



Emergency Operations Plan



*“Partnering with the community to improve the quality of life
in Morgan Hill through preparedness”*

Revision 2.0
January 11, 2018



Revision History

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Approval Signatures

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Date: February 8, 2018

To: City Council, Employees, Businesses, and Residents of the City of Morgan Hill

From: Steve Tate, Mayor 

Subject: Letter of Promulgation

The preservation of life, environment, and property is an inherent responsibility of local, state, and federal government. The City of Morgan Hill 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 eliminate personal injury and destruction, good plans carried out by knowledgeable and well-trained personnel 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).

Our City staff partners with the community to strengthen our preparedness and response capabilities by delivering free emergency response training to all members of our community. Our emergency operations team, including volunteers, participates in disaster training exercises throughout each year.

This plan will be reviewed and exercised annually and revised as necessary to satisfy changing conditions and needs.

The City Council gives its full support to this plan and encourages the community to individually and collectively do their share in the emergency efforts of the City of Morgan Hill.

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SECTION 1: EXECUTIVE SUMMARY

1.1 PURPOSE

The purpose of the Emergency Operations Plan (EOP) is to define the actions required of the City of Morgan Hill before, during, and after an emergency and to guide the City's response to major emergencies/disasters.

Additionally, this Plan supports the Morgan Hill Municipal Code Chapter 2.44 Civil Disaster and Emergency Organization Purposes, which are "to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of an emergency..."

1.2 CONCEPT OF OPERATIONS

The City of Morgan Hill's Emergency Operations Center (EOC) follows California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) as the emergency management response structure for disaster operations. These systems provide for Management, Operations, Logistics, Planning and Intelligence, and Finance and Administration Sections of the organization.

The operational priorities are protecting lives, meeting human welfare needs, temporary restoration of publicly provided facilities and services, as well as those provided by private organizations and special districts, protecting property, preserving the environment, and permanent restoration of facilities.

The Office of Emergency Services (OES) identifies potential threats to life, property and the environment, and then develops plans, procedures, and guidelines to minimize or respond to those threats. Together these documents will help coordinate and support emergency response and recovery and will be tested through exercises and validated by the results of actual response. The goal is to maintain a robust emergency management organization with collaborative ties among governments, community based organizations, volunteers, public service agencies and the private sector.

Morgan Hill OES follows the four (4) phases of Emergency Management.

- **Mitigation**
Actions taken to reduce the exposure to, probability of, or potential loss from hazardous events. Mitigation is often accomplished in conjunction with other local, state, and/or federal agencies
- **Preparedness**
Establishing of authorities and responsibilities for emergency actions and the garnering of resources to support them. Preparedness includes staff training, identifying possible facility, and asset needs and encompasses a program of tests, drills, and exercises. Public outreach is imperative and Community Emergency Response Team (CERT) training is an excellent vehicle to accomplish this work.
- **Response**
Time-sensitive actions taken to save lives and protect property, including actions which stabilize the situation. Response includes notifying and activating the emergency management organization, warning, evacuating, or sheltering the local population, keeping the population informed, rescuing individuals and providing emergency medical care, maintaining law and order, assessing damage addressing mitigation issues that arise from response actions, and requesting help from outside sources, when needed.
- **Recovery**
Efforts to restore the infrastructure, social, and economic life of the City. Recovery actions can last over an

extended period of time and involve costly expenditures, including Disaster Assistance funding from state and federal sources.

1.3 THE CITY OF MORGAN HILL'S EMERGENCY ORGANIZATION

1.3.1 Municipal Leadership

The Municipal Code provides for a Disaster Council to develop and recommend for adoption by the city council, emergency and mutual aid plans and agreements. The Disaster Council shall meet upon call of the Chair or in his/her absence the Vice Chair. It is important to note this Council does not have a response role during times of disaster and that it acts solely in an advisory capacity. The Disaster Council is comprised of:

- Council Chair – the Mayor
- Council Vice Chair – the Director of Emergency Services
- Assistant Director of Emergency Services
- The Chief of Police, Director of Public Works, and the Fire Chief
- Such other persons as may be appointed by the Mayor with the advice and consent of the City Council

1.3.2 Director of Emergency Services

This position is filled by the City Manager, who according to the Municipal Code is empowered to make a variety of decisions and take a variety of actions during an emergency on behalf of the City, including acting in the absence of the City Council. Several, but not all, of these powers and duties include:

