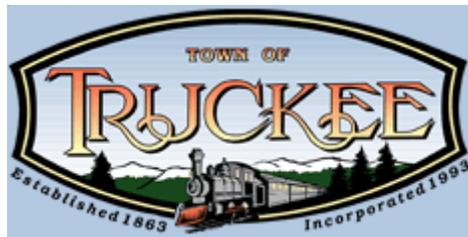


Town of Truckee

Emergency Operations Plan



10183 Truckee Airport Road
Truckee, CA 96161
(530) 582-7700
www.townoftruckee.com

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

Table of Contents

SECTION 1 – BASIC EMERGENCY PLAN

1	BASIC PLAN	9
1.1	Promulgation.....	9
1.1.1	The Basic Plan:.....	10
1.1.2	Requirements	10
2	PURPOSE & SCOPE	10
2.1	Purpose	10
2.2	Scope.....	11
3	OBJECTIVES	11
3.1	The objectives of the plan are to:	11
4	STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS).....	11
4.1	What Is SEMS?	11
4.2	Purpose of SEMS.....	12
4.3	Organizational/Response Levels and Activation Requirements	12
4.3.1	Field Response Level.....	13
4.3.2	Town/ Local Government Level	12
4.3.3	Operational Area	13
4.3.4	Regional.....	14
4.3.5	State.....	15
4.4	Features Common to all Organizational/Response Levels	15
4.4.1	Essential Management Functions.....	15
4.4.2	Management by Objectives.....	15
4.4.3	Action Planning.....	15
4.4.4	After Action Reporting	15
4.4.5	Organizational Flexibility--Modular Organization	16
4.4.6	Organizational Unity and Hierarchy of Command or Management	16

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

4.4.7	Span of Control.....	16
4.4.8	Personnel Accountability	17
4.4.9	Common Terminology.....	17
4.4.10	Resources Management.....	17
4.4.11	Integrated Communications	17
4.5	Mutual Aid.....	18
4.5.1	What is Mutual Aid?.....	18
4.5.2	Mutual Aid Systems.....	18
4.5.3	Mutual Aid Coordinators.....	18
4.5.4	Participation of Volunteer and Private Agencies.....	19
4.5.5	Emergency Facilities used for Mutual Aid.....	19
4.6	Overview of SEMS Response.....	20
4.6.1	Local Incident within Capability of Local Government/Town	20
4.6.2	Single Jurisdiction Incident.....	20
4.6.3	Major Single Jurisdiction Disaster	21
4.6.4	Major Area-Wide Disaster--Damage in Multiple Operational Areas.....	21
5	AUTHORITIES AND REFERENCES.....	23
5.1	Town of Truckee.....	22
5.2	State of California	23
5.1.1	California Government Code, Section 3100, Title 1, Division 4, Chapter 4.	23
5.1.2	The California Emergency Plan	23
6	DEFINITIONS.....	24
6.1	Incidents, Emergencies, and Disasters.....	24
6.1.1	Incident	24
6.1.2	Emergency.....	24
6.1.3	Disaster.....	25
7	RESPONSE LEVELS	25
7.1	Response Levels are used to describe the type of event:.....	25
7.1.1	Response Level 1 - Local Emergency	25
7.1.2	Response Level 2 - Local Disaster	25
7.1.3	Response Level 3 - Major Disaster	26
7.2	Response Level Diagram.....	27

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

8	EMERGENCY PHASES	28
8.1	General Information Regarding Emergencies	27
8.1.1	Mitigation Phase	28
8.1.2	Preparedness Phase.....	28
8.1.3	Response Phase	28
8.1.4	Recovery Phase	29
9	EMERGENCY PROCLAMATIONS.....	29
9.1	Local Emergency.....	29
9.2	State of Emergency	30
9.3	State of War Emergency	31
9.4	Sample Proclamation	32
10	HAZARD VULNERABILITY ASSESSMENTS/RISK ANALYSES	33
10.1	Hazard Risks.....	33
10.2	Geology and Seismic Hazards.....	35
10.2.1	Earthquakes.....	35
10.2.2	Steep Slopes	36
10.3	Hydrology and Flooding	36
10.4	Snow Avalance.....	37
10.5	Wildfire	37
10.6	Hazardous Materials	37
10.7	Airport Safety	38
10.8	Severe Weather.....	38
10.9	Terrorism Event	38
11	PLAN MAINTENANCE AND TRAINING	40
11.1	Emergency Operations Plan Maintenance	40
11.2	Training Program.....	40
11.2.1	Orientation	40
11.2.2	SEMS Required EOC Exercises.....	41

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

SECTION 2 – EMERGENCY OPERATIONS CENTER

1.	Emergency Structure.....	43
1.1	Overall Emergency Structure	43
2.	Emergency Operations Center	43
2.1	Explanation of the EOC.....	43
	Emergency Operations Organizational Chart.....	44
2.2	EOC Positional Definitions	45
	Director of Emergency Services.....	45
	Public Information Officer (PIO)	45
	Liaison Officer	45
	EOC Facility Manager / Safety Officer	45
	Legal Officer	46
	Operations Section Chief	46
	Law Enforcement Unit.....	46
	Fire / Medical Unit.....	46
	Public Works Unit	46
	Planning and Intelligence Section Chief	46
	Situation Status Unit.....	47
	Resource Status Unit.....	47
	Damage Assessment Unit.....	47
	Logistics Section Chief	47
	Supplies Unit.....	47
	Personnel Unit	48
	Care and Shelter Unit.....	48
	Transportation Unit.....	48
	Utilities Unit	48
	Finance and Administration Section Chief	48
	Compensation and Claims Unit	48
	Cost Unit	48
	Time Unit.....	49
2.3	Emergency Operations Center Diagram	50
2.4	EOC Activation and Set-Up Procedure.....	51
2.5	When the EOC is Activated.....	52
2.6	EOC Closeout Checklist.....	53

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

SECTION 3 – EMERGENCY OPERATIONS CENTER
POSITIONAL CHECKLISTS

Director of Emergency Services	55
Public Information Officer.....	57
EOC Facility Manager / Safety Officer	59
Liaison Officer	61
Legal Officer.....	62
Operations Section Chief.....	63
Law Enforcement Unit Leader.....	65
Fire / Medical Unit Leader.....	67
Public Works Unit Leader	69
Planning and Intelligence Section Chief.....	71
Situation Status Unit Leader	73
Resource Status Unit Leader	75
Damage Assessment Unit Leader	77
Documentation Unit Leader.....	79
Logistics Section Chief.....	80
Supplies Unit Leader.....	83
Personnel Unit Leader	85
Care and Shelter Unit Leader.....	87
Transportation Unit Leader	89
Utilities Unit Leader	91
Finance and Administration Section Chief	93
Compensation & Claims Unit Leader	94
Cost Unit Leader	96
Time Unit Leader	97

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

SECTION 4 - ICS FOR FIELD SITUATIONS

1.1	IC Structure Chart (Generic as required by SEMS).....	99
1.2	General ICS Information.....	99
1.3	ICS Organization	100
1.4	Incident Facilities	102
1.5	Incident Action Plan.....	102
1.5.1	Essential Action Plan Elements	103

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

APPENDICES

APPENDIX 1 - Town EOC Personnel Assignments

APPENDIX 2 - Hazard Specific Checklists

APPENDIX 3 - Emergency Operations Center Forms

APPENDIX 4 - Glossary and Acronym List

APPENDIX 5 - City / County EOC Contact Information

APPENDIX 6 - KTKE Operating Instructions

ANNEXES

ANNEX A Town Council Duties and Responsibilities

ANNEX B Nevada County Evacuation Guide

ANNEX C Placer County Eastern Slope Emergency Evacuation Plan (DRAFT)

ANNEX D Recovery Operations Manual

ANNEX E Family Disaster Preparedness

ANNEX F Town Disaster Ordinance

SECTION 1

BASIC PLAN

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

1 Basic Plan

1.1 Promulgation

Letter of Promulgation

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

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

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

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

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

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System by the Town of Truckee. This emergency operations plan will become effective on approval by the Town Council.

Tony Lashbrook
Town Manager
Director of Emergency Services

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

1.1.1 The Basic Plan

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

The Basic Plan:

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

1.1.2 Requirements

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

2 Purpose & Scope

2.1 Purpose

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.2 Scope

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

3 Objectives

3.1 The objectives of the plan are to:

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

4 Standardized Emergency Management System (SEMS)

4.1 What Is SEMS?

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

- Field Response
- Local Government (Cities and Special Districts)

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Operational Area (County)
- Regional
- State

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

4.2 Purpose of SEMS

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

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

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

4.3 Organizational / Response Levels and Activation Requirements

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

4.3.1 Field Response Level

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

4.3.2 Local Government Level

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

Operations Center is activated or a local emergency is declared or proclaimed in order to be eligible for State funding of response-related costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity.

4.3.3 Operational Area Level

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

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

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

The County is the Operational Area, and will be the focal point for information transfer and support requests by cities within the County. The County Executive is in charge of the Operational Area. In the event of a major disaster, the County emergency organization will operate under a Unified Command Structure.

4.3.4 Regional Level

Because of its size and geography, the state has been divided into three Regions. The purpose of the Regions is to provide for the more effective application and coordination of mutual aid and other emergency related activities. Truckee is in the Inland Region, co-located with the State's Emergency Operations Center in Sacramento. In SEMS, the regional level manages and coordinates information and resources among operational areas within the Region, and also between the Operational Areas and the State level. The regional level also coordinates overall State agency support for emergency response activities within the Region.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

4.3.5 State Level

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

4.4 Features Common to all Organizational Response Levels

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

4.4.1 Essential Management Functions

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

4.4.2 Management by Objectives

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

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

4.4.3 Action Planning

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

- **Incident Action Plans:** At the field response level, written or verbal incident action plans contain objectives reflecting the overall incident strategy and specific tactical action and supporting information for the next operational period. Incident

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

action plans are an essential and required element in achieving objectives under ICS.

- **EOC Action Plans:** At local, Operational Area, Regional and State levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

4.4.4 After Action Reporting

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

4.4.5 Organizational Flexibility--Modular Organization

The intent of this SEMS feature is that at each SEMS level: 1) only those functional elements that are required to meet current objectives need to be activated, and 2) that all elements of the organization can be arranged in various ways within or under the five SEMS essential functions.

The functions of any non-activated element will be the responsibility of the next highest element in the organization. Each activated element must have a person In-charge of it. However, one supervisor may be in charge of more than one functional element.

4.4.6 Organizational Unity and Hierarchy of Command or Management

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

4.4.7 Span of Control

Maintaining a reasonable span of control is the responsibility of every supervisor at all SEMS levels. The optimum span of control is one to five, meaning that one supervisor has direct supervisory authority over five positions or resources. The recommended

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

span of control for supervisory personnel at the field response level and all EOC levels should be in the one-to-three to one-to-seven range. A larger span of control may be acceptable when the supervised positions or resources are all performing a similar activity.

4.4.8 Personnel Accountability

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

4.4.9 Common Terminology

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

4.4.10 Resources Management

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

4.4.11 Integrated Communications

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

4.5 Mutual Aid

4.5.1 What is Mutual Aid?

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

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

4.5.2 Mutual Aid Systems

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

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

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

4.5.3 Mutual Aid Coordinators

The basic role of a Mutual Aid Coordinator is to receive Mutual Aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level. Mutual Aid requests that do not fall into one of the discipline-specific Mutual Aid systems are handled through the Emergency Services Mutual Aid System by emergency management staff at the local government, Operational Area, Regional, and State levels. Agencies may be requested to send representatives to the Regional EOC to assist OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated Mutual Aid Coordinators.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

4.5.4 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, Salvation Army and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the Mutual Aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs.

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

Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs at the appropriate SEMS level.

4.5.5 Emergency Facilities used for Mutual Aid

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

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

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

Incident Facilities: Incoming resources may be sent to staging areas, other incident facilities, or directly to an incident depending on the circumstances.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

4.6 Overview of SEMS Response

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

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

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

4.6.1 Local Incident within Capability of Local Government

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

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

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

4.6.2 Single Jurisdiction Incident—Local Government Requires Additional Resources

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

Local Government: Supports incident commanders with available resources. The local government Emergency Operations Center is activated. Local government and special districts notify the Operational Area. Resources are requested through Operational Area

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

emergency management staff and appropriate Mutual Aid Coordinators. (In some cases, Mutual Aid may be obtained directly from neighboring local governments under local Mutual Aid agreements.) Local government and special districts retain responsibility for managing the response.

Operational Area: Operational Area emergency management staff and Mutual Aid coordinators locate and mobilize resources requested by local government or special districts. Emergency management staff and Mutual Aid Coordinators generally operate from normal departmental locations for handling limited resource requests, and the EOC is not activated. Emergency management staff and Mutual Aid Coordinators will communicate with each other as needed to coordinate resource mobilization. If requested by the affected local government, emergency management staff will activate the operational area EOC and notify the OES Regional Administrator.

4.6.3 Major Single Jurisdiction Disaster--Local Government Requires Additional Resources

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

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

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

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

State: State Operations Center is activated. State OES staff monitor situation.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

4.6.4 Major Area-Wide Disaster–Damage in Multiple Operational Areas

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

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

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

Regional: OES Regional Administrator activates Regional Emergency Operations Center (REOC) and notifies State Headquarters. REOC staff and Regional Mutual Aid Coordinators locate and mobilize resources available within the Region and from State agencies. Additional resources are requested through the State Operations Center. State agency representatives are requested for the REOC to assist in coordinating support to the disaster area. REOC monitors situation and updates State Operations Center.

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

5 Authorities and References

5.1 Town of Truckee Municipal Code

5.1.1 Chapter 2.50 - Disaster Relief (Refer to ANNEX – F)

5.1.2 Section 2.50.010 - General Purposes

The purpose of this chapter is to provide for the preparation and carrying out of plans for the protection of persons and property within the Town in the event of the emergency or disaster conditions hereafter referred to; the direction of the disaster organization; and the coordination of the disaster functions of the Town with the count and with all other public agencies, corporations, organizations, and affected private persons.

5.2 State of California

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

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

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

5.3 The California Emergency Plan

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

6 Definitions

6.1 Incidents, Emergencies, and Disasters.

6.1.1 Incident

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

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. While not yet meeting disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

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

6.1.2 Emergency

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

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

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

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

6.1.3 Disaster

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

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

7 Response Levels

7.1 Response Levels are used to describe the type of event:

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

7.1.1 Response Level 1 – Local Emergency

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

7.1.2 Response Level 2 - Local Disaster

Local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A Local Emergency is proclaimed and a State of Emergency might be proclaimed. Several departments as well as other jurisdictional agencies need close coordination. The Emergency Operations Center is activated to coordinate emergency response. EOC activities may include but are not limited to:

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

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

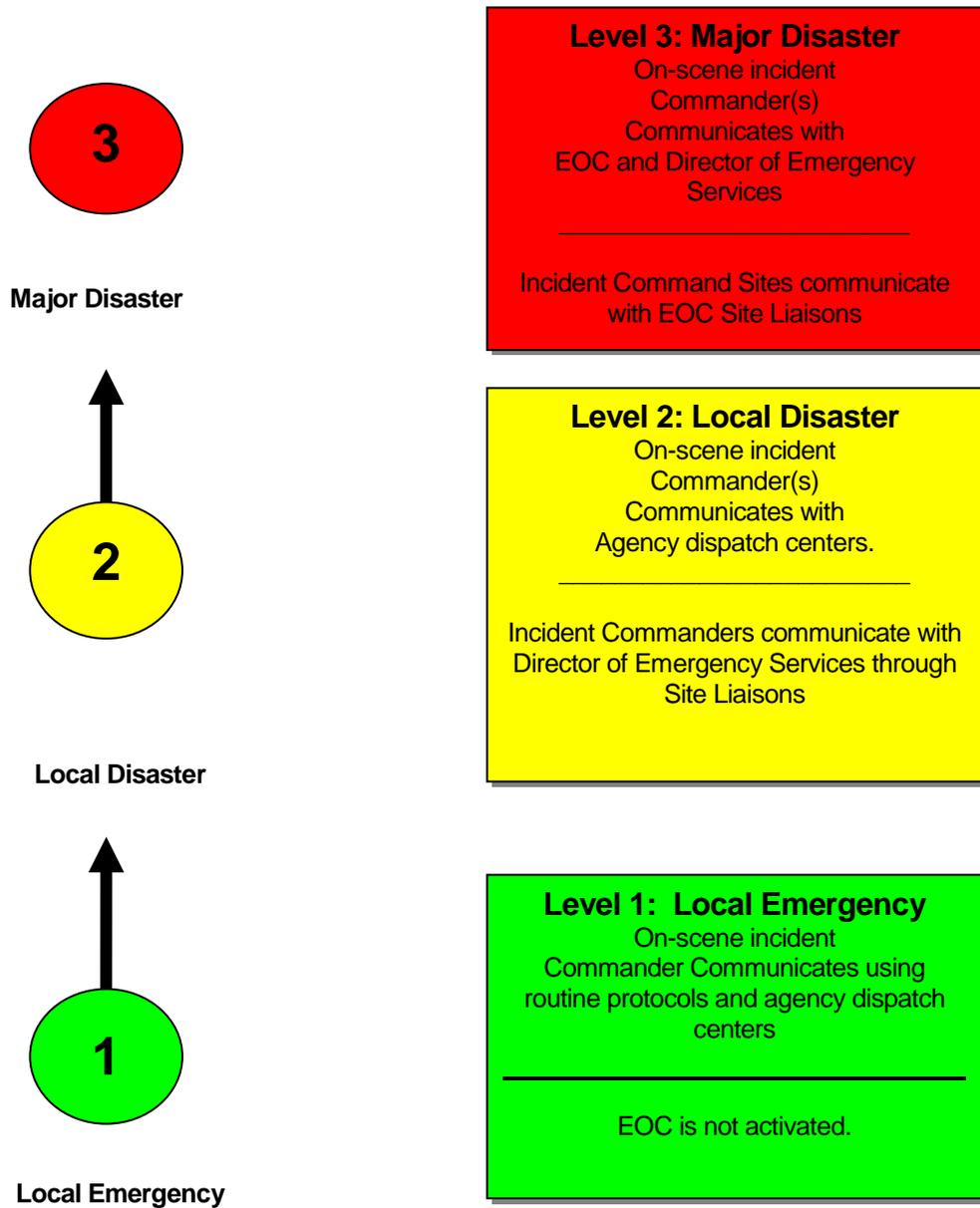
Direction is decentralized: Incident Command Systems are established and continue to report through agency dispatch centers. Agency dispatch centers or liaison personnel provide information to the Emergency Operations Center.

7.1.3 Response Level 3 - Major Disaster

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

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

7.2 Response Level Diagram



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

8 Emergency Phases

8.1 General Information Regarding Emergencies

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

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

8.1.1 Mitigation Phase

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

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

8.1.2 Preparedness Phase

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

8.1.3 Response Phase

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

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

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

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

8.1.4 Recovery Phase

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

9 Emergency Proclamations

9.1 Local Emergency

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

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

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

- Request that the Governor declare a State of Emergency

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request state agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure to perform. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

9.2 State of Emergency

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

- Conditions of a disaster or extreme peril exist that threaten the safety of persons and property within the state caused by natural or man made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authority is inadequate to cope with the emergency.
- When the Governor declares a State of Emergency:
 - Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city or county.
 - The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.
 - Jurisdictions may command the aid of citizens as deemed necessary to cope with the emergency.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- The Governor may suspend the provisions of orders, rules, or regulations of any state agency, any regulatory statute, or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of the office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

9.3 State of War Emergency

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

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

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

9.4 Sample Proclamation

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

WHEREAS, Section 2.50.180 of the Truckee Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when said Town area is affected or likely to be affected by a public calamity and the Town Council is not in session; and

WHEREAS, the Director of Emergency Services of Truckee does hereby find:

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

_____;

And that the Town Council of Truckee is not in session;

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

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

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

BY: _____

DIRECTOR OF EMERGENCY SERVICES

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

10 Hazard Vulnerability Assessments/Risk Analyses

10.1 Hazard Risks

The Town of Truckee recognizes that the planning process must address each hazard that threatens the Town. Truckee is vulnerable to a wide range of threats. There are three broad categories of hazards: natural, technological or man-made and national security.

The Town of Truckee, with its varying topography, mix of urban and rural areas, rapidly growing permanent population, and transient and recreational population is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the Town of Truckee are as follows:

Natural Hazards

- Earthquakes
- Floods
- Wildland fires
- Landslides
- Extreme weather and storms (Snow)
- Avalanche

Technological and Man-made Hazards

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

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

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

Likelihood of Occurrence

Severity

Hazard	Likelihood of Occurrence			Severity		
	Infrequent	Sometimes	Frequent	Low	Moderate	High
Dam Failure	X				X	
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wildland Fire	X				X	X
Floods		X		X	X	
HazMat			X	X	X	X
Landslides		X		X	X	
Civil Disturbance	X			X		
Extreme Weather			X	X	X	X
Aircraft Crash		X		X	X	X
Train Accident	X			X	X	X
Major Vehicle Accident			X	X	X	
Terrorism	X				X	X
Avalanche		X		X	X	

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

10.2 Geology and Seismic Hazards

10.2.1 Earthquakes

As with most places in California, Truckee is subject to some hazard from seismic activity. However, this risk is relatively low compared to other places in the State. Faults located near Truckee include the Mohawk Valley Fault, the southern section of which lies approximately 20 miles northwest of Truckee in Sierra County and the Dog Valley Fault, which extends in from Dog Valley (approximately 20 miles northeast of Truckee) southwest to near Donner Lake. Several small trace faults are also located within the Town limits. None of these faults are designated as Alquist-Priolo Special Study Zones, which identify fault areas considered to be of greatest risk in the state. A 1986 study by the California Bureau of Reclamation concluded that the Dog Valley Fault and Mohawk Valley Faults could result in a maximum credible earthquake of 6.75 and 7.0 magnitude respectively.

