSC§10180.

N: Homeland Security Exercise/Evaluation Program (HSEEP)

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. Complete information on the HSEEP program and tools can be found at:

<https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>

The Four Phases of the HSEEP Exercise Cycle are:

1. Exercise Design and Development. In designing and developing individual exercises, exercise planning team members are identified to schedule planning meetings, identify, and develop exercise objectives, design the scenario, create documentation, plan exercise conduct and evaluation, and coordinate logistics. At key points in this process, the exercise planning team engages elected and appointed officials to ensure their intent is captured and that the officials are prepared to support the exercise as necessary.
2. Exercise Conduct. After design and development activities are complete, the exercise is ready to occur. Activities essential to conducting individual exercises include preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities.
3. Exercise Evaluation. Evaluation is the cornerstone of an exercise and must be considered throughout all phases of the exercise planning cycle, beginning when the exercise planning team meets to establish objectives and initiate exercise design. Effective evaluation assesses performance against exercise objectives, and identifies and documents strengths and areas for improvement relative to core capabilities.
4. Improvement Planning. During improvement planning, the corrective actions identified during individual exercises are tracked to completion, ensuring that exercises yield tangible preparedness improvements. An effective corrective action program develops Improvement Plans (IPs) that are dynamic documents, which are continually monitored and implemented as part of the larger system of improving preparedness.

Advance Element of the Emergency Response Team (ERT-A): The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

Action Plan: The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: A division of government with specific function, or a non-governmental 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, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

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

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

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

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.

American Red Cross: A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams

assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

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

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency. Available Resources: Incident-based resources which are available for immediate assignment.

Base: The location at an incident 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 at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. 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.). Branches are also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

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 the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Point (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc. Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

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

Check-in: The process whereby resources first report to an incident or into an EOC/Check-in location at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Civil Air Patrol: A civilian auxiliary of the United States Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that requires police intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

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

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.

Command: The act of directing, and/or controlling resources at an incident 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 at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. 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.

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

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of succession for key decision makers.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

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 inter-agency) 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. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any 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 verbal 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.

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their state government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

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 Plans/Intel Section responsible for assuring orderly, safe, and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: An EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health, or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): 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 may also be found as necessary at all SEMS EOC levels.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Application Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

Disaster Service Worker (DSW): Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active firefighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town, or district in which such fire department is located.

Disaster Support Area (DSA): A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated, or stockpiled, allocated, and dispatched into the disaster area. A separate portion

of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft, to adequate medical care facilities.

Disaster Welfare Inquiry (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

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 assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Plans/Intel Section responsible for collecting, recording, and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Broadcast System/Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

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

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods, and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

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.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

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

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency (FEMA): This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Insurance Administration (FIA): the government unit, a part of FEMA, that administers the National Flood Insurance Program.

Field Coordination Center (FCC): A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.

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

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include 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 and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Plans/Intel, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group, or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, Finance/Administration Section Chief

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is 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.

Hazard: Any source of danger or element of risk to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety.

Hazard Mitigation: A cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

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.

Incident: An occurrence or event, either human-caused or 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.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

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 the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

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

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

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

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) 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.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action: The Actions taken by resources which are the first to arrive at an incident. Initial Response: Resources initially committed to an incident.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state, or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

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

Landing Zone: (See Helispot)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels,

the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDA 2900(y).

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by

providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels 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 or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

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 to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Multi-purpose Staging Area (MSA): A predesignated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery or emergency.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region, or state level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

National Warning System: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Nuclear Incident (Fixed Facility): Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.

Office of Emergency Services (OES): The (California) Governor's Office of Emergency Services.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner's services, or emergency medical services.

Operational Area Satellite Information System (OASIS): A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

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

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Plan: As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

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 meetings are also an essential activity at all SEMS EOC levels.

Planning/Intelligence Section: (Also referred to as Plans/Intel). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

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

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer (PIO): The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Radio Amateur Civil Emergency Services (RACES): An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer (RO): An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instrument.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is predesignated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

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

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

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

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Unit: Functional unit within the Plans/Intel Section at the SEMS Field Response level 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 resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.

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

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Plans/Intel, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities. The facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

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

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves Plans/Intel, Administrative, and/or Operations purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 miles.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

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 Plans/Intel Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Plans/Intel Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.

Standardized Emergency Management System (SEMS): The system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operation Area, Region, State.

State Agency: Any department, division, independent establishment, or agency of executive branch of the state government.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

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.

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

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.

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

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 or EOC organization.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides, and disease agents; oil spills on land, coastal waters, or inland water systems; and debris from space.