- Request the City Council proclaim a local emergency
- Request the Governor proclaim a state of emergency
- Control and direct the emergency efforts of the City
- Direct cooperation and coordination between services and staff of the emergency organization of the city
- Represent the City in all dealings with public or private agencies on matter pertaining to emergencies
- Require emergency services of any City staff in the event of a proclamation

1.3.3 City Organization

- Field Personnel
 - Morgan Hill Police Department
 - Morgan Hill Fire Department (Cal Fire)
 - Corporation Yard Staff
 - Volunteers - Community Emergency Response Team (CERT), ARES/RACES amateur radio, Volunteers in Policing (VIP), and spontaneous volunteers, while under supervision
- EOC Personnel
 - Dedicated City staff who are trained in EOC operations
 - Other City staff to serve as needed
 - Volunteers – CERT, ARES/RACES, VIP
 - Fire Representative
 - Morgan Hill Unified School District Representative
 - American Red Cross Representative
 - Outside agencies as needed

SECTION 2: PLAN DETAILS

2.1 PLAN OVERVIEW

The City of Morgan Hill Emergency Operations Plan (EOP) is an all hazards document describing the City's Emergency Operations organization, compliance with relevant legal statutes, other guidelines, and critical components of the Emergency Response System. This plan is not intended to address specific emergency responses. Specific annexes to this document include Emergency Response Guidelines (ERGs), which outline hazard specific response activities.

It is the responsibility of the Office of Emergency Services (OES) Coordinator to develop emergency plans. The OES Coordinator will update and seek approval of the plan as needed.

The Morgan Hill EOP addresses the planned response to and recovery from conditions of disaster or of extreme peril to the safety of persons, property and the environment, by natural or human causes, affecting the City of Morgan Hill and its sphere of influence.

The Plan delineates the City emergency management organization and identifies policies, priorities, responsibilities, and procedures for the EOC.

The Plan also establishes the framework for implementation of SEMS within the City of Morgan Hill and guides its relationship with other levels of government as well as with Field Level Incident Commanders.

The plan is aligned with the State of California Emergency Plan, the Santa Clara Operational Area Interim Agreement, Santa Clara County Emergency Operations Plan, the Morgan Hill Municipal Code as well as plans and Standard Operating Procedures (SOPs) of contract agencies and Special Districts.

The Plan is designed to guide the EOC staff through all phases of emergency management. It is flexible and can be used for all sorts of emergencies and will facilitate both short-term response and long-term recovery.

The Plan describes the basic concept of emergency management. It also describes the structure of the City of Morgan Hill emergency management organization, its responsibilities, and the operational concepts for all-hazard emergencies.

2.2 ACTIVATION OF THE EOC

The EOC is activated by an order of the Director of Emergency Services, or designated representative, in response to threats or disasters which may affect the City of Morgan Hill.

Other times when the EOC will be activated include:

- When the Governor has proclaimed a State of Emergency in an area that includes the City of Morgan Hill
- By a Presidential Declaration of a National Emergency
- The existence of a State of War Emergency

The Director of Emergency Services is authorized to activate the City of Morgan Hill's EOC. In the absence of the City Manager, the Police Chief, Assistant City Manager, or any of the City Department Heads may activate the EOC.

These personnel have the responsibility to determine whether the emergency condition requires the partial or full mobilization of the City Emergency Operations Organization to staff the EOC.

The response to an incident affecting the City of Morgan Hill will be dictated by the overall impact of the incident, rather than the type of incident.

2.2.1 General Criteria for an EOC Activation

- Resources beyond the local capabilities are/will be required
- The emergency may be of a long duration
- Major policy decisions may be needed
- A local or state emergency has been declared
- Activation of the EOC will be advantageous to the successful management of the incident

2.2.2 The EOC Activation Process

Upon notification of the existence of a threat to public safety, property or the environment, (e.g. winter storm, flooding), the Director of Emergency Services (DES) will call together key City staff to assess the scope of the incident/emergency and make a decision regarding EOC activation and the level of activation. These response levels are described within the following Levels of Activation chart.