There has been seismic activity felt in Truckee in recent years, including a magnitude 6+ earthquake in 1966, a magnitude 3.6 earthquake in 1998, and a magnitude 4.5 earthquake centered six miles south of Truckee in June of 2004.

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

10.2.2 Steep Slopes

Steep slopes (thirty percent or greater) limit development in several areas of Truckee, including some places along the Truckee River, the ridges and hillsides north and west of Downtown, the ridges north of Gateway and north and west of Donner Lake, and areas around Alder Hill. These steep slope areas, particularly where they occur in conjunction with weak soils, may present a significant hazard in Truckee, although no detailed study has been completed or landslide hazard in Nevada County.

10.3 Hydrology and Flooding

Flooding is a serious concern in several parts of Truckee, particularly within those areas identified as falling within Federal Emergency Management Agency (FEMA) 100-year flood zones. These include areas around the Donner Lake shore, along Donner Creek, lower Trout Creek, and Cold Creek, and along the Truckee River. Along the Truckee River, the 100-year flood zone extends as far as 300 feet from the banks of the river.

Three dams, located at Prosser Reservoir, Boca Reservoir, and Stampede Reservoir, are located just north of Truckee. A smaller dam is also located at Donner Lake, and another at Martis Creek Lake, south of the town. While each of these dams has the potential to fail and to release a volume of water that could result in severe short-term flooding, Truckee would not be significantly affected by potential inundation. Based on recent modeling completed by the US Bureau of Reclamation, maximum outflow from a failure of the Prosser, Boca and Stampede dams would back-flow upstream into the Truckee River about two miles from their associated confluences, and would be contained in the main channel of the Truckee River between three and five miles from their source, depending on which dam provides the source.

Failure of the Prosser Dam would result in backflow to about half a mile downstream of the Truckee sewage plant (about 3 .5 miles from Downtown Truckee). It is anticipated that a segment of Interstate 80 and the railroad, near the confluence of Prosser Creek in the Truckee River Canyon would be inundated by such a failure. Failure of the Stampede Dam or Boca Dam would result in backflow to the confluence of Prosser Creek, about five miles south of Downtown.

Inundation from dam failure at Donner Lake is not considered to pose a serious threat to Truckee, given the relatively small volume of water contained in Donner Lake (approximately 9,500 acre feet, compared to about 41,000 acre feet in Boca Reservoir alone). The California Department of Water Resources is undertaking improvements to the Donner Lake Dam, which should provide additional safeguards against seismically-induced failure

A seiche is a stationary wave, associated with a lake or semi-enclosed body of water usually caused by strong winds and/or changes in barometric pressure. Although

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Donner Lake is located in Truckee, and a number of reservoirs are nearby, the risk of flooding associated with seiche is considered minimal due to the relatively low levels of seismic activity locally and the small size these water bodies.

10.4 Snow Avalanche

The degree of potential hazard from snow avalanche in Truckee is related to a number of localized conditions, including steepness of slope, exposure, snow pack composition, recent weather factors such as wind, temperature, and rate of snowfall and other interacting factors. Three avalanche hazard areas are mapped in Truckee. They include an area at the west end of Donner Lake, and another south of the lake just west of the Donner Memorial State Park, as well as a smaller area at the southeast edge of Tahoe Donner.

10.5 Wildfire

The entire Truckee area is considered to be in a high fire hazard severity zone, as defined by the California Department of Forestry (CALFIRE), although risks are particularly pronounced in certain parts of the community, particularly where homes are located within areas of dense vegetation and forest land, and where steep slopes and other similar conditions exist. Calculation of threat from wildfire hazard is based on a number of combining factors including fuel loading (vegetation), topography, and climatic conditions such as winds, humidity and temperature. Residents of Truckee's rural residential areas may be at greater risk from wild-land fire hazard due to access difficulties for fire-fighting equipment and personnel in more remote areas narrow rural roads, and hilly terrain.

The Truckee Fire Protection District was an active participant in the development of the Nevada County Fire Plan, which was accepted in May 2005. The Fire Plan includes an extensive series of recommendations aimed at reducing wild-land fire risk in the County, including fuel management and defensible space enforcement strategies, public education, infrastructure improvements to increase fire-fighting capacity, and coordination with local agencies in ensuring consistent and effective wild-land fire mitigation efforts.

10.6 Hazardous Materials

Hazardous materials include a wide variety of substances commonly used in households and businesses. Used motor oil, paint, solvents, lawn care and gardening products, household cleaners, gasoline and refrigerants are among the diverse range of substances classified as hazardous materials. Nearly all businesses and residences generate some amount of hazardous waste; certain businesses and industries generate larger amounts of such substances, including gas stations, automotive service and repair shops, printers, dry cleaners and photo processors. Hospitals, clinics and laboratories generate medical waste, which is also potentially hazardous.

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

Usage, storage and transportation of hazardous wastes is heavily regulated by federal, State and local agencies, including the California Department of Toxic Substances Control, which is authorized to implement the regulations of the Federal Environmental Protection Agency. The Nevada County Environmental Health Department monitors commercial storage and use of hazardous materials, including issuing permits for use and storage of significant quantities of hazardous materials or substances.

10.7 Airport Safety

The Truckee-Tahoe Airport, which is owned and operated by the Truckee Tahoe Airport District, is located outside of Truckee town limits, straddling the boundary between Nevada and Placer Counties. It is a General Aviation facility that serves as a regional center for private and charter aviation activity.

10.8 Severe Weather

Residents and travelers in the Sierra Nevada Mountains endure some of the most severe winter weather in the world: Snowfall measured in feet, wind gusts in excess of 180 mph, destructive avalanches and wind chills far below zero. For more than 150 years, people have battled the Sierra's storms. During most winters, storms lash California with torrential rain; which translates into incredibly deep snow depths in the High Sierras.

The annals of Sierra weather history are replete with ferocious storms that have impacted humans who lacked the skills to survive in such inhospitable conditions. The California-bound Donner Party wagon train of 1846 was trapped at Truckee's Lake by heavy October snowstorms, which trapped them east of the pass for four months. The snow pack peaked at more than 20-feet deep at the lake that winter, and ultimately cost 42 men, women and children their lives. Relentless storms during the winter of 1951-52 dumped 65 feet of snow on Donner Summit, causing the *City of San Francisco* luxury streamliner train to become mired in deep snow drifts and was trapped for three days and nights.

Because of this, the Town of Truckee works with Caltrans and other agencies to coordinate the establishment of appropriate emergency access routes through the Town when closure of Interstate 80 and other highways is necessitated by weather-related emergencies.

10.9 Terrorism Event

According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property. However, based on the events surrounding

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

September 11, 2001, there is an increasing threat of WMD (Weapons of Mass Destruction) incidents, including Nuclear, Biological, and Chemical attacks against civilian targets.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

11 Plan Maintenance and Training

11.1 Emergency Operations Plan Maintenance

The Town of Truckee's Emergency Operations Plan is designed for efficient update and additions. The responsibility of maintaining the document is assigned to the Director of Emergency Services (Town Manager).

The Director of Emergency Services, or his/her designee, will conduct a thorough review of the plan annually. Updates shall be distributed every year as needed or when there are significant changes.

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

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

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

11.2 Training Program

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

11.2.1 Orientation

All new Town employees should review the Plan upon hire, and attend field or EOC emergency training when practical.

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

11.1.2 SEMS Required EOC Exercises and After Action Reports

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

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

SECTION 2

EMERGENCY OPERATIONS CENTER

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

1 Emergency Organization

1.1 Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. The Town of Truckee's emergency response organization is based on these functions.

2 Emergency Operations Center (EOC)

2.1 Explanation of the EOC

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

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

The EOC is organized according to SEMS, as noted earlier in this plan. The Director of Emergency Services and the Section Chiefs serve as the EOC management team, along with the Public Information Officer, Facility Manager/Safety Officer, and Liaison Officer.

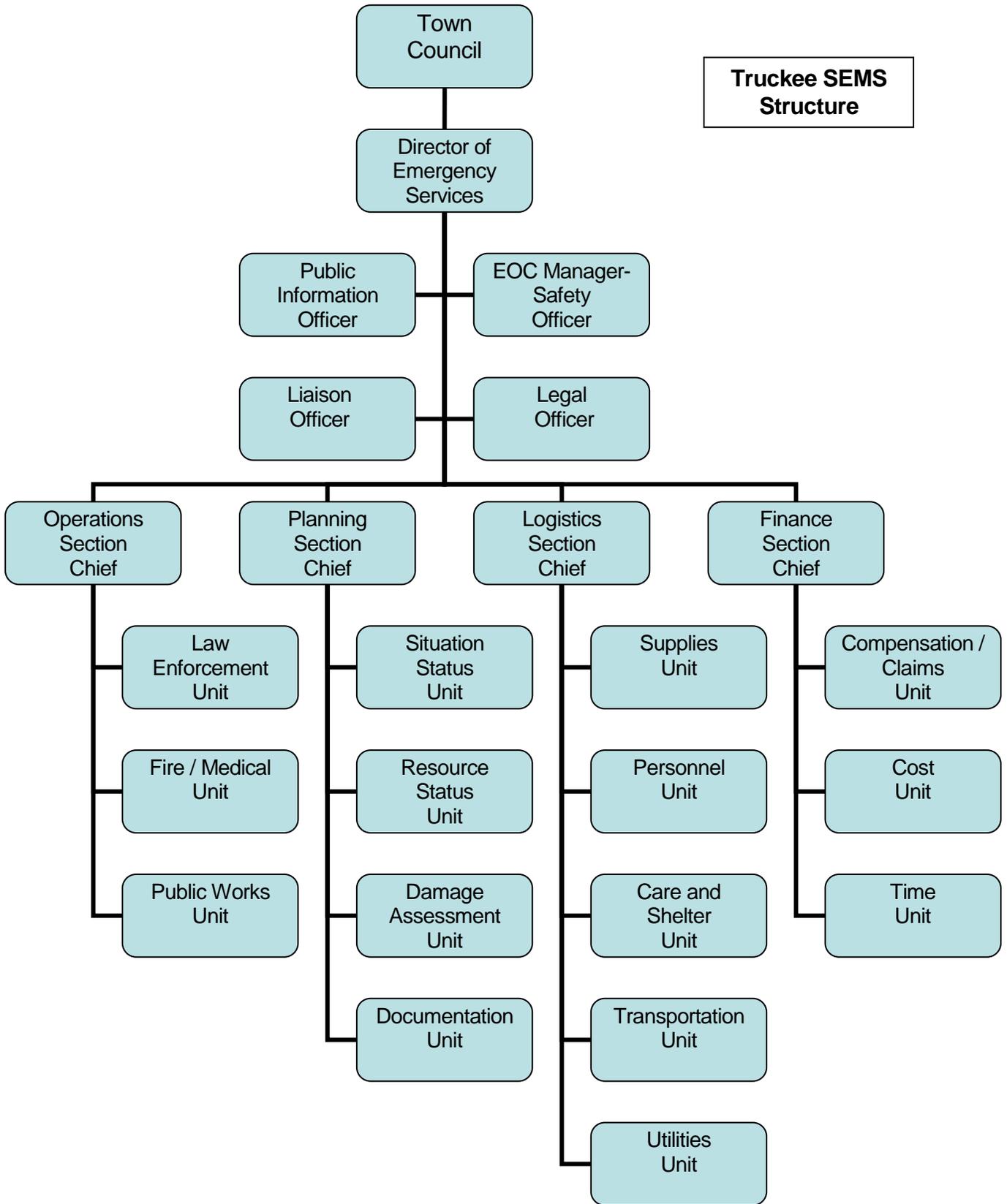
Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted in the field using the Incident Command System.

It is recommended that the EOC be configured as closely as possible to the diagram listed in this Section. However, in the event of a disaster where the Town Hall is not accessible, this location may be moved at the discretion of the Director of Emergency Services.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

**Truckee SEMS
Structure**



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.2 EOC Positional Definitions

Director of Emergency Services

From the EOC, the Director of Emergency Services constantly assesses the situation and knows what resources are available. He/she determines strategy for implementing the plan to handle the incident, and monitors how well (or poorly) the plan is working. Adjustments to the plan can be made to meet the realities of the situation. In addition, he/she makes sure that the response is being fully documented for legal and financial reasons. The Director of Emergency Services coordinates all response activities through the section chiefs, and keeps the Town Council informed of the progress and strategies being implemented during the response. Continuity and efficiency require that the Director of Emergency Services be in the EOC (or in close proximity) throughout the response.

Public Information Officer (PIO)

The PIO is authorized to speak for the Town as directed by the Director of Emergency Services. If possible, Incident Commanders should refer media inquiries to the PIO. If an immediate response from the Town is required and the PIO is not accessible, the Director of Emergency Services or a field Incident Commander should prepare a statement.

Liaison Officer

Direct representative of the Director of Emergency Services, the Liaison is the conduit for information flow between the Town and other jurisdictions. During an emergency, the Liaison must be available to the Director of Emergency Services at all times. Also serves as the point of contact for assisting and cooperating with agency representatives (fire, law enforcement, public works, Caltrans, Red Cross).

EOC Facility Manager / Safety Officer

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Legal Officer

The Legal Officer is the Town Attorney or his/her designate. The Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

Operations Section Chief

Responsible for coordinating emergency operational units: Police, Fire, Medical, and Public Works. The Operations Chief is responsible for activating the operations element of the Action Plan.

Law Enforcement Unit

The mission of the Law Enforcement Unit is to provide warning information, evacuate citizens, control traffic and to provide security. The Law Enforcement Unit also enforces temporary rules, laws, and controls crime. It may also assist the coroner in the identification of remains and in the operation of a temporary morgue.

Fire / Medical Unit

The primary mission of the Fire / Medical Unit is the prevention, rescue, suppression and control of fires. In addition, they will determine the medical needs of the Town and coordinate with the Nevada County Emergency Operations Center for the appropriate medical response. Also, as the availability of personnel permits, it supports medical treatment at Fire or Aid Stations, conducts rescue operations with the assistance of Public Works and other outside agencies as required for heavy rescue.

Public Works Unit

The Public Works Unit is responsible for maintaining the Town's infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, bridges and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation as needed.

Planning and Intelligence Section Chief

The Planning and Intelligence Section is managed by the Planning and Intelligence Section Chief, who is responsible for the collection, evaluation, documentation, and dissemination of incident information in the EOC. Also, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Situation Status Unit

Gathers information and displays it in the EOC. Makes predictions and provides other information. Works with other sections to set priorities and plan strategy. Tracks personnel, equipment and supplies but does not actually provide these.

Resource Status Unit

The Resource Status Unit receives, records, and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs. This unit cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Logistics Section (to order additional resources). The Resource Status Unit also posts and keeps current all information on the resource status display boards and maps in the Emergency Operations Center.

Damage Assessment Unit

The Damage Assessment Unit collects damage information and prepares a damage assessment report for the Director of Emergency Services and other people and agencies that need damage information.

Documentation Unit

The Documentation Unit maintains files and copies of all EOC messages; maintains and stores all documents relating to the emergency; maintains the official history of the emergency; assists in preparation of situation summaries and damage assessment reports; provides duplication services as required; prepares an AFTER ACTION REPORT at the deactivation of the EOC.

Logistics Section Chief

The Logistics Section Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, transportation, equipment and supplies.

Supplies Unit

The Supply Unit is under the direction of the Logistics Chief and is primarily responsible for ordering, receiving, inventory, storage and distribution of supplies for the incident; and servicing non-expendable supplies and equipment.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Personnel Unit

Assigns employees and volunteers to the response effort and organizes assistance coordinated through the Town EOC. Provides staff support as needed.

Care and Shelter Unit

Provides for the food, clothing and shelter needs for victims of the emergency; and for Town employees and their families if needed. Also, establishes a central name registration for displaced and sheltered citizens.

Transportation Unit

Coordinates the allocation of transportation resources required to move people, equipment and essential supplies. Coordinates the maintenance of all Town owned equipment and agencies assisting the Town.

Utilities Unit

The Utilities Unit Leader, under the direction of the Logistics Chief, is responsible for providing emergency power, natural gas, water, and waste management for the EOC and Town departments. The Utilities Unit Leader will coordinate with County OES and other appropriate utility agencies as required.

Finance & Administration Section Chief

Provide advice and support to Director of Emergency Services regarding financial issues; insure that adequate records are maintained to support requests for State and federal assistance; track time worked by all emergency personnel involved in the incident; provide cost analysis and projections.

Compensation & Claims Unit

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

Cost Unit

The Cost Unit leader is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Time Unit

The Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.3 Emergency Operations Center Diagram

EOC Diagram to be Inserted

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.4 EOC Activation and Set-Up Procedure

- Check in with EOC Director to determine level of EOC activation.
- Set up tables according to the EOC set up diagram. A full scale set up of the EOC may not be necessary. We may only need to set up a few tables and telephones.
- EOC supplies are kept in the storage room behind the Council dais.
- Set up a table inside the door of the EOC for sign in sheet and put a sign in sheet on the table. Make a sign in sheet if you can't find one.
- Turn on the computer at the staff table and the large screen projector.
- Turn on television in the back of the EOC to initially monitor news reports.
- Set up scanner and Police Department Radio (cable jack for antennae is below the large screen).
- If necessary contact the Police Department to set up a computer to show calls for service on the large screen.
- Wheel out cart with EOC supplies and place to the side of the room. Boxes are labeled according to function. Place boxes with supplies on the table of the appropriate section. Staff for the various functions will unpack their own supplies.
- The Fire Department has a laptop and other equipment in the EOC storage room. Fire Dept. staff will unpack their equipment.
- There are telephones in the various boxes. Plug phones in and check to see if the phones are working. Telephone wall jacks are located near the various functional areas.
- There are a number of dry erase boards in the storage room. Place a dry erase board at each functional area.
- If computers will need to be set up call IT Coordinator.
- EOC computers are located in the Information Technology (IT) Coordinator's Office on a cart and are labeled "EOC Computers." Wheel this cart into the EOC. Computers will be set up by IT Coordinator.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.5 When the EOC is activated

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

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

EOC Activation Guide				
Level	Conditions	EOC Duties	Activation	Actions
0	<ol style="list-style-type: none"> 1. No potential severe weather 2. No increasing international tension 3. No increasing national or local tension 4. No increasing probability of hazard 	<ol style="list-style-type: none"> 1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts. 	<ol style="list-style-type: none"> 1. No to minimal staff in normal operations 	<ol style="list-style-type: none"> 1. No actions.
1	<ol style="list-style-type: none"> 1. Possibility of local unrest 2. Severe weather watch is issued 3. Situational conditions warrant 4. Small incidents involving one facility 5. Earthquake advisory 6. Flood watch 	<ol style="list-style-type: none"> 1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary 	<ol style="list-style-type: none"> 1. Only basic support staff or as determined by Director of Emergency Services 	<ol style="list-style-type: none"> 1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
2	<ol style="list-style-type: none"> 1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials incident requiring evacuation 8. Imminent earthquake alert 	<ol style="list-style-type: none"> 1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel 	<ol style="list-style-type: none"> 1. Staffed as situation warrants and liaison to other agencies 2. Primary EOC personnel will be available and check-in regularly 	<ol style="list-style-type: none"> 1. Briefings to Town Executive staff 2. EOC begins full operation
3	<ol style="list-style-type: none"> 1. International crisis deteriorated to the point that widespread disorder is probable 2. Civil disorder with relatively large scale localized violence 3. Hazardous conditions that affect a significant portion of the Town 4. Severe weather is occurring 5. Verified and present threat to critical facilities 6. Situational conditions warrant 7. Major emergency in the Area or Region 8. Incidents occurring involving heavy resource involvement 9. Major earthquake 	<ol style="list-style-type: none"> 1. Brief arriving staff on current situation 2. Facilitate EOC staff 	<ol style="list-style-type: none"> 1. As determined by the Director of Emergency Services 2. EOC essential and necessary staff 3. Key department heads 4. Required support staff 	<ol style="list-style-type: none"> 1. As situation warrants

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.6 EOC Closeout Checklist

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

SECTION 3

EMERGENCY OPERATIONS CENTER POSITIONAL CHECKLISTS

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Management Section

Director of Emergency Services

Responsible for the overall management of the incident through its completion or until officially relieved of command. Oversees the development and implementation of strategic decisions, and approves ordering and release of resources. Has complete authority and responsibility for conducting the overall operation.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Public Information Officer

Responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations.