The Petris Bill #1841: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

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

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Triage: A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

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

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Plans/Intel, Logistics, or Finance/Administration Sections and can be used in Operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

Wildfire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe): This includes ice storms, blizzards, and extreme cold. The National Weather Service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.

P: Acronyms

AAR	After Action Report
AAR/IP	After Action Report/Improvement Plan
AC	Area Command
ACS	Alternate Care Site
ADA	Americans with Disabilities Act
AFN	Access to Functional Needs
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
BT	Bioterrorism
BWO	Boil Water Order
CALDAP	California Disaster Assistance Program
CALWAS	California Warning System
CAO	Chief Administrative Officer
CBRN	Chemical Biological Radiological Nuclear
CCP	Casualty Collection Point
CD	Communicable Disease
CDBG	Community Development Block Grant
CDC	Centers for Disease Control
CDPH	California Department of Public Health
CDRP	Communicable Disease Response Plan
CERC	Crisis & Emergency Risk Communications
CESRS	California Emergency Radio System
CFR	Code of Federal Regulations
CHO	County Health Officer
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLETS	California Law Enforcement Telecommunications System
COOP	Continuity of Operations Plan
DA	Damage Assessment
DAC	Disaster Application Center
DAFN	Disabilities, Access, and Functional Needs
DCDC	Division of Communicable Disease Control (of CDPH)
DCFO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DMAT	Disaster Medical Assistance Team
DOC	Department Operations Center
DOD	Department of Defense
DOJ	Department of Justice
DSW	Disaster Service Worker
EAS	Emergency Alert System
EBS	Emergency Broadcast System
EDIS	Emergency Digital Information System
EMMA	Emergency Managers Mutual Aid

EMS	Emergency Medical Services
EMSA	Emergency Medical Services Authority
EMT	Emergency Medical Technician
EMT-P	Emergency Medical Technician - Paramedic
EOC	Emergency Operations Center
EOM	Emergency Operations Manual
EOP	Emergency Operating Procedure
EPA	Environmental Protection Agency
EPO	Emergency Preparedness Office
ERP	Emergency Response Plan
ERT	Emergency Response Team
ESA	Emergency Services Act
EST	Emergency Support Functions
FA	Fire Administration
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Field Coordinating Officer
FEMA	Federal Emergency Management Agency
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
FRERP	Federal Radiological Emergency Response Plan
FTS	Field Treatment Site
HAZMAT	Hazardous Materials
HCA	Health Care Agency
HCC	Health Care Coalition
HICS	Hospital Incident Command System
HO	Health Officer
HSEEP	Homeland Security Exercise & Evaluation Program
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IHSS	In Home Support Services
JEOC	Joint Emergency Operations Center
JIC	Joint Information Center
JPIC	Joint Public Information Center
JIS	Joint Information System
LHO	Local Health Officer
MCI	Mass Casualty Incident
MCM	Medical Countermeasure
MHOAC	Medical Health Operational Area Coordinator
MHOCSA	Medical Health Operations Center Support Activities
MMA	Master Mutual Aid
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC	Medical Reserve Corp

NBC	Nuclear, Biological, and Chemical
NDMS	National Disaster Medical System
NEST	Nuclear Emergency Search Team
NFA	National Fire Academy
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
OA	Operational Area
OAEOC	Operational Area Emergency Operations Center
OASIS	Operational Area Satellite Information System
OES	(Governor's) Office of Emergency Services
PHD	Public Health Department
PHEP	Public Health Emergency Preparedness
PHN	Public Health Nurse
PIO	Public Information Officer
PPE	Personal Protective Equipment
RDMHC	Regional Disaster Medical Health Coordinator
RDMHS	Regional Disaster Medical Health Specialist
REOC	Regional Emergency Operations Center
RRT	Regional Response Team
SAR	Search & Rescue
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SITREP	Situation Report
SME	Subject Matter Expert
SOC	State Operations Center
SOP	Standard Operating Procedure
START	Simple Triage and Rapid Treatment
USAR	Urban Search & Rescue
UWA	Unsafe Water Alert
VCPH	Ventura County Public Health
VMAT	Veterinary Medical Assistance Team
VOAD	Volunteer Organization Active in Disaster
WMD	Weapon of Mass Destruction

ANNEX

Department Operations Center (DOC) Standard Operating Procedure (SOP)

This SOP is a separate document maintained by VCPH. The *DOC SOP* contains all instructions, tools, and forms needed to activate, operate, and then demobilize the DOC during an emergency response.