EVENT/INCIDENT EXAMPLES	ACTIVATION LEVEL	MINIMUM STAFFING	AUTHORIZATION LEVEL
<p>MINOR EVENT</p> <ul style="list-style-type: none"> • Single site • Two or more departments involved • Potential threat of flood, severe storm, interface fire 	ONE	<ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer • Operations Coordinator 	<ul style="list-style-type: none"> • DES • Department Head(s) • OES Coordinator
<p>MODERATE EVENT</p> <ul style="list-style-type: none"> • Single site • Several response agencies involved • Partial evacuation 	TWO	<ul style="list-style-type: none"> • City Manager or designate • EOC Coordinator • Public Information Officer • Liaison Officer • Section Coordinators 	<ul style="list-style-type: none"> • DES • Department Head(s)
<p>MAJOR EVENT</p> <ul style="list-style-type: none"> • Multiple site • Regional disaster • Multiple agencies involved • Extensive evacuations • Resources or support required 	THREE	<ul style="list-style-type: none"> • All EOC functions and positions as required 	<ul style="list-style-type: none"> • DES • Department Head(s)

Levels of Activation

2.2.3 City EOC Management, Direction and Control

The EOC is managed by the Director of Emergency Services. The City of Morgan Hill’s EOC will utilize multi/interagency coordination as defined in SEMS.

2.2.4 Concept of Operations

Emergency operations address the entire spectrum of contingencies, ranging from relatively minor incidents, such as a utility failure, to large scale disasters such as an earthquake. Some emergencies will be preceded by a buildup or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage and effects on the environment. Other emergencies occur with little or no

advance warning, thus requiring immediate activation of the Emergency Operations Plan and efficient and coordinated mobilization and deployment of resources. City departments and agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision for, and utilization of, mutual aid assets.

2.2.5 Coordination with Other Emergency Responders

The City of Morgan Hill has identified the jurisdictions, special districts, community-based organizations (CBOs), volunteer agencies, private agencies, including non-government organizations (NGOs) that operate within the City's geographical area and sphere of influence. Many organizations will have a response role during an incident. Their roles will be coordinated by the OES, usually through pre-established relationships, and may include:

- American Red Cross, Silicon Valley Chapter
- CERT
- Faith-based organizations
- Local medical clinics
- Local veterinary clinics
- Medical Volunteer Disaster Response (MVDR aka Medical Reserve Corps)
- Morgan Hill Amateur Radio Emergency Services (MHARES)
- Morgan Hill Unified School District (MHUSD)
- Mount Madonna Y.M.C.A
- Volunteers in Policing (VIP)

Deactivation will occur at the direction of the Director of Emergency Services or designee.

2.2.6 Shelter Operations

In the event of a large scale emergency or disaster, it may be necessary to open a shelter (or shelters) due to evacuation or damage to residences. Sheltering is the responsibility of the City; however, the American Red Cross will join efforts as soon as they are able to respond.

In Morgan Hill shelter surveys are conducted to identify facilities that meet the minimum requirements of the Americans with Disabilities Act of 1990.

2.3 ORGANIZATIONAL STRUCTURE

2.3.1 Incident Command System (ICS)

The Incident Command System (ICS) is a nationally used, standardized, on-scene emergency management system specifically designed to allow the user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS addresses both organization and process. ICS is used to manage facilities, equipment, personnel, procedures, and communications through the use of a common organizational structure and standardized procedures.

ICS was developed in California by the Fire Resources of California Organized for Potential Emergencies (FIRESCOPE) to enable successful multi-agency operations during emergency response operations. In addition, it has been adopted by the state and is specifically required for SEMS compliance. It has been adopted by the federal government and is specifically required for NIMS compliance.

2.3.2 Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the system required by California Government Codes §8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

SEMS incorporates the use of the ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System (OASIS), and multi-agency coordination. Local governments must use SEMS to be eligible for reimbursement of their response-related personnel costs under state disaster assistance programs.

2.3.3 SEMS Functions

There are five (5) designated levels in the SEMS organization: Field Response, Local Government, Operational Area, Regional, and State. Each level is activated as needed.

- The **Field Response Level** commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.
- The **Local Government Level** manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.
- The **Operational Area Level** manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level. The Operational Area includes all the jurisdictions and special districts within the county geographical area. The County of Santa Clara is the lead agency for the Operational Area.
- The **Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.
- The **State Level** manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

2.3.4 Local Government Level in SEMS

The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

Under SEMS, special districts are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in the California Code of Regulations for purposes of natural disaster assistance). This may include joint powers authority.

The City is responsible for emergency response within its boundaries, although some services are contracted for from other agencies. All local governments are responsible for coordinating with other local governments, to their field response level, and with the operational area. The City may support its emergency response by opening its EOC and providing mutual aid within its capabilities.

The City is primarily responsible during emergencies for restoration of services that it normally provides. It is also responsible for safety of people at its facilities or on its property and for warning of hazards from its facilities or operations. Some special districts may assist other local governments in the emergency response.