Action Checklist

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

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

EOC Facility Manager / Safety Officer

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

Action Checklist

- Identify yourself as EOC Facility Manager / Safety Officer.
- Read this entire checklist.
- Contact the Director of Emergency Services to determine status of EOC needs.
- Assist in setting up EOC if required.
- Contact other Section Chiefs for each unit's specific needs.
- Obtain assistance from Town staff as needed.
- Procure EOC supplies as needed.
- Repair EOC equipment as needed.
- Insure EOC security through the Law Enforcement, making sure all personnel have proper identification.
- Assist Section Chiefs as required.
- Establish contact with all EOC sections, advising personnel to notify you of unsafe working conditions.
- Work with Logistics Section to obtain needed safety equipment for field and EOC personnel (ex: gloves, hard hats, flashlights, reflective vests, etc.)
- Record and advise Director of Emergency Services of unsafe working conditions you have been unable to resolve.
- At the conclusion of the event, insure that the EOC is re-stocked and all equipment is in proper working order.

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Liaison Officer

Acts as point of contact for personnel who have been assigned to the event response from assisting or cooperating agencies. This may include, but is not limited to Law Enforcement agencies, Fire Services, Public Works, Water Districts, Red Cross, hospitals, schools, etc. Ensures that these people are informed and involved in the event response.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Legal Officer

The Legal Officer is the Town Attorney or his/her designate. The Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director of Emergency Services in declaring a local emergency and implementation of emergency powers.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Operations Section

Operations Section Chief

Responsible for the management of all tactical operations directly applicable to the primary mission. Coordinates the emergency operation units. Activates and supervises the organizational elements in accordance with the Incident Action Plan.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Law Enforcement Unit Leader

The Law Enforcement Unit provides warning information, evacuates citizens, controls traffic, and provides security. The Unit also enforces temporary laws and controls crime.

Action Checklist

- Identify yourself as Law Enforcement Unit Leader.
- Read this entire CHECKLIST.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check telephones and radios.
- Establish Law Enforcement Unit and staff for extended operations. Mobilize Reserves and volunteers.
- Request that all Town facilities are being checked for damage and problems.
- If appropriate, move emergency vehicles to open areas to avoid damage from aftershocks.
- Check to see if aerial reconnaissance has been launched by Nevada County.
- Contact County for status on other law enforcement agencies, special problems, and availability of response. Advise Operations Chief and Planning and Intelligence Section of major problems.
- Contact CHP for their status, special problems, and availability to respond.
- Maintain a LAW ENFORCEMENT INCIDENT CHART and MAP record of all MAJOR law enforcement incidents and commitments.
- Complete a LAW ENFORCEMENT SITUATION REPORT at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the ACTION PLAN.
- Coordinate provision of in-county law enforcement mutual aid for priority problems.
- Check with the other Operations Section units for a briefing on the status of the emergency.
- Check the status, availability, and deployment of other city police departments, volunteer units and other mutual aid units.
- Estimate need for out-of-county mutual aid.
- Report to Nevada County Law Enforcement Mutual Aid Coordinator on major problems, actions taken, and resources available or needed.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Establish emergency traffic routes in coordination with Public Works, CHP, and other agencies. Initiate traffic control if needed.
- Provide security for evacuated areas, shelters, casualty collection points, temporary morgues, emergency medical treatment facilities, hospitals, first aid stations, and fire stations.
- Keep Nevada County EOC Law Enforcement Unit advised of overall situation.
- Keep field forces advised of shelter locations, first aid facilities, casualty collection points, and other facilities which may be established.
- Advise the Director of Emergency Services of the current situation as required.
- Assist in the preparation of the ACTION PLAN.
- Arrange for feeding and sheltering of mutual aid police personnel as necessary with the Logistics Section.
- Maintain a LAW ENFORCEMENT UNIT LOG noting messages received, decisions made, actions taken, and other activities. Maintain record of personnel on duty.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Fire & Medical Unit Leader

The primary mission of the Fire & Medical Unit is the prevention, rescue, suppression and control of fires. In addition, they will determine the medical needs of the Town and coordinate with the Nevada County Emergency Operations Center for the appropriate medical response. Also, as the availability of personnel permits, it supports medical treatment at Fire Stations, conducts rescue operations with the assistance of Public Works and other outside agencies as required for heavy rescue.

Action Checklist

- Identify yourself as Fire/Medical Unit Manager.
- Read this entire CHECKLIST.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check telephones and radios. Request repair or augmentation from the Logistics Section.
- Establish Fire/Medical Unit for extended operations.
- Contact all fire departments and districts for status, special problems, and availability to respond. Advise Operations Chief and Planning and Intelligence Section of major problems and general fire situation.
- Get hospitals status through the County Medical Section. Report results to Section Chiefs and the Planning and Intelligence Situation Status Unit.
- Establish contact with County medical coordinator and report on status and special problems.
- Maintain a FIRE/MEDICAL INCIDENT CHART and MAP record of all MAJOR fire/rescue/medical incidents.
- Complete a FIRE/MEDICAL SITUATION REPORT at the end of each Operational Period or upon request of the Planning and Intelligence Section Chief. This report will be utilized to pass to your relief at the end of the work shift and in preparation of the ACTION PLAN. Maintain a map record of all major fires, hazardous materials spills, rescue operations, and other fire incidents.
- Coordinate provision of in-county mutual aid for priority problems.
- Check with the other Operations Section units for a briefing on the status of the emergency.
- Check the status, availability, and deployment of strike teams and other mutual aid forces.
- Estimate need for fire/medical mutual aid.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Public Works Unit Leader

The Public Works Unit is responsible for maintaining the City's infrastructure and related services, as well as restoring those damaged or destroyed. This unit will evaluate the safety of roadways, bridges and other public areas. Public Works will also assist other units with traffic control, search and rescue, and transportation as needed.

Action Checklist

- Identify yourself as Public Works Unit Leader.
- Read this entire CHECKLIST.
- Obtain a briefing on the extent of the emergency from the Operations Section Chief.
- Check the status, availability, and deployment of Town Public Works equipment.
- Check telephones and radios. Request repair or augmentation from the Logistics Section.
- Establish Public Works Unit for extended operations. Prepare to organize and use volunteers.
- Insure that all key Town roads and facilities are being checked for damage and problems.
- If appropriate, move public works vehicles to open areas to avoid damage from aftershocks after earthquakes.
- Contact all field units and utilities for status, special problems, and availability to respond. Advise Operations Chief and Planning and Intelligence Section of major problems and general situation.
- Contact utilities and other local agencies for status, special problems, and availability to respond.
- Advise PIO in the Management Section of road, building, and bridge closures.
- Maintain a map record of all major public works incidents and commitments.
- Coordinate provision of in-county public works mutual aid for priority problems.
- Check with the other Operations Section units for a briefing on the status of the emergency.
- Establish contact with the County Public Works Coordinator and advise of situation.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Assess the situation and determine the following:
 - Location and nature of major road problems
 - Approximate number of injuries and/or dead
 - Response already underway
 - Best response routes
 - Staging Area locations
 - Availability of other resources

- Update and brief the Operations Chief on Public Works Issues.

- Arrange for the feeding and sheltering of Public Works personnel through the Care and Shelter Unit of the Logistics Section.

- Maintain a log noting messages received, decisions made, actions taken, and other activities.

- Maintain a record of personnel on duty.

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

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

Planning and Intelligence Section

Planning & Intelligence Section Chief

Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. Information and intelligence are needed to (1) understand the current situation, (2) predict probable course of incident events, and (3) prepare alternative strategies to control operations for the incident.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Situation Status Unit Leader

Responsible for collection and organization of event and situation information and displaying the information in the EOC.

Action Checklist

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

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Resource Status Unit Leader

Responsible for documenting the current status and location of controlled resources, transportation and support vehicles. Assists the Situation Status Unit and Document Unit Leaders in strategy planning and briefing presentations.

Action Checklist

- Identify yourself as the Resource Status Unit Leader.
- Obtain a briefing and special instructions from the Planning Section Chief.
- Read the entire checklist.
- Direct collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
- Activate elements of the Unit, establish work areas, assign duties, and ensure Unit Log is maintained.
- Obtain necessary equipment, and supplies (status board, marking pens, cards, reporting forms, etc.).
- Establish a check-in procedure of resources at specified incident locations.
- Maintain master list of all resources checked in at the incident.
- Ensure "human" communications pathways are identified and established within the Planning and Intelligence Section, with other Sections, and direct the maintenance of individual logs.
- Provide for an authentication system in case of conflicting status reports on resources.
- Provide a resources overview and summary information to Situation Unit as requested; and written status reports on resources allocations as directed by the Planning and Intelligence Section Chief.
- Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resources shortfalls.
- Ensure that available resources are not overlooked by the Operations Staff.
- Make recommendations to the Planning and Intelligence Section Chief of resources that are not deployed or should be de-activated. Develop a Demobilization Plan.
- Maintain a Unit Log.

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:

- Issue
- Corrective Action
- Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Damage Assessment Unit Leader

Responsible for inspecting the Town's infrastructure and collating data to provide an assessment of the impact of the event.

Action Checklist

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

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

- Coordinate with utilities, Red Cross, and the County on damage assessment.
- Coordinate with all departments for possible information on damage to structures.
- Coordinate with the following groups for field information and Damage Assessment reports:
 - Amateur Radio
 - CERT members
 - CALTRANS
 - School District
 - Truckee-Donner PUD, Sierra Pacific Power, Southwest Gas
 - Media Sources
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Complete an AFTER ACTION REPORT to include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Documentation Unit Leader

Maintain and file a copy of all EOC messages; file, maintain and store all documents relating to the emergency; maintain the official history of the emergency; assist in preparation of situation summaries and damage assessment reports; provide duplication services as required; prepare an AFTER ACTION REPORT at the deactivation of the EOC.

Action Checklist

- Identify yourself as the Documentation Unit Leader.
- Read the entire checklist.
- Obtain a briefing on the extent of the emergency from the Planning Section Chief.
- Establish incident files relating to the emergency.
- Check the accuracy and completeness of records submitted for file.
- Maintain a file on all EOC messages.
- Establish duplication services and provide as required (duplicate official forms, etc.)
- Correct any errors by checking with the appropriate EOC personnel.
- File, store and maintain files for legal, analytical and historical purposes.
- Coordinate with the units of the Planning and Intelligence Section.
- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Complete the AFTER ACTION REPORT, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Logistics Section

Logistics Section Chief

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

Action Checklist

- Identify yourself as the Logistics Section Chief.
- Read this entire Action Checklist.
- Obtain a briefing on the extent of the emergency from the Management Staff.
- Obtain initial instructions concerning Logistics work activities/priorities.
- Based on severity of emergency, and guidance on initial work activities, determine logistics unit personnel requirements. For extended operations, consideration should be given to relief personnel. Shifts should not exceed 12 hour periods. Establish personnel schedule and rosters.
- Confirm that all Logistics Section members or alternates are in the EOC or have been notified.
- Assemble and brief Logistics Section staff.
- Provide summary on incident
- Assign work locations and preliminary work tasks to section personnel
- Present procedures and limitations on purchasing or expenditures
- Provide administrative and personnel reporting guidance
- Notify the Situation Status Unit of the names and locations of all assigned personnel.
- Review with other Section Chiefs of existing logistics resources and logistics requirements for planned and expected operations.
- Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies and equipment to support planned and expected operations.

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

- Brief and update the Director of Emergency Services of all logistics resources and support concerns. Information that should be provided includes:
 - Priority logistics requirements filled/completed
 - Logistics shortfalls/unresolved problems
 - Major new problems since previous briefing
 - Assistance needed from other agencies and status of mutual aid
 - Information developed by the logistics section that should be passed to other EOC sections or to the public

- Assist in the initial development and review of the ACTION PLAN.

- Prepare Logistics statements for inclusion in the ACTION PLAN.

- Ensure that Logistics staff have copies of ACTION PLAN.

- Continually coordinate with the Operations Section Chief and Planning and Intelligence Section Chief to ensure timely and efficient logistical support.

- Ensure that Logistics Section staff maintain a UNIT LOG. All documents prepared by the Logistics Section should be passes to the documentation unit in the planning section at the conclusion of the emergency. At a minimum the following records should be maintained:
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - Logistics EOC personnel and time on duty
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records
 - Facility Records
 - Facility Rental Contracts/Inspection Reports
 - Vehicle Records

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Vehicle Accident Reports
 - Staff Information Folder
 - After Action Report
- Maintain accountability of all logistics personnel assigned, both in the EOC and in the field. Work schedules, time sheets and casualty reports will be submitted to the human resources unit on a timely basis, but no less than once a day.
- Ensure for the general welfare and safety of all logistics section personnel.
- Establish turnover procedures and conduct shift change briefs at the end of each shift.
- Prior to the end of the operation obtain a demobilization plan from planning section.
- Prepare a LOGISTICS DEMOBILIZATION PLAN to ensure the efficient return of non-expendable property, the inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Prior to the end of the operation collect the logistics unit documentation and AFTER ACTION REPORTS. Prepare and submit a consolidated LOGISTICS AFTER ACTION REPORT to the Director of the Emergency Services.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
- Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Supplies Unit Leader

The Supply Unit Leader is under the direction of the Logistics Chief and is primarily responsible for ordering, receiving, inventory, storage and distribution of supplies for the incident; and servicing non-expendable supplies and equipment.

Action Checklist

- Identify yourself as the Supply Unit Leader.
- Read this entire Action Checklist.
- Obtain a briefing on the extent of the emergency from the Logistics Section chief and priorities of supplies required to support emergency operations.
- Participate in the Logistics Section planning.
- Assign personnel as required to adequately staff the Supply position. Be prepared for manual operations.
- Provides administrative supplies as required to the Management, Operations, Planning and Intelligence, Logistics, and Finance Sections.
- Prepare inventory of all warehoused supplies. Research the availability of resources and prepare a report to the Logistics Chief.
- Coordinate with the Finance Section for the administration of all financial matters pertaining to vendor contracts and open purchase orders.
- Stockpile, maintain, deploy and reserve critical supplies and equipment. Maintain an inventory of all supplies expended during the operation.
- Coordinate with other jurisdictions and private companies on sources of equipment and supply.
- Alert supply personnel, mutual aid providers, contractors and emergency vendors of any possible needs.
- Provide a forecast of the Town's ability to survive on current inventories and locally procured items.
- Process all administrative paperwork associated with equipment rental (copy and FAX machines) and supply contracts. Forward all this information to the Finance Section.
- Open and maintain a Unit Log. Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency. This will include:
 - Documented messages received/transmitted

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Action taken.
 - Requests filled.
 - EOC personnel and time on duty.
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records
 - Staff Information Folder
- Obtain LOGISTICS DEMOBILIZATION PLAN from the Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- Prepare a SUPPLIES DEACTIVATION PLAN to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.
- Upon completion of operation complete a SUPPLIES AFTER ACTION REPORT.
- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
- Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Personnel Unit Leader

Support human resource needs of the emergency; coordinate use of volunteers; document names, assignments, and duty hours of all personnel committed to the operation.

Action Checklist

- Identify yourself as the Personnel Unit Leader.
- Read this entire checklist.
- Obtain a briefing from the Logistics Section Chief.
- If the Logistics Section Chief is not available, assume the position of Logistics Section Chief.
- Canvas the Operations and Plans and Intelligence Sections to determine immediate needs for volunteer or other support. Determine what types of skills are needed, where, and for how long.
- If volunteers are needed, work with Town staff and non-profit agencies for recruitment.
- Ensure that volunteers are registered as Disaster Service Volunteer Workers. Refer to the State Disaster Service Worker Volunteer Program Guidance handbook.
- Determine the number and location of Town personnel assigned to field activities.
- Determine the status of personnel in each department and request employees that can be utilized for more urgent assignments.
- Develop a relief plan and coordinate with all sections.
- Fill requests for personnel needs.
- Identify the number of "On Duty" personnel available for assignment.
- Maintain a personnel resource pool.
- Forward all personnel time records and documentation to the Time Unit of the Finance Section. If this unit has not been established, maintain time and assignment records for all volunteers.
- Open and maintain a Unit Log.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Insure that all documents prepared by the Logistics Section are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency:
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - Logistics EOC personnel and time on duty
 - Staff Information Folder
 - After Action Report

- Obtain DEMOBILIZATION PLAN from the Logistics Section Chief.

- Supervise the demobilization of the personnel unit to include return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

- Upon completion of operation, compile and prepare the PERSONNEL AFTER ACTION REPORT.

- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Care and Shelter Unit Leader

Provide for the food, clothing and shelter needs of Town employees, their families; and victims of the emergency; provide for a central registration and inquiry service.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Consider the needs (as required) for the care of unattended children, senior citizens, and people with disabilities. Coordinate with the Red Cross and other non-profit agencies where assistance is needed with these vulnerable populations and other special needs residents.

- Coordinate with the County Health Officer to determine public health hazards and establish standards for control of public health issues.

- Coordinate with Transportation Unit to transport evacuees to and from shelters.

- Relocate any mass care facilities which become endangered by any hazardous conditions.

- Maintain log of all messages received and sent and all significant actions taken. Maintain record of all care and shelter personnel participating and their hours on duty.
 - Shelter Information
 - Victim Rosters
 - Messages received and transmitted
 - Action Pending
 - Action Completed
 - EOC personnel and time on duty
 - Staff Information Folder

- Upon completion of operation complete a CARE AND SHELTER AFTER ACTION REPORT to be included in the Town's AFTER ACTION REPORT.

- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Transportation Unit Leader

Coordinate the allocation of transportation resources required to move people, equipment and essential supplies. Coordinates the maintenance of all Town owned equipment and agencies assisting via Mutual Aid.

Action Checklist

- Identify yourself as the Transportation Unit Leader.
- Read this entire Action Checklist.
- Obtain a briefing on the extent of the emergency, existing transportation requirements and priorities from the Logistics Chief.
- Analyze existing transportation capabilities of the Town and surrounding County area.
- Prioritize transportation requirements required to support immediate and extended operations. Publish a 24 hour transportation schedule which includes courier routes as required to support daily operations.
- Make a prioritized list of equipment and personnel shortfalls.
- With the approval of the Logistics Chief, place request for additional vehicles, drivers and support personnel, purpose for which they will be used, estimated duration of assignment and locations.
- Establish procedures to control transportation assets. If possible, assign a full time staff member.
- Requests for evacuations of schools or other groups of civilians and driver safety are paramount and should receive priority over movement of crews, supplies or material.
- Provide transportation for the Director of Emergency Services, VIPs, and academic research teams to on-site inspections as required.
- Coordinate transportation needs with volunteer organizations.
- Open and maintain the following records on vehicles:
 - Vehicle Status
 - Vehicle Records
 - Vehicle Accident Reports
 - Vehicle Maintenance

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Open and maintain a TRANSPORTATION UNIT LOG. Insure that all documents prepared by the Transportation Unit are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency.
 - Document messages received/transmitted
 - Action taken.
 - Requests filled.
 - EOC personnel and time on duty.
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records
 - Staff Information Folder

- Obtain LOGISTICS DEMOBILIZATION PLAN from the Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.

- Prepare a TRANSPORTATION DEACTIVATION PLAN to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

- Upon completion of operation complete a TRANSPORTATION AFTER ACTION REPORT. The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Utilities Unit Leader

The Utilities Unit Leader, under the direction of the Logistics Chief, is responsible for providing emergency power, natural gas, water, and waste management for the EOC and Town departments. The Utilities Unit Leader will coordinate with County OES and appropriate utility agencies as required.

Action Checklist

- Identify yourself as the Utilities Unit Leader.
- Read this entire Action Checklist
- Obtain a briefing on the extent of the emergency from the Logistics Chief. Obtain information concerning power and water priorities.
- Analyze existing power and water capabilities of EOC and all essential Town needs.
- Set priorities for utility requirements to support immediate and extended operations. Coordinate with utility agencies to correct deficiencies.
- Make a prioritized list of Town specific equipment and personnel shortfalls required to meet operational requirements with the approval of the Logistics Chief.
- Maintain accounting records of expenditures to facilitate payment of vendors, and completion of after action reports.
- Obtain LOGISTICS DEMOBILIZATION PLAN from Logistics Chief. Recommend release of unit resources in conformity with demobilization plan.
- Open and maintain a UTILITIES UNIT LOG. Insure that all documents prepared by the Utilities Unit are given to the Documentation Unit in the Planning and Intelligence Section at the conclusion of the emergency.
 - Document messages received/transmitted
 - Action taken.
 - Requests filled.
 - EOC personnel and time on duty.
 - Active Vendor Records
 - Non-Expendable Property Records
 - Expendable Property Purchase Records

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Prepare a Utility Deactivation Plan to ensure return of non-expendable property, inventory and disposition of remaining expendable property, payment of vouchers and control of documentation.

- Upon completion of operation complete a UTILITIES AFTER ACTION REPORT.

- The AFTER ACTION REPORT should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue

 - Corrective Action

 - Assigned to and due date for completion

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

Finance and Administration Section

Finance and Administration Section Chief

Provide advice and support to Director of Emergency Services regarding financial issues; insure that adequate records are maintained to support requests for State and federal assistance; track time worked by all emergency personnel involved in the incident; provide cost analysis and projections.

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Compensation and Claims Unit Leader

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

Action Checklist

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Maintain Unit Log.

- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue

 - Corrective Action

 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Cost Unit Leader

The Cost Unit leader is responsible for collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

Action Checklist

- Identify yourself as the Cost Unit Leader.
- Read this entire checklist.
- Obtain briefing from Finance Section Chief.
- Coordinate with Finance Section on cost reporting procedures.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative incident cost records.
- Insure that all cost documents are accurately prepared.
- Complete all records prior to demobilization.
- Provide for records security.
- Brief Logistics Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Time Unit Leader

The Time Unit maintains records of all personnel time worked at the emergency which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

Action Checklist

- Identify yourself as the Time Unit Leader.
- Read this entire checklist.
- Obtain a briefing from Finance Section Chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel / representatives.
- Organize and establish Time Unit.
- Establish Unit objectives, make assignments, and evaluate performance.
- Insure that daily personnel time recording documents are prepared, and are in compliance to time policy, and that they are secure.
- Submit cost estimate data forms to Cost Unit as required.
- Insure that all records are current or complete prior to demobilization.
- Time reports from assisting agencies should be released to the respective Agency Representatives prior to demobilization.
- Brief Finance Section Chief on current problems recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.
- Complete an AFTER ACTION REPORT that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion

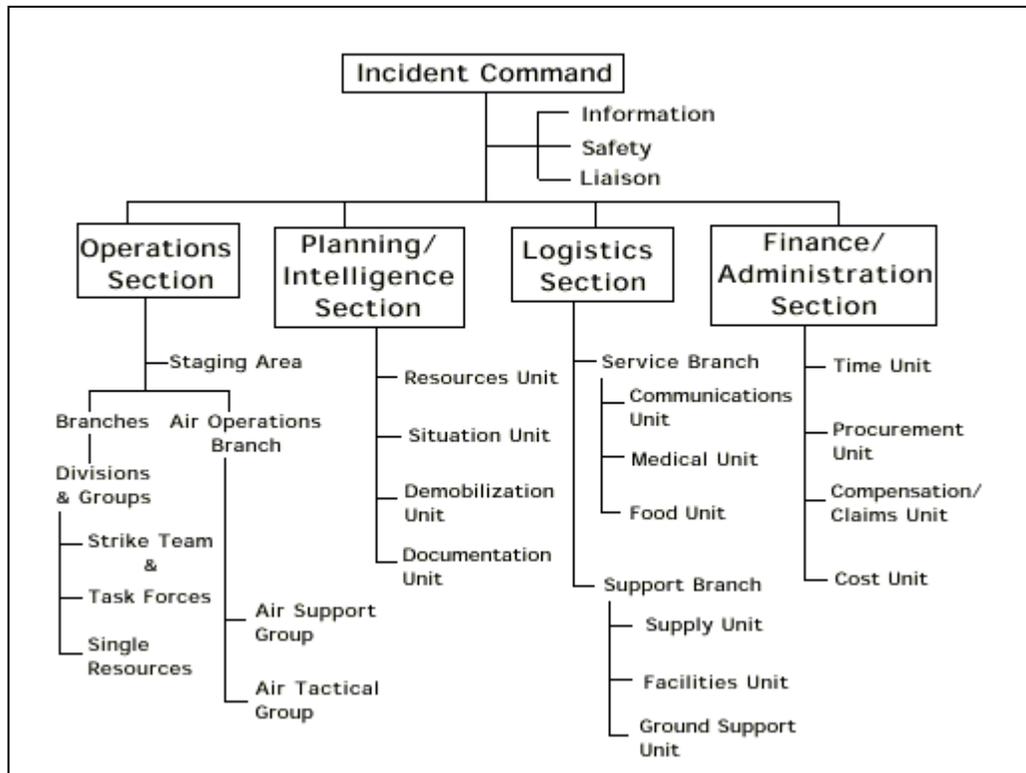
SECTION 4

THE INCIDENT COMMAND SYSTEM (FIELD RESPONSE)

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN FIELD USE ONLY

Incident Command System (ICS) Structure

1.1 ICS Structure Chart



1.2 General ICS Information

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

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

APPLICATIONS FOR THE USE OF THE INCIDENT COMMAND SYSTEM

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

1.3 ICS Organization

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

Command Section

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

Incident Commander

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

Public Information Officer

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

Safety Officer

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Liaison Officer

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

Operations Section

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

Divisions

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

Groups

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

Branches

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

Air Operations

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

Staging Areas

Established wherever necessary to temporarily locate resources awaiting assignment.

Planning and Intelligence

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

Logistics

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

Finance and Administration

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Units

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

1.4 Incident Facilities

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

Incident Command Post (ICP)

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

Staging Area

Locations at which resources are kept while awaiting incident assignment.

Base

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

Camps

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

Helibase

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

Helispot

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

1.5 Incident Action Plan

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

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

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

1.5.1 Essential Incident Action Plan Elements

Statement of Objectives - Appropriate to the overall incident.

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

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

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

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

ANNEX A

**TOWN
COUNCIL
DUTIES AND
RESPONSIBILITIES**

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

The role of the Town Council during an emergency is to support the Town Manager and the activities of the Emergency Operation Center (EOC). The Mayor and Council do not have a direct role in the emergency operations.

Action Checklist

- Respond when called to the EOC to receive a briefing from the Town Manager on the nature and status of the emergency.
- Assist the Town Manager in providing liaison to other elected officials and public/community organizations.
- Ratify emergency proclamation at a special Council meeting within seven (7) days after its issuance by the Town Manager.
- Hold Council meeting as required to address legal or policy issues arising from the emergency.
- Be available for public information purposes as requested by the Public Information Officer.

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

ANNEX B

**NEVADA
COUNTY
EVACUATION
GUIDE**

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

NEVADA COUNTY

Emergency Evacuation Guide¹

1. Introduction

Emergency planning addresses the entire spectrum of disasters from minor to large scale events. All emergencies share similar operational concepts including evacuation. This guide facilitates the coordination and implementation of all emergency services (Fire, Law, OES, etc.,) engaged in evacuation planning

The nature of how a disaster develops is dependent on several factors, such as: type of disaster, location, spreading directions, weather conditions, proximity to people, etc. Some disasters develop and expand more rapidly than others and indicated advance warning is conditional to the coordination and mobilization of the emergency response and preparedness of citizens. This guide provides the fundamental information for emergency responders to coordinate and implement evacuation of citizens from a hazardous area, and provides citizens with the basic information for developing community base preparedness guidelines.

2. Types of Emergencies

The types of emergencies that could potentially necessitate the evaluation of an affected area could include natural, technological, or human caused disasters.

3. Roles and Responsibilities

The following describes the roles and responsibilities of key participants during an evacuation.

- a. Incident Commander (IC) - The incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, application of resources as well as responsibility for all persons involved. The IC (normally a Fire or Law Enforcement representative) will order the evacuation.
- b. Fire Agencies – charged with responsibility of containing the hazard within the perimeter of the area being evacuated.
- c. Law Enforcement (LE) Agencies – charged with the responsibility of civil order and traffic control during an evacuation
- d. Office of Emergency Services (OES) – charged with the responsibility of coordinating with all supporting agencies (Red Cross, DOT, NID, etc.,) assisting the IC to implement the evacuation.
- e. Joint Information Center (JIC) – single source for accurate information regarding evacuation information passed to the general public and the local media.

4. Initiating an Evacuation

The Incident Commander in coordination with the local law enforcement agency and the Office of Emergency Services orders an evacuation of a specific area.

5. Evacuation Plan

¹ This guide will supplement the Nevada County Operational Area Emergency Operations Plan dated December 2003. Insert as Part 7, attachment 9.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

This plan is developed on-site dependent on the type of incident and the urgency of the impending threat.

a. Notification options

- i. Door-to-Door (includes PA system on LE vehicles)
- ii. Local Media (Radio and Television)
 1. Including activation of the Emergency Alert System (EAS) for local media outlets
- iii. If available
 1. Special Assistance For Emergencies (SAFE) – Identification of persons requiring special assistance or unable to self evacuate
 2. Mass Notification via telephone (land line and cellular) and e-mail

iv. Evacuation Levels

1. Level One -Shelter-in-Place – Persons may remain at their location
2. Level Two -Recommended Evacuation – The incident poses a threat to spread into the community. Notify residences to gather their family members, animals and belongings and depart to the sheltering location.
3. Level Three -Immediate Evacuation – The situation requires immediate evacuation of all non-emergency personnel. Life safety is paramount and prompt action is required to gather family members and leave the area.
4. Level Four -Defensive Action – There is no safe evacuation. First Responders will need to give survival directions to civilians.

v. Evacuation Routes

Routes designated on the Nevada County General Plan Land Use Maps as Interstates, freeways, highways, and other principle arterial routes shall be considered primary evacuation routes on a county-wide basis. Such routes provide the highest levels of capacity and contiguity and serve as the primary means of egress during an evacuation from the county.

Routes designated on the General Plan Land Use Maps as minor arterial and major collector routes shall be considered secondary evacuation routes on a county-wide basis. These routes supplement the primary evacuation routes, and provide egress from local neighborhood and communities.

vi. Road Closures Levels

During emergencies, the local Law Enforcement agency is the primary agency required to control the ingress and egress of traffic into the effected area.

1. Level One – The area is threatened by an emergency situation, the area has not been ordered closed or evacuated. Access will be restricted to emergency personnel, with proper identification; residents with picture identification; and relatives and friends who presence is necessary to assist local residents.
2. Level Two – The area is being used to mitigate the emergency incident. Evacuations may or may not be in effect. Entry by non-emergency persons could pose danger to themselves, as well emergency personnel. Access will be restricted to “necessary” emergency personnel only. Residents and other non-emergency persons will not be allowed into the effected area.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

3. Level Three – The area is part of an emergency incident and eminent danger exists to anyone entering the area. Evacuations of all non-emergency persons will most likely occur. Access will be restricted to “essential” emergency personnel only. Residents, non essential emergency personnel, and all other persons will not be allowed.
- vii. **County Emergency Operation Center** (when activated by the IC)
1. Identify initial Safe Area – temporary location where evacuees will be directed to go for further instructions
 2. Identify short-term sheltering locations in the local area of the incident
 - a. The American Red Cross (ARC) will open shelters when requested to do so by local public safety or other governmental authority.
 - b. Nevada County is supported by two ARC Chapters. The Three Rivers Chapter (supports Western Nevada County) and the Sacramento-Sierra Chapter (supports Eastern Nevada County).
 - i. The ARC maintains shelter site information as well as shelter agreements with facilities appropriate for use as shelters including compliance with handicap accessibility and public accommodation in accordance with the Americans with Disabilities Act (ADA).
 3. Ensure Animal Evacuation procedures are initiated
 - a. The primary evacuation location for animals is the Nevada County fairgrounds. The utilization of the fairgrounds will be dependant on activities already in-process at this location. Additional locations have been identified and the use of these locations will be coordinated if necessary
 4. Activate all volunteer agencies to support the evacuation (immediate and long-term)
 5. Plan for long-term sheltering requirements
 6. Coordinate safe-entry into the incident area once it is designated safe to do so
 - a. Safe-entry could be escorted or non-escorted. This will be determined by the IC in coordination with the local law enforcement agency

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

6. Community Emergency Preparedness Guides (EPG)

The purpose of a Community EPG is to provide the components for developing a community based preparedness plan. The components provide the basic information for citizens to be prepared for potential disasters.

Local Communities may desire to develop an EPG specific to their area. If government funds are utilized to develop an EPG, it shall include the following components:

- a. General Requirements:
 - i. Map of the Area identifying all interstates, freeways, highways and principal arterial routes
 - ii. Evacuation Levels
 - iii. Road Closure Levels
 - iv. Animal Evacuation Procedures
 - v. Important area phone numbers
 - vi. Family Emergency Plan
 - vii. Date of publication

- b. Customized Information for the local area may be added.

Before publication of an EPG developed utilizing government funds, final approval is required by the Nevada County Emergency Services Co

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

ANNEX C

PLACER COUNTY
EASTERN SLOPE
EMERGENCY
EVACUATION
PLAN (DRAFT)

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

DRAFT

PLACER OPERATIONAL AREA EASTERN SLOPE EMERGENCY EVACUATION PLAN

1. GENERAL

The “eastern slope” of the Sierra Nevada in Placer County comprises all County area from just west of Cisco Grove to the Nevada State line (not including the area within the Tahoe National Forest and the Lake Tahoe Basin Management Unit). The heavily forested and mountainous nature of the area presents difficulties for first responders in accessing, gaining control of, and managing emergencies during natural disasters or man made incidents. Whereas the potential exists for severe winter storms, mass casualty incidents, floods, etc., forest fire remains the greatest single threat on the eastern slope. During fire season, local homes, businesses and entire communities in the wildland-urban interface are particularly susceptible to damage and destruction from fire. Due to the lethal combination of dense forestation, heavy forest fuels, low humidity, and the steep terrain, even a small fire, if not detected early and quickly suppressed, can rapidly turn catastrophic. Diseases such as bark-beetle infestation spreading rapidly in dense coniferous forests add to the volatility of the entire area exacerbating potentially lethal situations for responders and residents alike.

The limited number of roads transiting and within the area makes routine response as well as any vehicular evacuation problematic. To meet this challenge, the Office of Emergency Services (OES), the Placer County Sheriff’s Office (PCSO) and the local Fire Protection Districts/Departments have developed this plan to increase preparedness, facilitate rapid evacuation of the populace, and reduce response times. This plan focuses on evacuations due to forest fires but much of it is applicable to other natural disasters such as severe winter storms and floods.

2. PURPOSE

This plan provides specific response information and coordinates first responder and contributing agency activities for an emergency evacuation caused by a natural disaster or human-caused incident in Placer County occurring on the eastern slope.

3. ASSUMPTIONS

- a. A forest fire or other disaster requires individuals to shelter-in-place or to evacuate threatened homes, businesses, schools, or recreational areas within a limited area, i.e., this plan does not consider a total evacuation of the eastern slope.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- b. The roads within and transiting the eastern slope are available for use for response and for evacuation, simultaneously, as are some *safe refuge* facilities and areas.
- c. Mutual aid resources in all disciplines are available.
- d. The incident is projected to span two or more operational periods and exceeds the response capabilities of local fire, PCSO and CHP.
- e. County emergency management support becomes operational a minimum of two to three hours after first response.

4. SCOPE

Emergency incidents and disasters most often cross jurisdictional boundaries; therefore, the scope of this plan applies to incidents occurring anywhere on the eastern slope in the unincorporated portion of Placer County (as defined in Paragraph 1, above) comprising all existing public jurisdictions. It also applies to incidents or fires starting in the Tahoe National Forest or the Lake Tahoe Basin Management Unit that threaten unincorporated County areas.

5. AUTHORITIES AND REFERENCES

This Plan complies with state and local plans and legal authorities including the California Emergency Services Act, the California Emergency Plan and the Placer County Emergency Operations Plan (EOP), and is developed under authority of Placer County Code, Chapters 2 and 9.

6. CONCEPT OF OPERATIONS

- a. ***Initial Response:*** Eastern Slope initial response is by the local fire protection district (district), Placer County Sheriff (PCSO) and the Highway Patrol (CHP) acting in Unified Command. After the initial response and upon a more complete assessment of the incident, the Incident commanders (IC), in consultation with senior representatives from other responding agencies and considering factors such as location, weather, mutual aid availability, and risk to the public, etc. make the decision that the incident is either beyond the capability of local resources or has the real potential of doing so. They decide that additional help is needed and an evacuation or shelter-in-place order is or will be necessary. The IC tasks law enforcement with executing the evacuation and notifies Placer County Sheriff's Dispatch or the Emergency Command Center at either Grass Valley or Camino (individually or collectively, "dispatch") of the decision and requests specified additional resources. Until arrival at the ICP of a public information official from either a responding agency or Placer County, the IC ensures that evacuation notices are promulgated by dispatch to all available media such local television and radio and through emergency notification systems, e.g., *Teleminder*[®], Reverse 911, etc. Placer County emergency management organization (EMO) support of the incident becomes available as soon as possible, but based on the time required for the EMO to assemble in the EOC, it is not operational for approximately two to three hours after first response.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

NOTE: For incidents in the North Tahoe Fire Protection District (NTFPD) that extend across the state line, emergency response and mutual aid agreements, signed by state governments as well as NTFPD and North Lake Tahoe FPD are in place.

- b. **Extended Response:** Unified Command continues in the field executing both the evacuation order as well as the fire or incident response. The Placer County EMO operates either from the EOC in Auburn or from a more local EOC established in one of the locations identified at Attachment D.

The following functions are normally present in typical evacuation scenarios:

- **Alerts and Warnings:**

Evacuation alerts and warnings are accomplished by PCSO and all assisting law enforcement using any means including door to door visits, car and helicopter public address systems, media, and emergency communications systems. If an immediate or emergency evacuation is necessary, instructions from the IC for the Public will be provided by the IC to dispatch for further dissemination to KOLO TV, KTVN TV, KRNV TV, and KOH, KTHO and KTKE radio stations as well as to other appropriate television or radio stations for broadcast. If time permits, other emergency notification systems, e.g., *Teleminder*[®], Reverse 911, etc. will be employed by dispatch to warn residents and businesses in affected or potentially affected areas.

- **All-Hazards Response**

While not a specific focus of this plan, all-hazards response occurs concurrent with any evacuation operation. Wildland fire suppression is the primary responsibility of local fire protection districts, CAL FIRE and the USFS, with additional support provided through Mutual Aid. Therefore, use of fire assets in an evacuation operation will be extremely limited at best. Normal emergency response responsibilities of all departments, agencies and disciplines are as listed in the Placer County and Placer Operational Area EOP.

- **Emergency Medical Services (EMS)**

Emergency medical services are initially provided by the North Tahoe FPD or Truckee FPD and via mutual aid. NTFPD and TFPD provide Advanced Life Support (ALS) medical transport, i.e., ambulance service which may be used for evacuation of the medically fragile, from either medical care facilities or from homes. For large scale incidents, additional mutual aid is requested through dispatch or the EMO. Placer County EMO, once operational,

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

requests additional support from the Regional Disaster Medical Health Coordinator (RDMHC). Aerial evacuation and rescue resources are ordered by the ICP through dispatch.

- ***Emergency Public Information***

Public information will be disseminated only after coordination with all involved agencies. In most instances, public information officers from Placer County, PCSO, USFS and CHP establish a Joint Information Center (JIC) to coordinate the collection, assembling and issuing of advisories, warnings, traffic updates, press releases, and other emergency information. The JIC will also collect and disseminate, as appropriate, information gathered from government agencies, businesses or schools. Radio and television stations will be requested and may interrupt regular programming to broadcast emergency instructions, if and as appropriate. Residents and visitors will be encouraged to monitor those instructions and incident updates. Lastly, the Emergency Operations Center (EOC) will maintain an emergency information message on the Public Information hotline at (530) 886-5310 in Auburn, and (530) 584-1590 in Tahoe, and on the County website.

- ***Evacuation and Re-entry***

In Unified Command, the decision to evacuate or to prioritize evacuations of multiple areas is made after consultation between Incident Commanders. Execution of the actual evacuation order is by PCSO, with assistance from CHP and other responding law enforcement if and as available. Individuals refusing to evacuate **will be allowed to remain**, and family, friends and neighbors will be encouraged to assist those requiring assistance (medically fragile, aged, etc). Volunteers will be used to assist those needing help get to evacuation bus stops (buses will be made available by TART or TTUSD). In order to facilitate an efficient evacuation of threatened areas, "evacuation zones" have been identified based on the threat and that that are easily identifiable for both local responders and mutual aid resources. These "zones" are identified by name to more readily designate for responders the physical boundaries of areas to be evacuated, and in what priority order. Safe refuge locations, evacuee information centers, and temporary shelters have also been planned for and points of contact identified. (Attachment A)

Once the incident area has been released by Incident Command to the Public Health Officer (PHO) signifying the end of active response operations, PHO has the responsibility and authority for allowing reentry into any evacuated area. Of special concern in the case of forest fire is any resulting hazardous materials created by the fire, and for flooding the principal concern are contaminants left by receding flood waters. Placer County Environmental Health Division coordinates testing for hazardous

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

materials and other medically threatening biologics or infectious hazards, and advises the Public Health Officer accordingly.

- ***Incident Command and Emergency Management***

Evacuation orders issued during an active emergency response are coordinated under the direction of the Incident Commander. Tactical employment of fire, law and emergency medical resources, as well as the decision to warn, or evacuate or shelter in place is done in the field at the ICP using Unified Command and the principles of SEMS and NIMS. Therefore, it is imperative that all agencies involved in the response, or having critical infrastructure affected or potentially affected by the incident, or which act in an ancillary support role such as animal services or American Red Cross are represented at the ICP. All agencies should self-refer to the ICP whenever possible rather than waiting on a request from a fire or law official.

The County EOC will be activated as soon as possible but normally will not reach a fully operational status for two to three hours after first response. The Emergency Management Organization (EMO) works from the EOC and provides emergency management and County coordinated support to the incident. The EMO coordinates non-tactical matters such as emergency care and shelter, animal services, provision of DPW traffic control assets, etc., and it is the County Director of Emergency Services (CEO) who ensures preparation and issuance of any proclamations of local emergency. Additionally, the EOC Director begins Recovery planning and coordination. Locations that can potentially be used for a

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

“local” County EOC have been designated for incidents occurring on the eastern slope, and are listed at Attachment D.

- ***Traffic Control***

CHP has responsibility for and enforces traffic control. Potential issues include access and egress for emergency vehicles and minimization or prevention of unauthorized traffic from entering the affected area. The IC establishes evacuation priorities, and CHP further designates the supporting routes. Placer County Department of Public Works (DPW) supports traffic control, as requested.

The primary roads in the area, Interstate 80 (I-80) and State Highways 28, 89 and 267, comprise the major evacuation routes. Depending on the exact location of the fire or incident, the Unified Command designates which surface streets are best used for evacuation and which are best for emergency vehicles and how those roads feed into the major evacuation

routes. Maps at Attachment A illustrate evacuation routes and designated evacuation zones; however the decision as to which routes are to be used is made at the ICP during an actual incident.