2.3.5 SEMS Requirements for Local Governments

The City will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- Use SEMS when a local emergency is declared or proclaimed.
- Establish coordination and communications with field incident commanders.
- Use existing mutual aid systems to assist in dealing with fire, law enforcement, and all other incidents.

- Establish coordination and communications between the City EOC when activated, to the Operational Area's EOC, and any state or local emergency response agency having jurisdiction for an incident.
- Use coordination with other agencies to facilitate decisions for emergency response activities.
- SEMS includes fulfilling the management and coordination role of local government and providing for the five (5) essential functions of Management, Operations, Planning, Logistics and Finance/Administration.

2.3.6 National Incident Management System (NIMS)

Homeland Security Presidential Directive (HSPD) – 5 requires all states and local governments to adopt and implement NIMS.

NIMS include the following components:

- Command and management, including the ICS
- Communications and information management
- Preparedness
- Resource management
- Multi-Agency coordination
- Supporting technologies
- Joint Information System (JIS)
- NIMS management and maintenance

2.3.7 Operational Area Responsibilities under SEMS and NIMS

The implementation of SEMS and NIMS is a cooperative effort of all departments and agencies within the county, cities, and special districts that have an emergency response role.

All City staff who may work in the EOC, in a Departmental EOC or at the field level will receive appropriate SEMS/NIMS/ICS training as recommended by the Department of Homeland Security. To validate preparedness and planning efforts, the City will develop an exercise program that provides periodic exercises for EOC and DEOC personnel under SEMS/NIMS/ICS guidelines.

2.3.8 National Response Framework (NRF)

The National Response Framework is built upon the premise that incidents are typically handled at the lowest jurisdictional level. In the vast majority of incidents, state and local resources and interstate mutual aid will provide the first line of emergency response and incident management support. When state resources and capabilities are overwhelmed, governors may request federal assistance. The NRF provides the framework for federal interaction with state, local, tribal, private sector, and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support. The NRF is the core operational plan for national incident management, and establishes national-level coordinating structures, processes, and protocols that will be incorporated into certain existing federal interagency incident- or hazard-specific plans.

2.3.9 Special District Involvement

Special districts are defined as local governments in SEMS. The emergency response role of special districts such as the Santa Clara Valley Water District is generally focused on the return to normal services. During disasters, some types of special districts will be extensively involved in the emergency response by assisting the City.

2.3.10 Area Command and Unified Command

An Area Command may be established when the complexity of an incident or incident management span-of-control issues are present. An Area Command oversees the management of multiple incidents, each being handled by separate ICS organizations. These incidents may also be non-site-specific, geographically dispersed or

evolve over a long period of time (e.g., a bio-terrorism incident). An Area Command organization can also be used if there are a number of incidents in the same area and of the same type, such as HAZMAT spills or wildfires. These are incidents using the same resources. Multi-jurisdictional incidents may be handled by a Unified Command wherein each jurisdiction has a representative in the command structure.

2.3.11 Incident Command System under SEMS

ICS/SEMS is composed of five (5) functions: Management, Operations, Planning/ Intelligence, Logistics and Finance/Administration. These functions are present in every EOC and mirror the ICS functions which may, or may not, be contained in Field Level Command Posts. The exact EOC organizational staffing level is decided by the Director of Emergency Services, upon consultation with the EOC Section Coordinators, with consideration given to the circumstances and scope of the emergency/disaster.

2.3.11.1 Management Section “Leads It”

The Director of Emergency Services/EOC Director has responsibility for the overall management of the City’s response. The Director ensures that all EOC functions are staffed by the most qualified individuals. This section sets objectives, reviews and approves action plans, provides public information, keeps track of legal concerns and makes policy decisions, subject to later ratification by the City Council. The EOC Management Section should focus on strategy and policy, not tactics. This Section also coordinates the activities of other county, state, and federal agencies with the City.

The Management Section Staff consists of:

- Director of Emergency Services (DES)
- Deputy DES
- EOC Coordinator / Liaison Officer
- Public Information Officer
- Legal Advisor
- Safety & Security Officer

2.3.11.2 Operations Section “Does It”

The Operations Section Coordinator is responsible for the coordination and management of all branches in the Operations Section. Depending upon the type of event which is occurring, the Operations Section Coordinator may be from the Public Works Branch, the Law Enforcement Branch or the Fire Services Branch. This section develops the Operations Section of the EOC Action Plan to meet objectives set by the Management Section. It allocates personnel and equipment, identifies staging areas and manages mutual aid. Multi-purpose staging areas are also under the management of this section. This Section responds to field requests, anticipates needs, and coordinates information gathering in conjunction with the Plans Section.

This Section may have to deal with inmate issues (the Boys Ranch), special populations, animal control issues, hazardous materials, coroners, emergency medical, crisis counseling for emergency responders, urban search and rescue, disease control, utility restoration, flooding, damage assessment, safety assessments, sheltering and feeding, and potable water.

The Operations Section Staff consists of:

- Law Enforcement Branch
- Fire and Rescue Branch
 - CERT Field Unit
- Public Works/Engineering Branch
 - Building Inspection Unit

- Dept. Emergency Operations Center (DEOC)
 - DEOC Support
- Community Services Branch
 - American Red Cross Unit
 - MHUSD Unit
 - Care and Shelter Unit
 - Shelter Operations Field Unit

2.3.11.3 Planning/Intelligence Section “Plans It”

The Planning/Intelligence Section Coordinator leads this Section which may be structured into several units depending upon the needs of the incident. Situation Analysis and Damage Assessment are examples of units which may be formed within this Section. The Planning/Intelligence Section is responsible for gathering, tracking, and displaying verified information which correctly describes the incident status. It compiles the status of utilities, road conditions, public buildings, schools, shelters, and damaged/destroyed buildings and homes. Planning/Intelligence maintains documentation for historical and legal records. It makes projections on the course of the event and makes forward-looking plans. The Planning/Intelligence Section is also responsible for compilation of and publication of the Incident Action Plan and ensures information reporting is accomplished to the Operational Area via the computerized WebEOC system or RIMS.

The Planning/Intelligence Section is responsible for the collection, distribution, and display of information related to the incident status. As the incident progresses, the Section anticipates the needs for demobilization long before needed.

The Planning/Intelligence Section Staff consists of:

- Situational Analysis Branch
- Advanced Planning Unit
- Documentation Unit
 - GIS/CAD Unit
 - WebEOC Unit

2.3.11.4 Logistics Section “Gets It”

The Logistics Section Coordinator leads the Section and is responsible for providing all support needs to the incident. This Section maintains records of requests and the disposition of resources. It provides personnel support including volunteers, specialized equipment and contractor services not available in-house, transportation, housing, feeding, tracking of resources as they move, provision of sanitation services, information technology support, and communications. Requests for personnel, equipment, supplies, and shelters are a few examples of what this Section handles.

The Logistics Section Staff consists of:

- Personnel Branch
 - Emergency Volunteer Center Field Unit
- Resources Branch
 - Supply Unit
- Transportation Branch
- Communications Branch
- Communication Branch
 - ARES Unit

2.3.11.5 Finance/Administration Section “Pays for It”

The Finance/Administration Section Coordinator leads this Section and is responsible for fiscal management, time-keeping on personnel and equipment, and tracking the overall cost of the incident. This Section handles procurement, the administration of vendor contracts, compensation, travel requests, and claims. Finance also prepares and maintains adequate records for cost recovery.

The Finance/Administration Section Staff consists of:

- Time Branch
- Cost Branch
- Compensation/Claims Branch

2.4 COORDINATION WITH THE FIELD RESPONSE LEVEL – ICS

Common terminology is used to describe organizational functions, resources, and facilities within ICS/SEMS.

Modular organization is the method by which the organizational structure develops based upon the kind and size of the incident. The organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. Several sections may be covered by one person in a relatively simple organization.

Unified Command is a structure which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by working with other agencies in establishing a common set of incident objectives. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability.

An Incident Action Plan identifies objectives and strategies made by the Director of Emergency Services for the incident based upon the requirements of the jurisdiction. In the case of Unified Command, the event objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The Incident Action Plan for an event documents the support activities required for the operational period

Span of control within the EOC is a limitation on the number of EOC staff positions that can effectively be supervised or directed by an individual. The span-of-control range is usually from three (3) to seven (7) personnel.

Comprehensive resource management is the identification, grouping, assignment, and tracking of resources.

Integrated communications are established through the use of a communications plan.

2.5 THE ACTION PLANNING PROCESS (DURING AN INCIDENT)

2.5.1 Purpose of the EOC Action Plan

- Establishes the direction and priorities for EOC operations operational objectives for each SEMS function in the EOC and tracks progress.
- Establishes the operational period timeframe for completion of objectives.
- Operational periods are normally in twelve (12) hour increments except for the first and last period.
- May be set by Santa Clara Operational Area for area-wide disasters.
- Provides for accountability and reduces redundancy.
- Provides documentation for the After Action Report.