- ***Transportation***

Once students and school sites are secured, school buses may be utilized for evacuations, if required. This may be a viable option during severe winter storms when roads are not passable to normal vehicular traffic. Other vehicles, including Placer County Transit (PCT) buses, may also be used. Contact information for school districts and buses is at Attachment B.

- ***Resources and Support***

Fire and law enforcement mutual aid is requested through discipline-specific mutual aid or through the EOC. A single source resource ordering point will be designated by the IC as soon as possible after establishing incident command. If agency representatives are not present at the ICP, requests for additional or other resources such as Animal Control, Public Works, Red Cross, etc. will be requested through Dispatch, OES liaison at the ICP or through the EOC, once established. Requests unable to be filled through local resources are forwarded from the EOC to the State OES Regional EOC (REOC) which effects coordination for regional and state resources, as necessary.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Numerous public and private sector resources are also available to assist in emergencies and are delineated in the Tahoe-Truckee Area

Emergency Resource List, January 2007 maintained by all public and private agencies on the eastern slope.

- **Communications**

Responders, mutual aid resources and contributing agencies use existing communications systems on frequencies coordinated through PSAPs. Additional mobile communications support is available and is requested either through Dispatch or directly from the EOC. Cellular phones, as available with responding and supporting agencies are used as needed. Selected contact phone numbers are listed in the Attachments. Requests for Government Emergency Telecommunications Service (GETS) card support are.....

- **Care and Shelter**

Initial care and shelter is provided by the American Red Cross (ARC) with assistance from the Placer County Department of Health and Human Services (HHS). ARC normally provides immediate assistance at pre-designated shelter sites (see Attachment C) selected based on near and long term site security (out of the direction of fire movement, etc.) and the ease of access (critical in severe weather events). HHS coordinates long-term assistance and assumes overall responsibility for ????? after..... For incidents such as avalanches or severe winter storms, Tahoe Area Regional Transit (TART) or Tahoe-Truckee Unified School District (TTUSD) buses are available for immediate on-scene shelters for victims or responders, and their use at the scene is requested by the Incident Commander through dispatch.

- **Animal Control**

Plans for the care and sheltering of animals during disasters are the responsibility of the animal owner. Shelters that can accommodate a co-located animal holding area will be set up that way when possible. However, Placer County Animal Services will coordinate emergency evacuation and care of abandoned pets and livestock when owners are precluded from entering the area or when executing emergency animal evacuation plans. Organizations such as California Veterinary Medical Association (CVMA), the United Animal Nations – Emergency Animals Rescue Service (EARS), A New Hope, and the Society for the Prevention of Cruelty to Animals (SPCA), or others, may also assist.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Animals evacuated will be transported to designated staging areas away from the emergency and placed in more permanent custodial care until the incident is resolved or the animal(s) is/are claimed by owners. Local facilities that have been specifically designated for pets and other animals are Truckee High School? and ??????????????. Owners able to transport their own pets or animals out of the Basin during an emergency, but who still require temporary shelter, will be directed by Animal Control Services via road signage or public service announcements to designated, pre-determined emergency holding areas.

- **Water Supply**

The Tahoe City and North Tahoe Public Utilities Districts (PUD), and other water purveyors, supply water for fire suppression or other incidents from the numerous water sources on the eastern slope. If local water systems are needed, purveyors will be requested to ensure maintenance of pressure at needed access points. Back-up power generators to ensure the flow of water at required pressures are available at each ?????????? and other generators are available as noted in the Tahoe-Truckee Area Emergency Resource List.

c. **Initial Recovery:** As the emergency portion of the incident appears to be approaching full containment or conclusion, OES will establish a Recovery Task

Force (RTF) (see Appendix I of the Placer County Emergency Operations Plan (EOP)) with local, state and federal representatives to begin the recovery process. OES, or if appointed, the RTF Operational Area Coordinating Officer, is the lead in determining the required agency representatives, the physical location, and ensuring the capture of all relevant fiscal data and physical damage information for use in the recovery process.

7. Agency Responsibilities

A. Eastern Slope Agencies

1). Fire Protection Districts

- a) All-risk response to incidents
- b) Providing Advanced Life Support (ALS) transport (NTFPD, TFPD, et al)
- c) Public Information assistance

2). Tahoe Truckee Unified School District

- a) Opening schools and supporting their use as shelters/evacuation centers
- b) Providing school buses to assist in incidents/evacuations, as requested

3). Public Utility Districts

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- a) Providing potable and non-potable water for incident response
- b) Providing a representative at the ICP
- c) Providing personnel and equipment to support response, as requested
- d) Public Information assistance

B. Placer County Agencies

1). Office of Emergency Services (OES)

- a) Activating the required elements of the Emergency Management Organization in Auburn and at any alternate EOC opened as an incident-specific requirement to manage support of the incident
- b) Coordinating Recovery Task Force operations during and in the immediate aftermath of the incident.

3). Placer County Sheriff's Office (PCSO)

- a) Alerting and warning operations
- b) Implementing evacuations
- c) Providing incident site and ICP security
- d) Providing mobile communications capability, as requested.
- e) Providing Search and Rescue teams to help support of incident either in SAR or in Volunteer Management
- f) PIO functions

4). Public Information Officer (PIO)

- a) Preparing and coordinating advisories, warnings, traffic updates and emergency information for broadcast to responding agencies, school authorities, media, and the public, etc.
- b) Establishing a Joint Information Center (JIC) with all PIOs present to serve as the official source of information for radio, television, print media, the public, and other jurisdictions.
- c) Coordinating airing of public safety messages with all media outlets.

5). Public Health Officer/Health & Human Services (HHS)

- a) Approving re-entry into an affected or evacuated area after its release by the Incident Commander
- b) Providing all normal HHS support (per requirements of the EOP) to any multi-jurisdictional disaster or incident.
- c) Coordinating long term care and shelter.
- d) Providing Environmental Health support during and after the incident

6). Department of Public Works (DPW)

- a) Assisting in traffic control with barriers and barricades.
- b) Providing other response or support operations as requested.

7). Animal Services

- a) Arranging for emergency transport and care those pets and animals that are unable to be transported by their owners.
- b) Coordinating and providing for management of holding areas for pets of people who need emergency shelter for their pets and

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- animals.
- c) Requesting animal care Mutual Aid.

C. State Agencies

- 1). **California Highway Patrol (CHP)**
 - a) Providing traffic control.
 - b) Determining primary and alternate evacuation routes.
 - c) Assist PCSO, as requested, in alerting and warning and in evacuations.
- 2). **Emergency Command Center (ECC), Grass Valley or Camino**

Providing initial dispatch and coordination of tactical resources.
- 3). **State Parks**
 - a) Providing liaison at ICP and participating in Unified Command, as needed.
 - b) Providing information on Parks staff and visitors during an incident.

D. US Forest Service (USFS)

- 1) Conducting fire suppression in the Tahoe National Forest and in the Lake Tahoe Basin Management Unit
- 2) Providing all normal support to an incident in the County as to any multi-jurisdictional disaster or incident.

E. Other Agencies

- 1). **American Red Cross**
 - a) Providing initial care, set up and operation of shelters, as necessary.
 - b) Coordinating with local volunteers for support of shelters.
- 2). **Ambulance Providers (Other)**

Providing Advanced Life Support medical response mutual aid.
- 3). **Sierra Pacific Power**

Cutting/restoring power to specified power grids at the request of the IC.
- 4). **Water Agencies and Purveyors**
 - a) Providing locations of and emergency procedures for staff in the National Forest, or elsewhere in the incident area.
 - b) Providing information on water resources available for incident response.
- 5). **Southwest Gas**

Cutting/restoring gas to specified areas at the request of the IC.

Attachments:

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- A. Maps: Road Networks and Evacuation zones (Including Serene Lakes, others?)
 - B. Important Phone Numbers
 - C. Addresses of pre-designated emergency shelters, evacuation centers, and animal holding areas
 - D. Alternate EOC locations
- mind.

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

ANNEX D

**RECOVERY
OPERATIONS
MANUAL**

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Recovery Operations Manual

Concept of Operations

Recovery Operations

The Town of Truckee and the special districts serving the Town will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes and other property;
- Restoration of services generally available in communities - water, food, and medical assistance;
- Repair of damaged homes and property;
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The Town will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them.

Two Phases

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the Town's disaster response.

The major objectives of long-term recovery operations include:

- Coordinated delivery of long-term social and health services;
- Improved land use planning;
- An improved Town of Truckee Emergency Operations Plan;
- Re-establishing the local economy to pre-disaster levels;

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- Recovery of disaster response costs; and
- The effective integration of mitigation strategies into recovery planning and operations.

Town of Truckee and/or appropriate special districts will handle long-term recovery activities on its own, separate from the Nevada County Operational Area. Changes to the plan will be coordinated with all participating departments and agencies. Structures that present public safety threats will be demolished and abated during short-term recovery operations.

Short-Term Recovery

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:

- Utility restoration;
- Expanded social;
- Medical and mental health services;
- Re-establishment of the Town of Truckee government operations;
- Transportation route restoration;
- Debris removal and clean-up operations; and
- The abatement and demolition of hazardous structures.

Truckee will coordinate with special district and private utility companies on all efforts to restore utility systems and services during recovery operations. Medical services will continue in temporary facilities, as necessary. Nevada County Health Department will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

For federally-declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

In coordination with the American Red Cross, the Town will provide sheltering for disaster victims until housing can be arranged. The Town will ensure that debris removal and clean-up operations are expedited during short-term recovery operations.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities, and disaster response cost recovery.

The Town will be responsible for its own approach to mitigation which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques. With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by the Town and special districts in order to ensure a maximum reduction of vulnerability to future disasters. The Town and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The Town's redevelopment agencies will play a vital role in rebuilding commercial areas of Truckee.

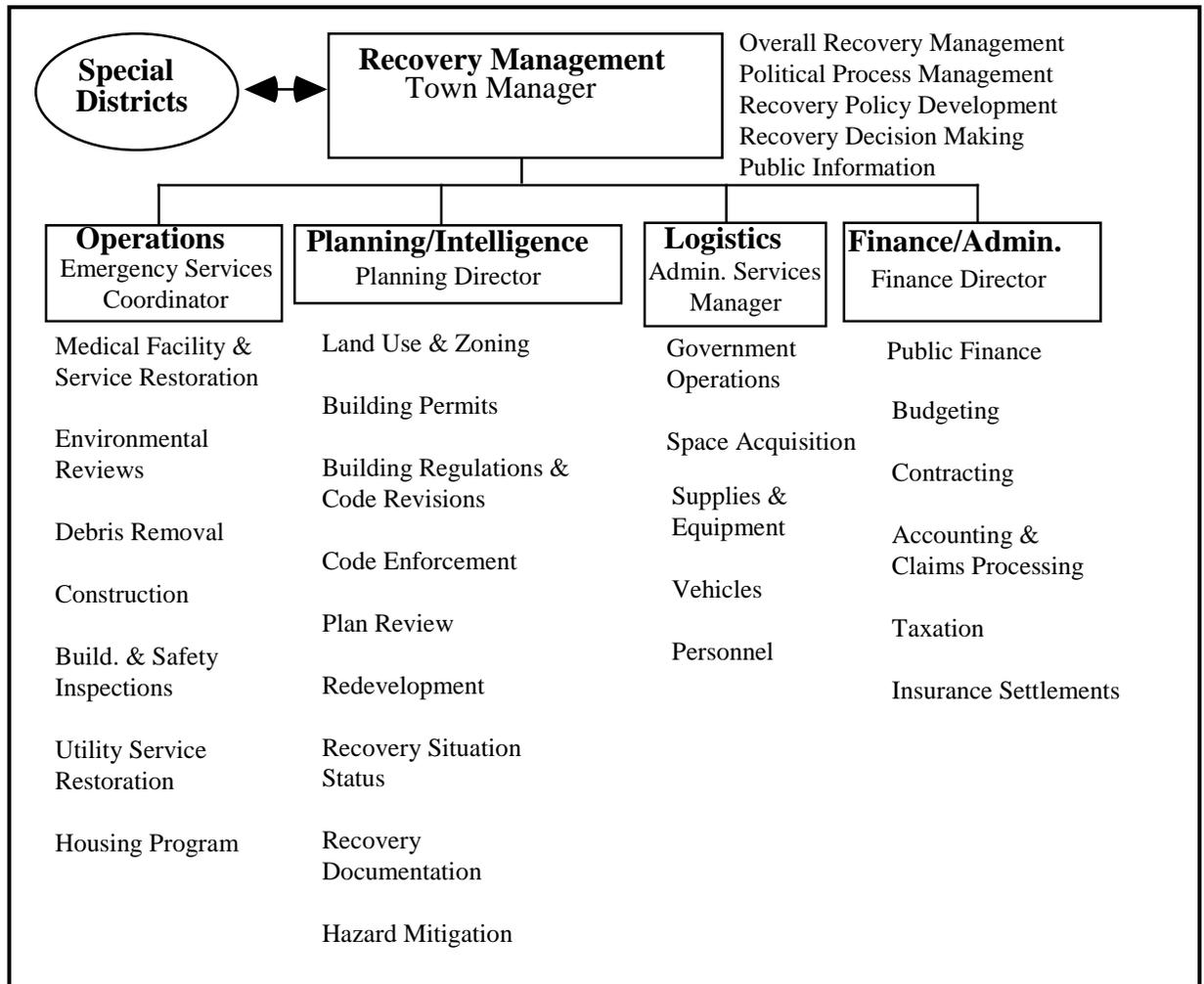
TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

RECOVERY OPERATIONS ORGANIZATION

For the Town of Truckee, recovery operations will be managed and directed by the Town Manager. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the Town Manager and their designated representatives. On a regularly scheduled basis, the Town Manager will convene meetings with department managers, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The Town of Truckee's departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted below.

Town of Truckee Operational Area Recovery Operations Organizational Chart



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

RECOVERY OPERATIONS RESPONSIBILITIES

The Town and special districts have specific responsibilities in recovering from a disaster. The functional responsibility chart, listed below, depicts the functional responsibilities assigned to each of the departments and/or key personnel, the Nevada County Operational Area, and special districts.

<u>Function</u>	<u>Departments/Agencies</u>
Political process management; interdepartmental coordination; policy development; decision making; and public information.	Town Manager's Office
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	Town Community Development
Restoration of medical facilities and associated services; Department continue to provide mental health services; and perform environmental reviews.	County Health
Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services.	Public Works Dept. Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing needs.	County Social Services Town Community Development
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements. Offices	Admin. Services Dept. Special District Acct.
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	Town Redevelopment Agency

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Applications for disaster financial assistance; liaison OES, Town &with assistance providers; onsite recovery support; Special District Acct Offices disaster financial assistance project management.	Nevada County
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions.	Town Attorney
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	Administrative Services

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

RECOVERY DAMAGE/SAFETY ASSESSMENT

Under the Town of Truckee's Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase by the Town and special districts. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

In coordination with County OES, the Public Works Departments will complete the detailed damage/safety assessment. Administrative and operational divisions of special districts will, in most cases, complete the detailed damage/safety assessment.

DOCUMENTATION

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

NDAAs Requirements

Under the State Natural Disaster Assistance Act (NDAAs), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, town streets, bridges, and other public works.

Federal Requirements

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- roads;
- water control facilities;
- public buildings and related equipment;
- public utilities;
- facilities under construction;
- recreational and park facilities;
- educational institutions; and
- certain private non-profit facilities.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Debris Removal

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the Town and special districts to collect documentation of these damages.

The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

Building Codes

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For The Town of Truckee and their special districts, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

ANNEX E

FAMILY DISASTER PREPAREDNESS GUIDE

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

INTRODUCTION

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

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

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

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

To begin using this document following an emergency, turn to page four (4) and begin with the Day 0 Checklist. The checklist is a table of contents directing you to the appropriate subject.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

SCOPE

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

ASSUMPTIONS

The assumptions used to prepare this document are as follows:

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

**The Emergency Services Act requires that all public employees are
Disaster Service Workers (DSW) as defined in
Section 3211.92, Labor Code.**

REMEMBER

To fail to plan is to plan to fail

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

Advanced Preparation

SECTION	PAGE
DAY 1 CHECKLIST.....	5
DAY 2 CHECKLIST.....	7
DAY 3 CHECKLIST.....	8
EVACUATE HOUSE	9
TURN OFF UTILITIES	10
DETERMINE EVACUATION ROUTES.....	12
LOCATE CHILDREN	14
DETERMINE FAMILY ASSEMBLY POINT.....	15
EMERGENCY PREPARATIONS	17
FOOD STORAGE GUIDE	17
WATER STORAGE GUIDE.....	18
FAMILY EMERGENCY FIRST-AID KIT	21
FIREFIGHTING TECHNIQUES AND EQUIPMENT.....	22
EMERGENCY SHELTERS.....	25
ALTERNATIVE HEATING, COOKING AND LIGHTING	26
SANITATION FACILITIES	27
QUICK FIX 72-HOUR PERSONAL AND CAR/HOME KIT	28
CHILDREN'S 72-HOUR SCHOOL KIT	30
IMPORTANT DOCUMENTS	31
PET CARE.....	33
Additional Emergency Information	35

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

DAY 1 CHECKLIST

After the Emergency

IMMEDIATE (1 2 hours) AT HOME

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

IMMEDIATE (1 2 hours) AT WORK

1. _____ Check for personal injury, be calm
2. _____ Observe safety of structure/fire - evacuate if necessary
3. _____ Provide emergency aid to co-workers
4. _____ Get 72-hour kit from car. Put on heavy sole shoes, jacket, gloves, etc.
5. _____ Turn on car radio. Listen for emergency information:
 - Are roads and bridges open and passable?
 - Best to travel by vehicle or foot?
 - Best to remain until daylight?
6. _____ Check in with out-of-area/state family emergency phone contact.
7. _____ Be sure your car is safe to drive.
8. _____ If car is left, leave name on a note and what route you are taking, i.e., "Route B" home/rendezvous point (be sure your family knows where "Route B" takes you).
9. _____ Beware of dehydration. Drink at least a pint of water immediately.
10. _____ Eat if you feel like it and have water available.
11. _____ Take medications on time. Set your watch.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- 12. _____ Keep checking in with out-of-area/state phone contact until you reach rendezvous point/home.
- 13. _____ Observe weather conditions. If you are walking, this is important so you have adequate time to find or make shelter.

AFTER INITIAL DISASTER (2 12 hours)

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

REMAINDER OF DAY (12 24 hours)

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

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

DAY 2 CHECKLIST

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

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

DAY 3 CHECKLIST

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

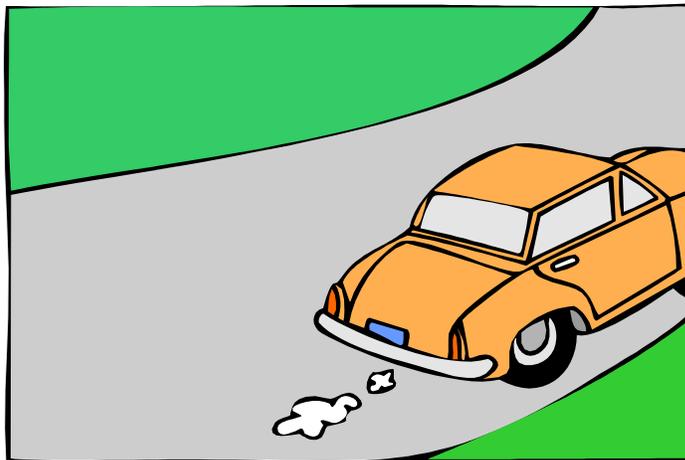
TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

EVACUATE HOUSE

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

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



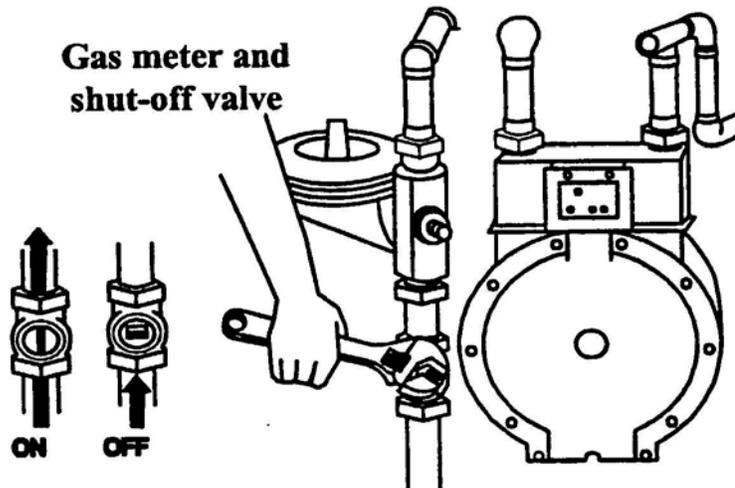
TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

TURN OFF UTILITIES

GAS

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



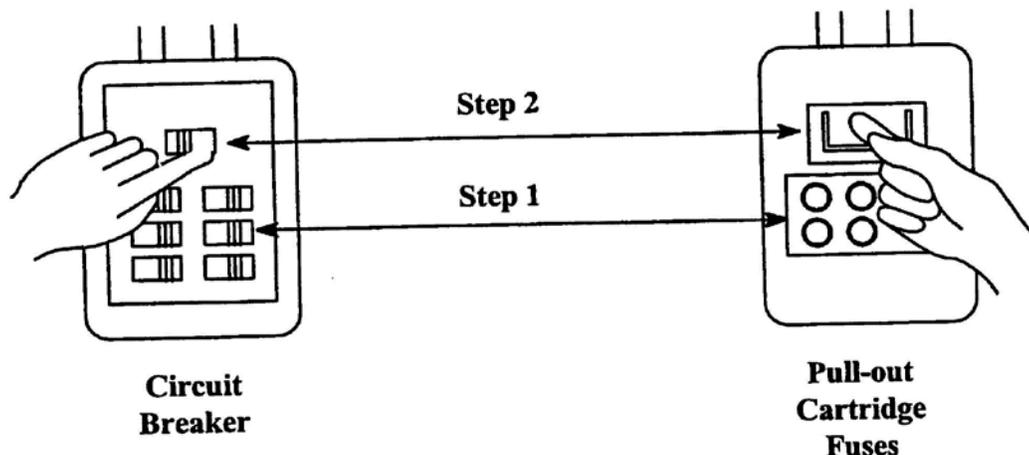
**Have wrench stored in a specific location
where it will be immediately available**

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

ELECTRICITY

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



- For circuit boxes: Switch of smaller breakers first, then the main breaker
- Fuse boxes: Unscrew the individual fuses, then pull the main switch.