2.5.2 Emergency Management Teams Action Planning Responsibilities

- **Director of Emergency Services**
Ensures the Incident Action Plan is accomplished.
- **Planning/Intelligence Coordinator:**
Acts as the Facilitator for the Action Planning process. Conducts the Action Planning meeting and prepares or assigns staff to reproduce and distribute the Action Plan.
- **Situation Analysis Unit Leader:**
Assists the Planning/Intelligence Coordinator as required in the preparation of the Action Plan.
- **Documentation Unit Leader:**
Assists in the preparation and distribution of the Plan. Keeps a permanent record of all documents related to the incident.
- All Section Coordinators provide input for the Incident Action Plan.

2.5.3 Planning Meeting

- Reviews the initial situation immediately upon EOC activation.
- Develops the incident objectives.
- Decides on initial size of EOC staff.
- Announces when first action planning meeting will occur. (Usually within two (2) hours of EOC activation).
- Considers declaration of Local Emergency. Initial meeting is brief - usually no longer than twenty (20) minutes.
- Hold the meeting at a site away from the EOC, and the Director, Command and General Staff attend, along with any Liaison Officers.
- The Action Plan can be written on ICS forms or on the WebEOC template.

SECTION 3: EOC OPERATIONS

The City is prepared to operate a primary or alternate EOC when emergencies occur. The locations and facilities of the primary and secondary EOCs have been predefined, equipped and organized.

3.1 EOC SET UP

The set-up of the EOC is the responsibility of the EOC Coordinator. Instructions for the setup of the EOC can be found in "Setup Guides" located at EOC locations.

3.2 EOC STAFFING

Staffing decisions will be driven by the nature and scope of the emergency and the activation level ordered by the Director of Emergency Services. The EOC Sections must be prepared for extended operations on a twenty four (24) hour basis using two (2) twelve (12) hour shifts. Incidents requiring extended EOC Operations may see adjustments in the staffing shift hours, staffing levels, or a combination thereof. The Safety Officer is authorized to recommend to Section Coordinators to order EOC staff members exhibiting fatigue or stress to leave the EOC

EOC Staff assignments (at least one (1) primary and an alternate) are pre-designated by the Director of Emergency Services in the EOC Staffing Plan which is published separately and updated by the OES.

Contract agencies, special districts, utilities, Community Based Organizations (CBOs), and Non-Governmental Organizations (NGOs) may be requested to send agency liaison representatives to the EOC.

ARES volunteers play a significant role in EOC operations, donating their time, personal communications equipment, and expertise to maintain an auxiliary set of communications channels (voice/packet computer/bulletin board) with other cities/towns/special districts and the Santa Clara County EOC. A secondary or backup ARES capability may be located in the volunteers' vehicles to ensure there are no lost communications during incidents.

3.3 EOC TRAINING

The EOC Staff will participate in an ongoing training program. The OES will make this training available to the team. This program will include the following elements:

3.3.1 Basic Training:

Orientation to the EOC, introduction to the Emergency Operations Plan and basic SEMS/NIMS, used primarily to brief new EOC Staff members.

3.3.2 Specialized/Technical Training:

Training focused on and emphasizing procedures such as WebEOC reporting or setting up a shelter.

3.3.3 Exercises

Table top exercises, functional exercises, or full scale exercises may be used to involve Emergency Management Team members in the processes of emergency management. The team will have at least one (1) exercise each year, unless it is involved in an actual EOC activation during the year.

SECTION 4: DISASTER SERVICE WORKERS – EMPLOYEES AND VOLUNTEERS

Disaster Service Workers (DSWs) are defined as:

- Any person properly registered for the purpose of engaging in disaster service, including paid staff and volunteers.
- Any person registered with an accredited Disaster Council for the purpose of engaging in disaster service without pay or other consideration.
- Unaffiliated persons impressed into service by competent authority during an incident.

4.1 CITY EMPLOYEES

4.1.1 During Working Hours:

When an emergency occurs, all on-duty City staff must remain at work until properly relieved or excused by their supervisors.

4.1.2 During Non-Duty Hours:

During non-working hours, when emergencies occur, City employees with EOC or other emergency assignments should:

- Immediately look to the safety and security of their families.
- As soon as possible, contact their City work station or EOC Section Coordinator to advise of their family status and availability for disaster duties.

4.1.3 Dissemination of Information:

The Public Information Officer of the City, or EOC personnel, can disseminate employee work information during an emergency by the following means.

- The City Cable Channel 17
- Alert SCC
- The Emergency Alert System (all commercial radio and television stations)
- The Police Department
- The City Web Site: www.morganhill.ca.gov
- Social Media

4.2 VOLUNTEER ORGANIZATIONS AND PRIVATE AGENCIES

These groups constitute a significant part of Morgan Hill's emergency response resources. Groups including the Santa Clara Chapter of the American Red Cross and the Salvation Army are essential elements of the public response efforts to meet the care and shelter needs of local disaster victims. Private sector medical/health resources provide emergency medical care. Government radio communication nets are backed up in the Morgan Hill EOC by highly qualified "HAM" radio operators of the Morgan Hill ARES/RACES who offer their own equipment and separate auxiliary nets as well as field communications units from sources such as fire stations, school campuses, and the Community Emergency Response Team (CERT).

The Emergency Volunteer Center (EVC), located at the Community and Cultural Center (CCC), will be staffed by City employees and volunteers. An Emergency Volunteer Center Emergency Guideline has been prepared for guidance in this function.

Private agencies, organized groups and service clubs which desire to volunteer to perform specific tasks during emergencies should identify their interests and goals to the OES for pre-disaster recognition and registration processing.

4.2.1 Length of Enrollment/Termination

The Emergency Management Team is authorized to establish enrollment periods, and to coordinate the activities of the various volunteer groups in preparing for emergencies. Spontaneous volunteers (see below for further definition) will normally be enrolled only for the length of the on-going disaster at the time they come forth to provide assistance. Termination may be accomplished if the volunteers fail to perform their responsibilities.

4.3 COORDINATION OF VOLUNTEERS

4.3.1 Pre-Registered Volunteers

Pre-registered volunteers have been assigned specific disaster duties by nature of their registration, i.e. ARES, CERT, Volunteers in Policing (VIPs), etc. These pre-registered volunteers will work under lines of authority designated before the emergency. However, once deployed to field sites on order of the EOC Sections, these organized volunteers will report either individually or as a unit to the Incident Commander at the Incident Command Post. In certain instances, such as a major disaster, these pre-registered volunteers may operate independently but under positive communications control of their respective organizational representative present in the EOC.

4.3.2 Spontaneous Volunteers

Motivated civilians frequently offer their services to the City during emergency situations. These services can be simple offers of food and drink or may be physical labor or professional services and expertise. The key to successful volunteer employment is to identify individuals' skills and utilize the volunteers in a safe, supervised manner to the extent of their capabilities.

Citizen-volunteers who are not pre-registered but desire to serve this community in times of actual emergencies or disasters are called spontaneous. Those individuals will be referred to the Morgan Hill EVC, when activated, which will be located at the CCC, for screening and registration to determine their suitability for performing volunteer services, if and when needed.

Once registered as DSWs for the event duration, these temporary DSWs will be supervised by the management of the EVC until assigned to specific duties in the field. At that time, they will come under the control of a designated team/project leader who will supervise their work efforts.

DSW volunteers registered under this program are considered to be acting within the scope of disaster service duties while assisting any unit of an emergency organization or performing any act contributing to the protection of life, property, and the environment or mitigating the effects of a potential emergency.

4.4 REGISTRATION

DSW Volunteers must have certain data registered with the City Clerk's Office and execute a signed loyalty oath or affirmation subscribed by an officer authorized to administer oaths. The City Clerk (or designee) is authorized to administer the loyalty oath to DSWs.

4.5 WORKER'S COMPENSATION CLAIMS

All DSW volunteers are eligible to submit claims for worker's compensation for injuries sustained while performing disaster service under the same authority and guidelines as paid government employees. Injuries sustained should be reported immediately to the volunteer's supervisor who is responsible to advise the EOC Logistics Section, Personnel Branch and/or the Morgan Hill Human Resources Director.

4.6 LIABILITY CLAIMS

Any liability claims or actions filed against a DSW-volunteer will be immediately delivered to the City Attorney or the EOC Finance Section, Claims Branch.

4.7 ACTIVATION OF DSWs

During instances of activation of the EOC, pre-registered volunteers shall be available to assist in the disaster response based on their qualifications. These volunteers are expected to respond to notifications by phone or email, or to self-deploy, by reporting to the Mobilization Center in the Bus Yard.