WATER

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

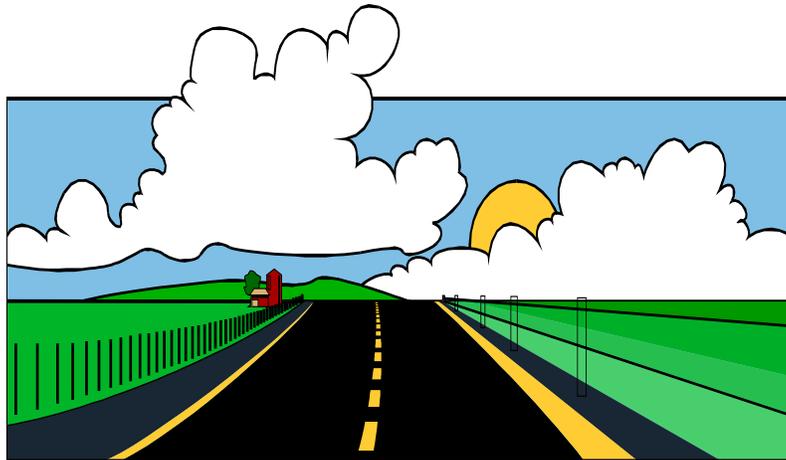
TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

DETERMINE EVACUATION ROUTES

EVACUATION FROM YOUR HOME:

1. Keep detailed maps of the local area in your car. Have each potential evacuation route noted with a marking pen.
2. Drive those routes that you do not normally travel so you are aware of any changes. It is vital that you completely understand each of these routes now as your mind could go blank in a crisis.
3. It is also important to keep your car in good condition so you can leave on a moment's notice. Have extra oil, oil filter, and water available. Storing large amounts of gasoline (5-10 gallons) around your home, even in approved containers, is **NOT** advised due to the explosion hazard. Always keep your car gas tank at least half full. Snow chains and jumper cables should be kept in your car at all times. Extra wiper blades, fan belts, tow rope, signal whistle, and mirrors are also useful.
4. Be sure to include a 72-hour kit for each family member (Page 25).
5. If appropriate, turn off utilities (Page 8) before evacuating your home. Leave a note in a prominent position on the outside of your home to let others know you are okay and where you may be contacted.



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

EVACUATION FROM YOUR BUSINESS TO YOUR HOME

This will depend very much on the type of disaster.

Fire

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

Earthquake

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

In An Earthquake

DROP, COVER, and HOLD

Earthquake procedures in the home or office

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

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

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes. You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

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

Earthquake procedures while outside or in a vehicle

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

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

LOCATE CHILDREN

KNOW HOW TO GET TO THEM AT SCHOOL AND AT PLAY

AT SCHOOL

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

AT PLAY

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



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

DETERMINE FAMILY ASSEMBLY POINT

Have family planning meetings

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

1. Where to meet after a disaster:

- a. Home, if possible
- b. Neighbor's
- c. Relative or friend

2. In case of fire:

- a. Next door
- b. Nearby corner
- c. Neighbor's

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

Review on each family member's birthday.

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



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

RECREATIONAL ACTIVITIES

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

If you must evacuate, take the following:

Portable radios
Favorite snacks
Card games (Skip Bo, Old Maid, etc.)
Game books (crossword puzzles, word search, etc.)

Favorite toy, stuffed animal
Small pocket games
Pencils and paper
Coloring books and crayons
Favorite books

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



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

EMERGENCY PREPARATIONS

FOOD STORAGE GUIDE

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

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

Store only food that you normally eat. Avoid commercial storage foods that contain items that are not part of your normal diet, or that you are unfamiliar with. It is important to maintain a sense of normalcy in any emergency to keep everyone calm. "Normal" food will help to achieve this good feeling.

It is very common that people are not hungry for the first 24 hours after a catastrophe. Their bodies will tell them when to eat. Remember to include baby foods, special dietary foods, favorite snacks, and food for your pets.

STORAGE

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

Critical Storage Temperatures

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

Storage Containers

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

- Use unbreakable containers, if possible.
- Do not stack breakable storage containers.
- Only plastic containers that are approved by the FDA should be used to store food or water. If you don't know, ask at the place of purchase or the manufacturer. Determined rodents are known to gnaw through heavy plastic containers.
- Date all containers when placed in storage and rotate on a regular basis to insure freshness.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Storage Tips

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

WATER STORAGE GUIDE

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

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

STORAGE

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

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Hidden Water Sources In Your Home

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

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

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

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

WATER PURIFICATION

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

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

Boiling

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Chlorination

Uses liquid chlorine bleach to kill microorganisms.

Chlorination Table

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

* 5.25 percent sodium hypo chlorite without soap, dyes, or scents

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

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

Purification tablets

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

FAMILY EMERGENCY FIRST-AID KIT

Box to hold supplies, preferably waterproof
or large duffel bag

First aid Manual

1 Ace Bandage, 3" wide

Rescue Blanket

2 Rolls Adhesive Tape, 10 Yds.

12 Assorted Safety Pins

Alcohol Swabs

Trauma Scissors

Ammonia Inhalant

Cotton Balls

Antacid Tablets

Feminine Hygiene Supplies

Antibacterial Soap

Eye Drops

20 Aspirin Tablets/Children's Tylenol

Heat Tablets

12 Band-Aids, Medium Size

Thermometer

Compresses (strips of sheeting 2" wide)

Ice Bag or Cold Pack

5 Triangular bandages (40" square, cut
diagonally with 4 safety pins)



Table Salt

2 Face Cloths

Ipecac (Induce Vomiting)

Matches In Waterproof Container

Diarrhea Medicine

First-aid Ointment, Antibacterial

Cotton-Tipped Swabs

8 Gauze Pads, 2" x 8"

Butterfly Bandages

8 Gauze Pads, 3" x 3"

Splints (finger, arm, leg)

8 Gauze Pads, 4" x 4"

Hydrogen Peroxide

3 Rolls of Gauze, 2" x 10 Yds.

Calamine Lotion

Merthiolate or Iodine

Tweezers

Razor and Blades

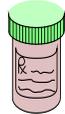
Snake Bite Kit

Prescription Drugs taken on a regular basis

2 Pair Latex Gloves

Extra Pair of Eyeglasses

Duct Tape



TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

FIREFIGHTING TECHNIQUES AND EQUIPMENT

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



FIRE TYPE	EXTINGUISHING	
	AGENT	METHOD
ORDINARY SOLID MATERIALS  	WATER FOAM	REMOVES HEAT REMOVES AIR AND HEAT
	DRY CHEMICAL	BREAKS CHAIN REACTION
FLAMMABLE LIQUIDS  	FOAM CO₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
ELECTRICAL EQUIPMENT  	CO₂	REMOVES AIR
	DRY CHEMICAL HALON	BREAKS CHAIN REACTION
COMBUSTIBLE METALS  	SPECIAL AGENTS	USUALLY REMOVE AIR

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

TECHNIQUES

WATER

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

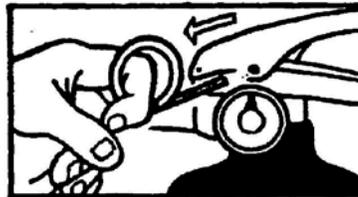
EXTINGUISHER

Fire Extinguisher Operation

P.A.S.S.

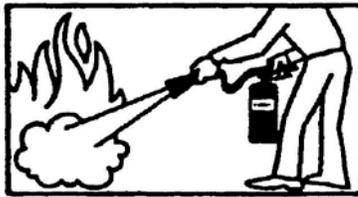
P.

PULL out the locking pin, breaking the seal.



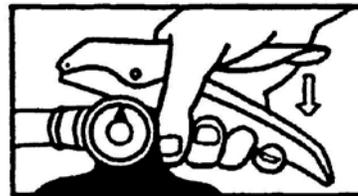
A.

AIM nozzle or hose just in front of the base of the fire.



S.

SQUEEZE the trigger handle all the way.



S.

SWEEP discharge from side to side, moving front to back, across the base of the fire.



TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

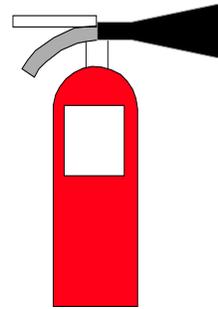
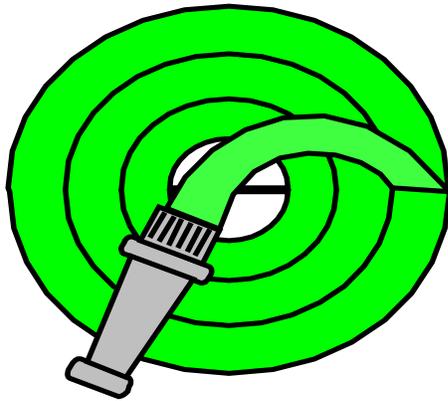
PREFERRED FIRE EQUIPMENT

Water Hose

50-100 feet long with adjustable spray nozzle.

Hand-held extinguisher

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



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

EMERGENCY SHELTERS

Geodesic Dome Tent

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

Camping Tents

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

Polyethylene Plastic Sheets

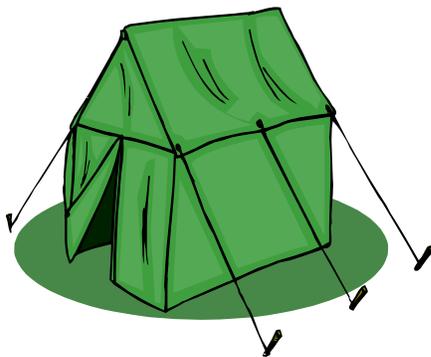
10 x 15 foot sheet can provide adequate warm weather shelter for the average family.

Recreational Vehicles

Motor homes, trailers, and tent trailers make ideal shelters.

Impromptu Shelters

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



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

ALTERNATIVE SOURCES OF HEATING, COOKING AND LIGHTING

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

HEATING

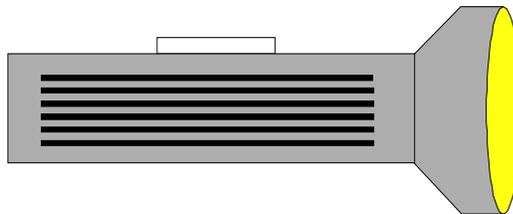
Use blankets and clothing to stay warm. Heat packs are an inexpensive way to warm hands and feet. These chemical source heat packs come in a variety of sizes and prices. The longevity and temperature of these heat packs vary from 130 degrees F. for two (2) hours to 160 degrees for 12 hours. Some of them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

COOKING

Camp stove, or Barbecue may be used outdoors ONLY.

LIGHTING

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



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

SANITATION FACILITIES

Personal Hygiene Supplies:

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

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

Household Trash Supplies:

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

QUICK FIX 72-HOUR PERSONAL AND CAR/HOME KIT

CONTAINERS

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

WATER

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

FOOD

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

WARMTH

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

LIGHT

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

RADIO

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

TOILET

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

PERSONAL HYGIENE

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

FIRST AID

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

CLOTHING

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

CAR KITS

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

OTHER

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

NOTE: Understand the difference between NEEDS and WANTS.

NEEDS = What will help you survive.

WANTS = Useless weight, space

In addition to these personal articles, you should include the following for your car:

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

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

CHILDREN'S 72-HOUR SCHOOL KIT

CONTAINERS

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

WATER

1 Gallon of water per day.

FOOD

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

WARMTH

Heavy-duty space blanket.

LIGHT

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

RADIO

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

INFORMATION

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

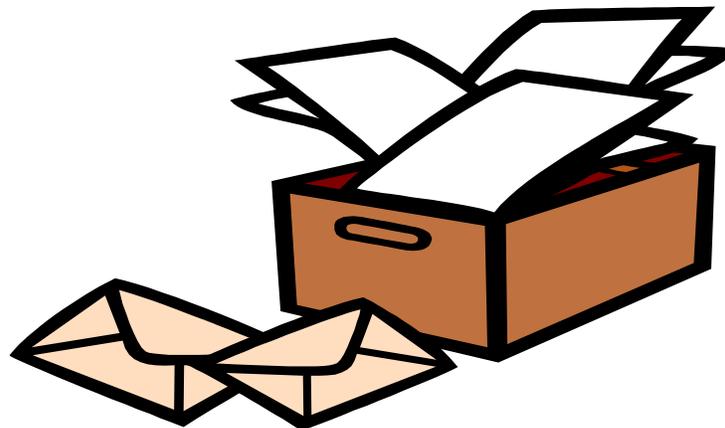
TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

IMPORTANT DOCUMENTS

Copies of the following documents should be kept readily available in a waterproof container, or even in a 72-Hour Home Kit. **(Originals should be stored in a safety deposit box).**

- Social Security Cards
- Birth Certificates
- Stocks and Bonds
- Driver's License
- Money and Credit Cards
- Savings/Checking Account Book
- Wills
- Insurance Policies
- Deeds
- Genealogy
- Address & Telephone #'s



TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

REHEARSALS

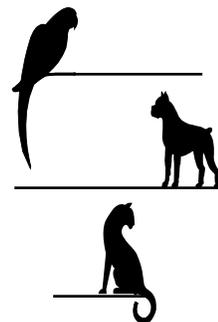
THE BEST PLANS ARE USELESS UNLESS THEY ARE EXERCISED.

When a catastrophe strikes, everyone in your home needs to understand what they are supposed to do. Rehearsing your emergency response plan best instills that knowledge. The following activities are suggested:

1. Contact your local emergency management or civil defense office and American Red Cross chapter to find out the following.
 - What types of disasters are likely to happen in your area?
 - What are your community's warning signals: What they sound like and what you should do when you hear them?
 - Ask about animal care during and after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
2. Read this "Emergency Preparedness section completely through at least twice.
3. Take a course in basic First Aid and CPR.
4. Show your spouse and older children where the gas, water and electrical utilities are located. Show how to turn these utilities off. **DO NOT MOVE THE GAS SHUT OFF VALVE.** You may inadvertently turn off the gas, which should only be turned back on by the gas utility company. Assign each individual a responsibility, with another assigned as a backup.
5. Practice your emergency evacuation route from your home/place of employment at least twice a year. Also drive the alternate route along the way at least twice a year. (Find out about disaster plans at your work place, your children's school or daycare center and other places where your family spends time.)
6. Be sure everyone knows where the water, food and medical supplies are located.
7. Use family gatherings to practice various parts of your emergency response plan, e.g., how to turn off utilities, practice first-aid techniques, etc.
8. After everyone is trained, use a family gathering, or some other convenient time, to run through the Day 1 Checklist, 0-2 hours. If your individual practices were done correctly, this "dress rehearsal" should work well. If it does not, simply review what was not done well and decide how to improve it for your circumstances.
9. Give special consideration for care of small children and handicapped persons.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN



PET CARE

Here are some steps you can take now to protect your animal companions in case disaster strikes.

1. Make sure that your pet has a current license or ID tags and proof of vaccinations. Animals should always wear identification. During an emergency, frightened animals can quickly slip through open doors or windows. The disorienting effects of an earthquake or fire may cause them to lose their way.
2. Include the following pet supplies in your family emergency kit:
 - Pet Food
 - Potable water in a non-breakable container
 - Food Dishes
 - Newspaper and/or paper towels
 - Blankets
 - Special medication, regularly checked for expiration
3. Pet carriers and leashes should be stored near your emergency supplies, preferably by an outside door. Carrying a frantic cat or dog in your arms is nearly impossible, especially when you are frantic too!
4. Keep all property fences in good repair. Even a small hole can become an avenue of escape during an emergency.

AFTER THE EMERGENCY

Like their human counterparts, animals deal with disaster in different ways. Be patient, and watch for potential problems.

1. If possible, try to keep your animals inside. Dogs and cats will look for any avenue of escape to avoid a frightening situation.
2. Check birds immediately. Birds can break blood feathers while frantically flying around in their cage. If not treated at once, they can easily bleed to death. If you notice the bird bleeding from a broken blood feather, immediately pull out the feather.
3. As a comfort to your animals, keep the household calm and quiet. It also helps to their favorite toy and bedding available. Familiar objects and smells are always calming.
4. Allow animals to cope in ways that work for them. Don't worry if they want to hide out for a while or refuse food for a day or two.
5. Don't coddle! Give your pet extra rations of love and understanding during the emergency, but try not to overreact.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

IF YOUR ANIMAL ESCAPES

Despite your best efforts, your animal may manage to escape during the commotion of the emergency. Don't give up! Get to work quickly:

1. Call your local Animal Control Officer and report the loss.

Call the Humane Society and report the lost animal.

2. Distribute "Lost" posters around the neighborhood. Be sure to include a current photograph of your animal, a description, the animal's name, your name, address and phone number, and any other pertinent information about your pet.
3. Go door-to-door. Talk with your neighbors about your lost pet. Describe the animal to them, give them a copy of your poster and ask them to help spread the word.
4. Leave a scent trail. Dragging a personal article of clothing along the ground leading to your home may enable your dog or cat to follow this familiar scent home, even if they are disoriented.
5. Like children, animals are sensitive to your reactions. If you act as if everything is fine, they will feel better.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Additional Emergency Information

TO OBTAIN ADDITIONAL EMERGENCY AND EARTHQUAKE PREPAREDNESS INFORMATION CONTACT THE FOLLOWING AGENCIES:

Governor's Office of Emergency Services (OES)

Web Site: www.oes.ca.gov

Federal Emergency Management Agency (FEMA)

Web Site www.fema.gov

American Red Cross (ARC)

National Headquarters Web Site: www.crossnet.org

Sacramento Sierra Chapter Web Site: <http://www.sacsierraredcross.org/>

Nevada County Office of Emergency Services

Eric Rood Administrative Center

950 Maidu Ave., Nevada City 95959

Web Site: <http://www.mynevadacounty.com/oes/>

Phone: (530) 265-1515

Fax (530) 265-7112

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

ANNEX F

**TOWN
DISASTER
ORDINANCE**

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

CHAPTER 2.50 DISASTER RELIEF

2.50.010 General Purposes

The purpose of this chapter is to provide for the preparation and carrying out of plans for the protection of persons and property within the Town in the event of the emergency or disaster conditions hereafter referred to; the direction of the disaster organization; and the coordination of the disaster functions of the Town with the County and with all other public agencies, corporations. Organizations and affected private persons

2.50.020 Definitions

As used in this chapter:

- (a) “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;
- (b) “State of emergency” means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the State caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, 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 the magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single town, city, county or city and county and require combined forces of a mutual aid region or regions or combat;
- (c) “Local emergency” means the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a town, city, county or city and county, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, 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;
- (d) Other terms used herein shall have meanings as used in the California Emergency Services Act.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.50.030 Disaster Corps

The Town disaster corps consists of all officers and employees of the town and its agencies, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this chapter, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel in the conduct of disaster operations. The disaster corps shall be composed of such elements as are provided for in the disaster operations plan of the Town. The officers of the Town shall have the authority and the duty to plan for mobilization, operation, and support of that segment of the disaster corps for which each is responsible as provided for in the disaster operations plan of the Town, and to conduct the activities thereof.

2.50.040 Disaster Corps - Activation

The disaster corps shall be activated and shall function as a disaster relief body, only:

- (a) Upon the existence of a “state of war emergency”:
- (b) Upon the declaration by the Governor of the state, or of persons authorized to act in his stead, of a “state of emergency” affecting and including the Town;
- (c) Upon the declaration of a “local emergency” by the Board of Supervisors of Nevada County, or by persons authorized to act in its stead, affecting and including the Town; or
- (d) Upon the declaration of a “local emergency” by the Town Council of the Town, or by persons herein authorized to act in its stead.

2.50.50 Disaster Director

The Town Manager shall be the disaster director. In the Town Managers absence or inability to act the Town Manager shall automatically be succeeded as disaster director by the officials and persons named for this purpose, and in the order specified, in the disaster operations plan of the Town.

250.060 Disaster Director - Powers and Duties.

The disaster director shall have the following powers and duties:

- (a) To make key appointments, and to make all other appointments or delegate the making of the same, within the disaster corps;

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- (b) To request the Town Council to proclaim the existence of a “local emergency” if the council is in session, or to issue such proclamation if the Council is not in session. Whenever a “local emergency” is proclaimed by the director, the Town Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect. The Town Council shall review the necessity or continuing the “local emergency” no less frequently than every fourteen days until the emergency is terminated;

- (c) During the existence of a “state of war emergency”, or the proclaimed existence of a “state of emergency” or a “local emergency” affecting the Town, to:
 - (1) Control and direct the activities of the Town disaster corps;
 - (2) Use all Town resources for the preservation of life and property and to reduce the effects of disaster;
 - (3) Resolve questions of authority and responsibility that may arise in disaster operations;
 - (4) Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the Town for the fair value thereof or by commandeering the same;
 - (5) Delegate to elected and appointed officials of the Town such duties and authorities as may be deemed necessary;
 - (6) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by a condition as proclaimed an emergency as proved herein,
 - (7) Require performance of emergency services by an Town official or employee and to command the aid of as many citizens of the Town as may be necessary in the execution of required duties; and
 - (8) Exercise complete authority over the Town and to exercise all police power vested in the Town by the Constitution and general laws;

- (d) In addition to the powers granted herein, the director shall have such powers incidental to the performance of duties as shall be necessary to allow the disaster operations plan of the Town to be carried out, it being the intent of this chapter that the enumerated powers herein are not limitations upon necessary powers

2.50.070 Office of Disaster Preparedness

There is created the Town Office of Disaster Preparedness, which shall consist of such positions as may be established by the Town Manager.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.50.080 Powers of Succession

Each person who shall succeed to each position or office as provided herein, shall succeed to all the powers and duties of the office succeeded to immediately upon such succession.

2.50.090 Orders by Member of Disaster Corps

During the existence of a “state of war emergency” or of a proclaimed “state of emergency” or “local emergency” affecting the Town, each member of the Town disaster corps shall have authority to require that all persons shall follow reasonable orders given within the scope of necessary functions in order to execute the disaster operation plan of the Town, and the willful failure of any person to follow such reasonable order or orders is a misdemeanor.

2.50.100 Line of Succession for Council Members

The line of succession for the position of Mayor during a state of emergency, war emergency, local emergency or other condition of disaster, unless otherwise ordered by the Town Council, shall be Mayor pro tempore followed by the remaining Town Council members in the order of their seniority, excluding standby successors who may have been appointed pursuant to Section 8638 of the Government Code of the State.

2.50.110 Emergency Operating Centers

Unless emergencies render the same impossible or unduly hazardous to safety, two emergency operating centers shall normally be maintained within the Town; one of these at the Town Hall, and the other at the police headquarters.

2.50.120 Prohibited Acts During Emergencies

It shall be a criminal act and a misdemeanor for any person during a state of emergency, war emergency, local emergency or other condition of disaster:

- (a) To willfully obstruct, hinder or delay and member of the Town disaster corps in the enforcement of any law or lawful rule, regulation or order issued pursuant to this chapter, or in the performance of any duty imposed upon such disaster corps member by virtue of this chapter;
- (b) To do any act forbidden by any lawful rule, regulation or order issued pursuant to this chapter if such is of such a nature as to give, or be likely to give assistance to the enemy, or to imperil life or property, or to prevent, hinder or delay the defense or protection of persons or property; or

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

- (c) To wear, carry, or display without authority, any means of identification specified by the emergency services of disaster or civil defense agencies of the federal or state governments.

2.50.180 Proclamation of Emergency - Determination - Authority

Whenever riots, general civil disobedience, multiple law violations or the threat of the same occur in the Town, the disaster director, or in the event of the disaster director's inability to act, the Chief of Police, may determine that a local emergency exists. At such time the disaster director shall forthwith proclaim in writing the existence of a state of local emergency. Widespread publicity and notice shall be given to such proclamation.

250.190 Proclamation of Emergency - Effective When - Term

The proclamation of local emergency provided herein shall become effective immediately upon its issuance and shall be disseminated to the public by appropriate news media. Such a state of local emergency shall exist from the time the proclamation of emergency is issued until such time as it is similarly and duly terminated by the disaster.

2.50.200 Proclamation of Emergency - Rules and Regulations Powers of Disaster Director

Alter the issuance of a proclamation of local emergency the disaster director shall have the power to make, issue and enforce the rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations shall be confirmed as soon as practicable by the Town Council. In addition to those powers and duties set forth in Section 2.20.060, the disaster director is granted, but shall not be limited to, the following powers:

- (a) **CURFEW.** The disaster director may order a general curfew applicable to the entire town or such geographical areas thereof he deems necessary to protect the public health, safety, welfare and morals.

As used herein "curfew" means a prohibition against any person or persons walking, running, loitering, standing, riding or motoring upon any alley, street, highway public property or private property except as authorized by the property or private property except as authorized by the owner, lessee or person in charge of such private property. Persons officially delegated to duty with reference to such civil emergency and representatives of news media, physicians, nurses, ambulance operators performing medical services, utility personnel maintaining essential public services, firemen and law enforcement officers and other such personnel

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

as well as those specifically authorized to duty by duly delegated authority are exempted from the foregoing curfew requirements;

- (b) **BUSINESS CLOSING.** The disaster director may order the closing of any business establishments anywhere within the Town, such businesses to include but not to be limited to those selling alcoholic beverages, gasoline or firearms;
- (c) **ALCOHOLIC BEVERAGES.** The disaster director may order that no person shall consume any alcoholic beverages in a public street or place which is publicly owned or in any other public or private area on which the consumption of such alcoholic beverages shall be found by the disaster director, on just cause, to precipitate a clear and present danger to the well-being of the community during the emergency;
- (d) **WEAPONS.** The disaster director may order that no persons shall carry or possess any gun, bomb, fire bomb, knife, rock or other such weapon or item, the use of which would tend to inflict great bodily harm on persons or damage to property;
- (e) The disaster director may designate any public street, thoroughfare or vehicular parking area closed to motor vehicles and pedestrian traffic during the course of such an emergency.

The foregoing specific authorization of authority vested in the disaster director and other such authorization as may be deemed necessary during such emergencies are declared to be imminently necessary for the protection of life and property during such emergency period.

2.50.210 Requisition of Equipment or Personnel

Once a proclamation of emergency is issued, the disaster director may request from the Governor all necessary assistance, requisition necessary personnel or materials from any Town department or other source, control and direct all Town personnel and equipment, obtain vital supplies and such other properties found lacking and needed for the protection of life and property, and bind the Town for the fair value thereof; and if required, commandeer immediately such property, equipment and personnel necessary for the public use during the term of the emergency.

The disaster director may also require emergency services of any Town official or employee and may command the aid of as many citizens of this Town as may be determined to be necessary in the execution of duties. Such person shall be entitled to all privileges, benefits and immunities as are provided by State or local law for registered civil defense and disaster worker volunteers.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

2.50.220 Termination of Emergency

Any state of local emergency proclaimed in accordance with the provisions of this chapter shall terminate after forty-eight hours from the issuance thereof or upon the issuance of a proclamation terminating the emergency by the disaster director, whichever occurs first; provided, however, that such emergencies may be extended for additional periods of time as deemed necessary by the disaster director.

2.50.230 Penalty for Violation

Any person violating any provision of this chapter or executive order issued pursuant thereto is guilty of a misdemeanor.

(ORD 92-15 06-03-93)

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

APPENDIX 1

EOC PERSONNEL LISTING

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

SEMS POSITION ASSIGNMENTS

MANAGEMENT / EOC Director

Tony Lashbrook, Chief Scott Berry

Public Information Officer

Alex Terrazas, Duane Hall

OPERATIONS

Harwood Mitchell, Randy Fenn, Rosemary O’Gorman

PLANNING

John McLaughlin, Mike Lavalley, Dan Olsen, Jenna Endres

LOGISTICS

Dan Wilkins, Mike Vaughn, Todd Landry, Dave Jacobsen

FINANCE/ADMINISTRATION

Kim Szczurek, Diane McLaughlin, Mary Fellows, Christina Bono

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

APPENDIX 2

HAZARD SPECIFIC CHECKLISTS

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

Emergency Operating Procedures

Hazard-Specific Checklists

All events are UNIQUE. Following are lists of various considerations for specific types of emergencies. These checklists are designed to be used ***in conjunction with*** the general duties of the positions outlined in Section 3 (EOC Positional Checklists). An important thing to keep in mind is that EVERY type of emergency also has the potential to become a HAZMAT incident.

Table of Contents

Table of Contents.....	1
Earthquake.....	2
Hazardous Materials Incidents (HAZMAT)	3
Floods and Storms	4
Fire.....	5

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Earthquake

- Obtain a status report of critical facilities that may have been damaged, then direct emergency personnel to those areas as needed. Major earthquakes may have the most widespread impact on the District of any emergency... In some cases, depending on the severity of the damage to a particular structure, individual Incident Command Posts may have to be established in those areas.
- Obtain a status report on nearby highways and roads. Develop a consistent plan for the flow of traffic. Ensure adequate ingress and egress for emergency vehicles.
- Initiate a Critical Facilities log that indicates which of those facilities have been checked and their disposition.
- Field units should initiate a general area survey after completing their critical facilities check. Be aware of fires, fuel leaks, ruptured pipes, downed power lines, utility disruptions, chemical spills, etc.
- Be prepared to inform Truckee-Donner PUD, Sierra Pacific, or Southwest Gas of any known electrical and gas complications.
- In the event of a significant aftershock, repeat the above steps.
- On Scene Commanders may need to set up a facility or area for triage near the location of the emergency. Be considerate of this in conducting affairs of your assigned position.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Hazardous Materials Incidents (HAZMAT)

- Attempt to identify the substance, remaining UPWIND, UPHILL and/or UPSTREAM at a SAFE DISTANCE.
 - Container or packaging can provide valuable information. Use binoculars to read.
 - Observe the chemical itself. Note its actions and physical characteristics.
 - If spilled from a vehicle, ask the driver to provide information about the substance or attempt to locate any warning placards that may be posted on the vehicle. Additional information may also be found in the shipping manifest or on the bill of lading.
 - Consult the orange Emergency Response Guidebook for specific warnings, cautions and handling guidelines.
- If the substance cannot be identified or is hazardous, contact the Fire Department as soon as possible. They are equipped to deal with containment and cleanup.
- Check information to see if the substance is flammable. Do not use road flares for traffic control. Use cones or other portable, non-sparking traffic control materials.
- Consider the potential affects of weather such as wind, rain, heat, etc.
- In the event that helicopters are required for medical evacuations, consider the potential spreading effect of the rotor downdraft. Choose a remote landing area.
- Establish a decontamination/treatment area for exposure victims if necessary.
- Consider isolating exposure victims from others, especially if bio-hazards are involved.
- If evacuation is required from around the plant, contact local authorities immediately.
- IMPORTANT:** Evacuation is the assisted removal of people BEFORE a threat arrives... On the other hand RESCUE is an issue that deals with the removal of persons once the threat is upon them.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Floods and Storms

- Obtain a status report on nearby highways and roads. Develop a consistent plan for the flow of traffic. Ensure adequate traffic control is in place to assist emergency vehicles with ingress and egress to incident scenes. It's important to realize that approximately 80% of flood deaths occur in vehicles.
- Stay in contact with flood control districts and dam managers for updated flood stage information.
- Floods are generally preceded by powerful storms. Check for downed power lines and inform Truckee-Donner PUD or Sierra Pacific immediately to prevent electrocution hazards.
- The canals, creeks and arroyos are an attractive nuisance to people, especially when heavy rains increase the water levels and turn them into raging currents. Ensure these areas are clear. Depending on severity, consider requesting a helicopter to check for problem areas. (Helicopter flights may be restricted in severe weather conditions.)
- Floodwaters may carry additional health and safety risks, such as bacteria from dead animals, raw sewage or hazardous substances. Sandbags tend to act as sponges for these hidden dangers, so ensure precautions are taken when handling them or coming into contact with the water itself.
- Watch treatment facility tanks and ponds for inundation or overflow.
- If evacuation is required from around the plant, contact local authorities immediately.
- IMPORTANT:** Evacuation is the assisted removal of people BEFORE a threat arrives... On the other hand RESCUE is an issue that deals with the removal of persons once the threat is upon them.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Fire

- Determine the size of the involved area, both actual and potential.
- Determine the apparent direction the fire is traveling and what lies in its path.
- Determine the need for evacuation.
- If a facility, building or vehicle is involved, determine if chemicals or hazardous substances are involved or potentially in danger of being involved. Determine what the chemicals or substances are, their location, and how much.
- Remain DOWNHILL and UPWIND from fires.
- Constantly be aware of the potential for toxic smoke or fumes.
- Immediately establish a liaison with the Fire Incident Commander.
- Maintain ingress and egress routes for emergency vehicles.
- Establish a perimeter control, keeping unauthorized vehicles and pedestrians out of the involved areas.
- If evacuation is required, contact local authorities immediately.
- IMPORTANT:** Evacuation is the assisted removal of people BEFORE a threat arrives... On the other hand RESCUE is an issue that deals with the removal of persons once the threat is upon them.

Town of Truckee - Emergency Operations Center

Message Form	Date:	Time:	Msg#:	Inc#:	Priority
Sent Via: Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Gov't Radio <input type="checkbox"/> Other Radio <input type="checkbox"/> Walk In <input type="checkbox"/>					Check One
Message To:			Phone:		<input type="checkbox"/> Life Threatening
Message From:			Phone:		<input type="checkbox"/> Urgent
R'cvd/Sent By:			Phone:		<input type="checkbox"/> Non-Urgent
Routing: Action Assigned By Section Chief				Message PRESS HARD - BE LEGIBLE	
SECTION / UNIT					
Command		ACTION	INFO		
Director of Emergency Services					
Public Information Officer					
Legal Officer					
EOC Manager / Safety Officer					
Liaison Officer					
Operations		ACTION	INFO		
Operations Section Chief					
Law Enforcement Unit					
Fire / Medical Unit					
Public Works Unit					
				Action Required	
				Section Chief's Recommended Course of Action	
Planning		ACTION	INFO		
Planning Section Chief					
Situation Status Unit					
Resource Status Unit					
Damage Assessment Unit					
Documentation Unit					
Logistics		ACTION	INFO		
Logistics Section Chief					
Supplies Unit				Action Taken	
Personnel Unit					
Care / Shelter Unit					
Transportation Unit					
Utilities Unit					
Finance		ACTION	INFO		
Finance Section Chief					
Compensation / Claims Unit					
Cost Unit					
Time Unit					

Town of Truckee

INCIDENT ACTION PLAN

INCIDENT NAME:
OPERATIONAL PERIOD:

MAP SKETCH

PREPARED BY (PLANNING SECTION CHIEF):

DATE / TIME:

SUMMARY OF CURRENT OBJECTIVES
(ICS-201)

DATE PREPARED:

TIME PREPARED:

OPERATIONAL PERIOD:

CURRENT OBJECTIVES:

CURRENT ACTIONS:

INCIDENT OBJECTIVES (ICS-202)

INCIDENT NAME: OPERATIONAL PERIOD:

DATE / TIME PREPARED:

GENERAL CONTROL OBJECTIVES FOR THE INCIDENT:

WEATHER FORECAST FOR OPERATIONAL PERIOD:

SAFETY MESSAGE: [FROM COMMAND SAFETY OFFICER]

ATTACHMENTS (IF ATTACHED)
ORGANIZATIONAL LIST ORGANIZATIONAL CHART INCIDENT MAPS DIVISION ASSIGNMENT LIST UNIT LOG (ICS202)

PREPARED BY (PLANNING SECTION CHIEF): APPROVED BY (INCIDENT COMMANDER):

(ICS-203)		ORGANIZATIONAL LIST		DATE / TIME PREPARED:	
INCIDENT COMMAND STAFF			FOR OPERATIONAL PERIOD: _____ to _____		
Incident Commander			OPERATIONS SECTION		
Liaison Officer			Chief		
Information Officer			Deputy		
Safety Officer			Branch I Director		
AGENCY REPRESENTATIVES			Division/Group Supervisor		
Agency		Team Leader			
		Team Leader			
		Division/Group Supervisor			
		Team Leader			
		Team Leader			
		Branch II Director			
		Division/Group Supervisor			
		Team Leader			
PLANS SECTION			Team Leader		
Chief			Division/Group Supervisor		
Deputy			Team Leader		
Resource Unit			Team Leader		
Situation Unit			Branch III Director		
Documentation Unit			Division/Group Supervisor		
Demobilization Unit			Team Leader		
			Team Leader		
			Division/Group Supervisor		
Chief			Team Leader		
Deputy			Team Leader		
Support Branch			FINANCE SECTION		
Supply Unit			Chief		
Facilities Unit			Time Unit Equipment/Personnel		
Communications Unit			Procurement Unit		
			Claims Unit		

Public Information Summary - Incident Status

(ICS - 209)

Name:	Type:	Cause:
Location:	Incident Commander:	Start / End Time:

Areas Involved:	Areas Evacuated:
------------------------	-------------------------

Agency Resources:	Shelter Centers:
--------------------------	-------------------------

Casualties	Hospitals / Contact Person:						
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Personnel</td> <td style="width:50%; text-align: center;">Public</td> </tr> <tr> <td>Injured:</td> <td>Injured:</td> </tr> <tr> <td>Killed:</td> <td>Killed:</td> </tr> </table>		Personnel	Public	Injured:	Injured:	Killed:	Killed:
Personnel		Public					
Injured:		Injured:					
Killed:	Killed:						

Damage Estimates (In Dollars)	Road Status:
Public:	
Private:	

Warnings - Expected Hazards		
Location	Type	Period

Miscellaneous:

Current Weather	PIO	Phone	
	Assistant	Pager	
	Location	Cell Phone	
Forecast Weather	Prepared By:		Date/Time
	Approved By:		Date/Time

Town of Truckee
AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE
for response to

(EVENT NAME)

GENERAL INFORMATION

Information Needed	Text goes in text boxes below.
Name of Agency:	
Type of Agency:* (Select one) * City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other.	
OES Admin Region: (Coastal, Inland, or Southern)	
Completed by:	
Date report completed:	
Position: (Use SEMS/NIMS positions)	
Phone number:	
Email address:	
Dates and Duration of event: (Beginning and ending date of response or exercise activities - using mm/dd /yyyy)	
Type of event, training, or exercise:* * Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.	
Hazard or Exercise Scenario:* *Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.	

SEMS/NIMS FUNCTION EVALUATION

MANAGEMENT (Public Information, Safety, Liaison, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

LOGISTICS (Services, support, facilities, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)

	Satisfactory	Needs Improvement
Overall Assessment of Function (check one)		

If “needs improvement” please briefly describe improvements needed:

Planning	
Training	
Personnel	
Equipment	
Facilities	

AFTER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

Response/Performance Assessment Questions	yes	no	Comments
1. Were procedures established and in place for responding to the disaster?			
2. Were procedures used to organize initial and ongoing response activities?			
3. Was the ICS used to manage field response?			
4. Was Unified Command considered or used?			
5. Was the EOC and/or DOC activated?			
6. Was the EOC and/or DOC organized according to SEMS?			
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?			
8. Were response personnel in the EOC/DOC trained for their assigned position?			
9. Were action plans used in the EOC/DOC?			
10. Were action planning processes used at the field response level?			
11. Was there coordination with volunteer agencies such as the Red Cross?			
12. Was an Operational Area EOC activated?			
13. Was Mutual Aid requested?			
14. Was Mutual Aid received?			
15. Was Mutual Aid coordinated from the EOC/DOC?			
16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings?			
17. Were communications established and maintained between agencies?			
18. Was the public alert and warning conducted according to procedure?			
19. Was public safety and disaster information coordinated with the media through the JIC?			
20. Were risk and safety concern addressed?			
21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability?			

22. Was communications inter-operability an issue?			

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. *Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.*

24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

NARRATIVE

Use this section for additional comments.

POTENTIAL CORRECTIVE ACTIONS

Identify issues, recommended solutions to those issues, and agencies that might be involved in implementing these recommendations. Address any problems noted in the SEMS/NIMS Function Evaluation.

Indicate whether issues are an internal agency specific or have broader implications for emergency management. (Code: I= Internal; R =Regional, for example, OES Mutual Aid Region, Administrative Regions, geographic regions, S=Statewide implications)

Code	Issue or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

ONLY USE THE FOLLOWING FOR RESPONSE ACTIVITIES RELATED TO EMAC

EMAC / SEMS After Action/Corrective Action Report Survey

NOTE: Please complete the following section **ONLY** if you were involved with EMAC related activities.

1. Did you complete and submit the on-line EMAC After Action Survey form for (Insert name of the disaster)?

2. Have you taken an EMAC training class in the last 24 months?

3. Please indicate your work location(s) (State / County / City / Physical Address):

4. Please list the time frame from your dates of service (Example: 09/15/05 to 10/31/05):

5. Please indicate what discipline your deployment is considered (please specify):

6. Please describe your assignment(s):

Questions:

You may answer the following questions with a “yes” or “no” answer, but if there were issues or problems, please identify them along with recommended solutions, and agencies that might be involved in implementing these recommendations.

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
1	Were you familiar with EMAC processes and procedures prior to your deployment?					
2	Was this your first deployment outside of California?					
3	Where your travel arrangements made for you? If yes, by whom?					
4	Were you fully briefed on your assignment prior to deployment?					
5	Were deployment conditions (living conditions and work environment) adequately described to you?					
6	Were mobilization instructions clear?					
7	Were you provided the necessary tools (pager, cell phone, computer, etc.) needed to complete your assignment?					
8	Were you briefed and given instructions upon arrival?					
9	Did you report regularly to a supervisor during deployment? If yes, how often?					
10	Were your mission assignment and tasks made clear?					
11	Was the chain of command clear?					
12	Did you encounter any barriers or obstacles while deployed? If yes, identify.					
13	Did you have communications while in the field?					
14	Were you adequately debriefed after completion of your assignment?					
15	Since your return home, have you identified or experienced any symptoms you feel might require "Critical Stress					

#	Questions	Issues / Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion
	Management” (i.e., Debriefing)?					
16	Would you want to be deployed via EMAC in the future?					

Please identify any ADDITIONAL issues or problems below:

#	Issues or Problem Statement	Corrective Action / Improvement Plan	Agency(s)/ Depts. To Be Involved	Point of Contact Name / Phone	Estimated Date of Completion

Additional Questions

Identify the areas where EMAC needs improvement (check all that apply):

- Executing Deployment
- Command and Control
- Logistics
- Field Operations
- Mobilization and Demobilization

Comments: _____

Identify the areas where EMAC worked well:

Identify which EMAC resource needs improvement (check all that apply):

- EMAC Education
- EMAC Training
- Electronic REQ-A forms
- Resource Typing
- Resource Descriptions
- Broadcast Notifications
- Website

Comments:

As a responder, was there any part of EMAC that did not work, or needs improvement? If so, what changes would you make to meet your needs?

Please provide any additional comments that should be considered in the After Action Review process (use attachments if necessary):

OES Only: Form received on: _____ Form reviewed on: _____

Reviewed By: _____

APPENDIX 3

EMERGENCY OPERATIONS CENTER FORMS

APPENDIX 4

GLOSSARY AND ACRONYMS LIST

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

1 Glossary

1.1 Terms

Aerial Reconnaissance: An aerial assessment of the damaged area that includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

Aerosol: Fine liquid or solid particles suspended in a gas, for example, fog or smoke.

All Hazards: Refers to a policy or program that is designed to deal with a variety of natural and technological hazards.

Annex: A document that supplements the Emergency Operations Plan, which provides further planning information for a specific aspect of emergency management.

Appendix: A separate portion of the Emergency Operations Plan that contains guidance and information specific to actions required in emergency management.

Biological Agents: Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

Chemical Agent: A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. Generally separated by severity of effect: lethal, blister, and incapacitating.

Comprehensive Emergency Management Plan: A document required by state regulation that consists of a Basic Plan, Appendices, Supplemental Annexes, and Standard Operating Procedures for the purpose of providing effective mitigation, response to and recovery from disasters.

Consequence Management: Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism. (Source: FRP Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the Lead Federal Agency (LFA) for consequence management to ensure that the Federal Response Plan is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government: Includes measures to – ensure continued leadership and preservation of vital records, thereby maintaining a viable system of government supported by law; establish emergency authorities legally vested in government leaders so that they have prescribed powers to act; ensure survivability of mechanisms and systems for direction and control so that actions directed by leaders can be communicated and coordinated; sustain essential emergency services and resources so that critical response and recovery actions can achieve widest possible implementation.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Crisis Management: This is the law enforcement aspect of an incident that involves measures to identify, acquire, and plan the resources needed to anticipate, prevent, and/or resolve a threat of terrorism. The FBI is the LFA for crisis management for such an incident. (Source: FBI) During crisis management, the FBI coordinates closely with local law enforcement authorities to provide successful law enforcement resolution to the incident. The FBI also coordinates with other Federal authorities, including FEMA. (Source: FRP Terrorism Incident Annex, April 1999)

Damage Assessment: The appraisal or determination of the actual damage resulting from a disaster.

Decontamination: The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the HazMat.

Disaster: The occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or manmade cause including fire, flood, earthquake, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, other public calamity requiring emergency action.

Disaster Assistance Center: A location established in a disaster area that houses all federal, state, and local agencies that deal directly with the needs of the individual victim. DACs are established only after a Presidential Declaration.

Disaster Declaration: A document executed by an elected government for the purpose of obtaining assistance from a higher level of government.

Disaster Service Workers: All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Drill: A supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation. A drill is often a component of an exercise.

Drop Cover, and Hold: Shelter position under tables or desks or other protected places away from overhead fixtures, windows, high cabinets, and bookcases, for immediate individual protection during an emergency.

Emergency: An event, the effects of which cause loss of life, human suffering, property damage (both public and private), and severe economic and social disruption.

Emergency Alert System: A program of the Federal Communications Commission (FCC) to coordinate the dissemination of emergency information via commercial broadcasters.

Emergency Coordinator: A position called for in the Emergency Organization to carry out emergency management functions on a day-to-day basis at the local level.

Emergency Manager: A position called for in the Emergency Organization to oversee the implementation of the District Comprehensive Emergency Management Plan at the local level.

Emergency Operations Center: A centralized location where individuals responsible for responding to a large scale emergency can have immediate communication with each other and with District management for the purpose of enhancing coordination in exercising direction and control of emergency response and recovery efforts.

Emergency Organization: Organization to direct and control operations of the District during a period of emergency with assigned responsibilities and tasks for planning, response, and recovery in emergency situations.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Emergency Powers: Special authority granted to a chief local official during times of emergency. The State delegates emergency powers to designated local officials through an executive order.

Federal Response Plan (FRP): The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC], et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management. (Source: FRP Terrorism Incident Annex, April 1999)

Lead Agency: The Federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the Federal response in a specific functional area. The FBI is the lead agency for crisis management and FEMA is the lead agency for consequence management. Lead agencies support the overall Lead Federal Agency (LFA) during all phases of the response.

Lead Federal Agency (LFA): The agency designated by the President to lead and coordinate the overall Federal response is referred to as the LFA and is determined by the type of emergency. In general, an LFA establishes operational structures and procedures to assemble and work with agencies providing direct support to the LFA in order to provide an initial assessment of the situation, develop an action plan, monitor and update operational priorities, and ensure each agency exercises its concurrent and distinct authorities under U.S. law and supports the LFA in carrying out the President's relevant policy. Specific responsibilities of an LFA vary according to the agency's unique statutory authorities.

Level I Emergency: Minor to moderate emergency, such as major power outage, bomb threat, air pollution alert, isolated fire, or minor earthquake (no injuries or significant damage).

Level II Emergency: Moderate to severe emergency, such as major fire, moderate earthquake, bomb explosion (with injuries and/or structural damage).

Level III Emergency: Major emergency or disaster, such as a major earthquake or nuclear explosion.

Local Emergency Responder: Safety services provided by outside agencies, such as police, fire, medical or rescue services.

Mitigation: Those actions (including threat and vulnerability assessments) taken to reduce the exposure to and detrimental effects of a WMD incident.

Mitigation Phase: Phase of emergency management for site-specific action to minimize hazards and reduce the potential for injury or damage in an emergency.

Nonpersistent Agent: An agent that, upon release, loses its ability to cause casualties after 10 to 15 minutes. It has a high evaporation rate, is lighter than air, and will disperse rapidly. It is considered to be a short-term hazard; however, in small, unventilated areas, the agent will be more persistent.

Persistent Agent: An agent that, upon release, retains its casualty-producing effects for an extended period of time, usually anywhere from 30 minutes to several days. A persistent agent usually has a low evaporation rate and its vapor is heavier than air; therefore, its vapor cloud tends to hug the ground. It is considered to be a long-term hazard. Although inhalation hazards are still a concern, extreme caution should be taken to avoid skin contact as well.

TOWN OF TRUCKEE

EMERGENCY OPERATIONS PLAN

Plume: Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Preparation (Preparedness) Phase: Phase of emergency management for employee in-service training in emergency responsibilities, such as prevention of injuries and property damage, first-aid and other response and rescue operations, and for acquisition of adequate supplies and equipment required to respond to an emergency.

Radiation: High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Recovery Phase: Phase of emergency management for the initiation of short-range and long-range recovery plans at each effected site to return to normal operations following an emergency.

Response Phase: Phase of emergency management in which all employees take appropriate steps in an emergency situation to put the emergency plan into action.

Terrorism: The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Domestic terrorism involves groups or individuals who are based and operate entirely within the United States and U.S. territories without foreign direction and whose acts are directed at elements of the U.S. government or population.

Toxicity: A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Weapons-Grade Material: Nuclear material considered most suitable for a nuclear weapon. It usually connotes uranium enriched to above 90 percent uranium-235 or plutonium with greater than about 90 percent plutonium-239.

Weapons of Mass Destruction: Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921)

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

1.2 Acronyms

<u>AFB</u>	Air Force Base
<u>AMS</u>	Aerial Measuring System
<u>ANSIR</u>	Awareness of National Security Issues and Response Program
<u>ARAC</u>	Atmospheric Release Advisory Capability
<u>ARG</u>	Accident Response Group
<u>ARS</u>	Agriculture/Research Service
<u>ATC</u>	Air Traffic Control
<u>BDC</u>	Bomb Data Center
<u>CBIAC</u>	Chemical and Biological Defense Information and Analysis Center
<u>CBRNE</u>	Chemical, Biological, Radiological, Nuclear Material, or High-Yield Explosive
<u>CDC</u>	Centers for Disease Control and Prevention
<u>CDRG</u>	Catastrophic Disaster Response Group
<u>CEPPO</u>	Chemical Emergency Preparedness and Prevention Office
<u>CERCLA</u>	Comprehensive Environmental Response, Compensation, and Liability Act
<u>CHEMTREC</u>	Chemical Transportation Emergency Center
<u>CHPPM</u>	Center for Health Promotion and Preventive Medicine
<u>CIRG</u>	Crisis Incident Response Group
<u>CJCS</u>	Chairman of the Joint Chiefs of Staff
<u>CM</u>	Consequence Management
<u>CMU</u>	Crisis Management Unit (CIRG)
<u>CRU</u>	Crisis Response Unit
<u>CSREES</u>	Cooperative State Research, Education and Extension Service
<u>CST</u>	Civil Support Teams
<u>CW/CBD</u>	Chemical Warfare/Contraband Detection

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

<u>DAC</u>	Disaster Assistance Center
<u>DEST</u>	Domestic Emergency Support Team
<u>DFO</u>	Disaster Field Office
<u>DMAT</u>	Disaster Medical Assistance Team
<u>DMCR</u>	Disaster Management Central Resource
<u>DMORT</u>	Disaster Mortuary Operational Response Team
<u>DOD</u>	Department of Defense
<u>DOE</u>	Department of Energy
<u>DOJ</u>	Department of Justice
<u>DPP</u>	Domestic Preparedness Program
<u>DSR</u>	Damage Survey Report
<u>DTCTPS</u>	Domestic Terrorism/Counter Terrorism Planning Section (FBI HQ)
<u>DTIC</u>	Defense Technical Information Center
<u>EAS</u>	Emergency Alert System
<u>EM</u>	Emergency Management
<u>EMI</u>	Emergency Management Institute
<u>EMS</u>	Emergency Medical Services
<u>EOC</u>	Emergency Operations Center
<u>EOP</u>	Emergency Operations Plan
<u>EPA</u>	Environmental Protection Agency
<u>EPCRA</u>	Emergency Planning and Community Right-to Know Act
<u>ERT</u>	Emergency Response Team (FBI)
<u>ERT-A</u>	Emergency Response Team – Advance Element
<u>ERTU</u>	Evidence Response Team Unit
<u>ESF</u>	Emergency Support Function

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

<u>EST</u>	Emergency Support Team
<u>EU</u>	Explosives Unit
<u>FBI</u>	Federal Bureau of Investigation
<u>FEMA</u>	Federal Emergency Management Agency
<u>FEST</u>	Foreign Emergency Support Team
<u>FNS</u>	Food and Nutrition Service
<u>FRERP</u>	Federal Radiological Emergency Response Plan
<u>FRMAC</u>	Federal Radiological Monitoring and Assessment Center
<u>FRP</u>	Federal Response Plan
<u>FS</u>	Forest Service
<u>HazMat</u>	Hazardous Materials
<u>HHS</u>	Department of Health and Human Services
<u>HMRU</u>	Hazardous Materials Response Unit
<u>HQ</u>	Headquarters
<u>HRT</u>	Hostage Rescue Team (CIRG)
<u>HTIS</u>	Hazardous Technical Information Services (DoD)
<u>IC</u>	Incident Commander
<u>ICS</u>	Incident Command System
<u>IND</u>	Improvised Nuclear Device
<u>JIC</u>	Joint Information Center
<u>JOC</u>	Joint Operations Center
<u>JTF-CS</u>	Joint Task Force for Civil Support

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

<u>LEPC</u>	Local Emergency Planning Committee
<u>LFA</u>	Lead Federal Agency
<u>MEDCOM</u>	Medical Command
<u>MMRS</u>	Metropolitan Medical Response System
<u>MOA</u>	Memorandum of Agreement
<u>MSCA</u>	Military Support to Civil Authorities
<u>NAP</u>	Nuclear Assessment Program
<u>NBC</u>	Nuclear, Biological, and Chemical
<u>NCP</u>	National Oil and Hazardous Substances Pollution Contingency Plan
<u>NDMS</u>	National Disaster Medical System
<u>NDPO</u>	National Domestic Preparedness Office
<u>NEST</u>	Nuclear Emergency Search Team
<u>NETC</u>	National Emergency Training Center
<u>NFA</u>	National Fire Academy
<u>NMRT</u>	National Medical Response Team
<u>NRC</u>	Nuclear Regulatory Commission
<u>NRT</u>	National Response Team
<u>NSC</u>	National Security Council
<u>NTIS</u>	National Technical Information Service
<u>OEP</u>	Office of Emergency Preparedness
<u>OFCM</u>	Office of the Federal Coordinator for Meteorology
<u>OIG</u>	Office of the Inspector General (USDA)
<u>OSC</u>	On-Scene Commander
<u>OSLDPS</u>	Office for State and Local Domestic Preparedness Support

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

<u>PDD</u>	Presidential Decision Directive
<u>PHS</u>	Public Health Service
<u>POC</u>	Point of Contact
<u>PT</u>	Preparedness, Training, and Exercises Directorate (FEMA)
<u>R&D</u>	Research and Development
<u>RAP</u>	Radiological Assistance Program
<u>RCRA</u>	Research Conservation and Recovery Act
<u>RDD</u>	Radiological Dispersal Device
<u>REAC/TS</u>	Radiation Emergency Assistance Center/Training Site
<u>ROC</u>	Regional Operations Center
<u>RRIS</u>	Rapid Response Information System (FEMA)
<u>RRT</u>	Regional Response Team
<u>SAC</u>	Special Agent in Charge (FBI)
<u>SARA</u>	Superfund Amendments and Reauthorization Act
<u>SBCCOM</u>	Soldier and Biological Chemical Command (U.S. Army)
<u>SCBA</u>	Self-Contained Breathing Apparatus
<u>SEB</u>	State Emergency Board
<u>SERC</u>	State Emergency Response Commission
<u>SIOC</u>	Strategic Information and Operations Center (FBI HQ)
<u>SLG</u>	State and Local Guide
<u>TERC</u>	Tribal Emergency Response Commission
<u>TIP</u>	Terrorist Incident Plan
<u>TRIS</u>	Toxic Release Inventory System

TOWN OF TRUCKEE EMERGENCY OPERATIONS PLAN

<u>UC</u>	Unified Command
<u>UCS</u>	Unified Command System
<u>USC</u>	U.S. Code
<u>USDA</u>	U.S. Department of Agriculture
<u>USFA</u>	U.S. Fire Administration
<u>VA</u>	Department of Veterans Affairs
<u>WMD</u>	Weapons of Mass Destruction
<u>WMD-CST</u>	WMD Civil Support Team

**TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN**

APPENDIX 5

**CITY / COUNTY
EOC
INFORMATION**

TOWN OF TRUCKEE
EMERGENCY OPERATIONS PLAN

Town of Truckee
Emergency Operations Center
Section Phone Listings

Management	(530) 582-7155
Operations	(530) 582-7145
Planning	(530) 582-7148
Logistics	(530) 582-7149
	(530) 582-7150
	(530) 582-7156
Finance	(530) 582-7152
Liaison	(530) 582-7146
	(530) 582-7147
EOC FAX	(530) 550-2343

Location:

Town Council Chambers
Truckee Town Hall
10183 Truckee Airport Road
Truckee, CA 96161

***** To Be Completed ***
Add Other Cities, County,
Utilities, Schools, Hospitals
and any Other Critical Phone
Numbers**

Town of Truckee - Emergency Operations Center

Message Form	Date:	Time:	Msg#:	Inc#:	Priority
Sent Via: Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Gov't Radio <input type="checkbox"/> Other Radio <input type="checkbox"/> Walk In <input type="checkbox"/>					Check One
Message To:			Phone:		<input type="checkbox"/> Life Threatening
Message From:			Phone:		<input type="checkbox"/> Urgent
R'cvd/Sent By:			Phone:		<input type="checkbox"/> Non-Urgent
Routing: Action Assigned By Section Chief			Message <small>PRESS HARD - BE LEGIBLE</small>		
SECTION / UNIT					
Command	ACTION	INFO			
Director of Emergency Services					
Public Information Officer					
Legal Officer					
EOC Manager / Safety Officer					
Liaison Officer					
Operations	ACTION	INFO			
Operations Section Chief					
Law Enforcement Unit					
Fire / Medical Unit					
Public Works Unit					
			Action Required		
			Section Chief's Recommended Course of Action		
Planning	ACTION	INFO			
Planning Section Chief					
Situation Status Unit					
Resource Status Unit					
Damage Assessment Unit					
Documentation Unit					
Logistics	ACTION	INFO			
Logistics Section Chief					
Supplies Unit			Action Taken		
Personnel Unit					
Care / Shelter Unit					
Transportation Unit					
Utilities Unit					
Finance	ACTION	INFO			
Finance Section Chief					
Compensation / Claims Unit					
Cost Unit					
Time Unit					

Town of Truckee

INCIDENT ACTION PLAN

INCIDENT NAME:
OPERATIONAL PERIOD:

MAP SKETCH

PREPARED BY (PLANNING SECTION CHIEF):

DATE / TIME:

SUMMARY OF CURRENT OBJECTIVES
(ICS-201)

DATE PREPARED:

TIME PREPARED:

OPERATIONAL PERIOD:

CURRENT OBJECTIVES:

CURRENT ACTIONS:

INCIDENT OBJECTIVES

(ICS-202)

INCIDENT NAME:

OPERATIONAL PERIOD:

DATE / TIME PREPARED:

GENERAL CONTROL OBJECTIVES FOR THE INCIDENT:

WEATHER FORECAST FOR OPERATIONAL PERIOD:

SAFETY MESSAGE: [FROM COMMAND SAFETY OFFICER]

ATTACHMENTS (IF ATTACHED)

ORGANIZATIONAL LIST
ORGANIZATIONAL CHART

INCIDENT MAPS
DIVISION ASSIGNMENT LIST

UNIT LOG

(ICS202)

PREPARED BY (PLANNING SECTION CHIEF):

APPROVED BY (INCIDENT COMMANDER):

(ICS-203)		ORGANIZATIONAL LIST		DATE / TIME PREPARED:	
INCIDENT COMMAND STAFF			FOR OPERATIONAL PERIOD: _____ to _____		
Incident Commander			OPERATIONS SECTION		
Liaison Officer			Chief		
Information Officer			Deputy		
Safety Officer			Branch I Director		
AGENCY REPRESENTATIVES			Division/Group Supervisor		
Agency			Team Leader		
			Team Leader		
			Division/Group Supervisor		
			Team Leader		
			Team Leader		
			Branch II Director		
			Division/Group Supervisor		
			Team Leader		
PLANS SECTION			Team Leader		
Chief			Division/Group Supervisor		
Deputy			Team Leader		
Resource Unit			Team Leader		
Situation Unit			Branch III Director		
Documentation Unit			Division/Group Supervisor		
Demobilization Unit			Team Leader		
			Team Leader		
			Division/Group Supervisor		
Chief			Team Leader		
Deputy			Team Leader		
Support Branch			FINANCE SECTION		
Supply Unit			Chief		
Facilities Unit			Time Unit Equipment/Personnel		
Communications Unit			Procurement Unit		
			Claims Unit		

Public Information Summary - Incident Status

(ICS - 209)

Name:	Type:	Cause:
Location:	Incident Commander:	Start / End Time:

Areas Involved:	Areas Evacuated:
------------------------	-------------------------

Agency Resources:	Shelter Centers:
--------------------------	-------------------------

Casualties	Hospitals / Contact Person:						
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;">Personnel</td> <td style="width:50%; text-align: center;">Public</td> </tr> <tr> <td>Injured:</td> <td>Injured:</td> </tr> <tr> <td>Killed:</td> <td>Killed:</td> </tr> </table>		Personnel	Public	Injured:	Injured:	Killed:	Killed:
Personnel		Public					
Injured:		Injured:					
Killed:	Killed:						

Damage Estimates (In Dollars)	Road Status:
Public:	
Private:	

Warnings - Expected Hazards		
Location	Type	Period
Miscellaneous:		

Current Weather	PIO	Phone	
	Assistant	Pager	
	Location	Cell Phone	
Forecast Weather	Prepared By:		Date/Time
	Approved By:		Date/Time