Self-deploying DSWs will be considered on duty during their direct travel time to and from the Mobilization Center/Cache or other assigned worksite.

For other incidents, requests for DSWs will be announced via:

- Telephonic requests from the EOC, Police Dispatch, or OES
- Email announcement
- AlertSCC
- Announcements on the City's Public Service Television Channel-17 Cable
- Announcements over the Morgan Hill Community Access Television (MHAT) Channel-19 Cable
- Postings on the City's Web Site
- Social Media (OES Facebook, Morgan Hill CERT Facebook, Twitter)

4.8 EMPLOYEE EMERGENCY PREPAREDNESS TRAINING

All new employees are required to attend a training session on Emergency Preparedness within the initial first year of employment. The class includes SEMS/NIMS/ICS, personal and family preparedness, requirements of being a DSW, and contents of each employee's seventy two (72) hour emergency kit. All City employees and volunteers are expected to have an emergency kit containing the equipment that might reasonably be required during an activation.

Specialized Training is available for EOC Staff members and may include WebEOC, AlertSCC, EOC section, and position training, ICS and other advanced courses available through FEMA, Emergency Management Institute, and California Specialized Training Institute.

City employees may attend free CERT training or other programs offered by the City OES, American Red Cross, ARES, and other organizations involved in disaster preparedness. The OES will announce training schedules, dates, times and enrollment information as they become available.

SECTION 5: WEBEOC

The City of Morgan Hill utilizes a web-based system of information sharing and reporting. The WebEOC system is used to report emergency information to the Santa Clara County Operational Area (SCC OES).

WebEOC is an internet-based system that assists the Emergency Management Team in capturing and reporting resource status and requests, and also has standard formats for the various ICS forms in use. These forms can be called up online, filled out and submitted electronically.

SECTION 6: EMERGENCY PROCLAMATIONS

6.1 WHAT CONSTITUTES AN EMERGENCY?

The California Emergency Services Act § 8550 and SEMS defines an emergency as “conditions of disaster or of extreme peril to the safety of persons and property...” by natural or human causes. Environmental considerations are also a factor.

Morgan Hill Municipal Code (MHMC) § 2.44.020 defines emergency as “the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot or earthquake, or other conditions including conditions resulting from war or imminent threat of war, but 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 the city, requiring the combined forces of other political subdivisions to combat.”

6.2 LOCAL EMERGENCIES

The City Council or the City Manager, or designee, may proclaim a Local Emergency in Morgan Hill when there is a threat to the safety of people and property within the City boundaries.

The proclamation of a Local Emergency provides legal authority for the Director of Emergency Services to:

- Request that the Governor proclaim a State of Emergency,
- Put forth orders and regulations to protect life and property, including emergency orders to command the aid of citizens in the community.
- Provide mutual aid to and for the people of the City.
- Require the services of any local official or employee.
- Requisition necessary personnel and material of any department or agency.
- Obtain vital supplies and equipment and, if there is an immediate need, to commandeer the same for public use.
- Impose penalties for violation of lawful orders.

Proclamations of a Local Emergency must be submitted for approval to the City Council by the City Manager and extended or cancelled after periodic reviews within specific timeframes (MHMC § 2.44.070).

SECTION 7: CONTINUITY OF GOVERNMENT

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued

operations of government. At all levels, government is responsible for providing continuity of effective leadership and authority and for the direction of emergency operations and management of recovery operations. It is essential that the County of Santa Clara and all the cities/towns and special districts within the county continue to function as government entities.

The California Government Code and other California laws provide the authority for state and local governments to reconstitute themselves in the event incumbents are unable to serve.

7.1 LINES OF SUCCESSION

The California Government Code permits the appointment of up to three (3) standby officers for each member of the governing body. This code also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. The standby officers shall have the same authority and powers as the regular officers or department heads.

Additionally, procedures exist to assure continued functioning of political subdivisions in the event the governing bodies, including standby officers, are unavailable to serve.

The Line of Succession for Director of Emergency Services in Morgan Hill is as follows:

- Assistant City Manager
- Chief of Police
- City Engineer
- Director of Planning and Community Management
- Director of Administrative Services
- Director of Community Services

The Acting Director of Emergency Services shall serve until the Director is available or until a successor is appointed by the City Council.

Any questions as to the availability of the Director of Emergency Services shall be decided by the City Council or any remaining available members of said body.

7.2 RECONSTITUTION OF THE GOVERNING BODY

The California Government Code authorizes local governing bodies to convene, as soon as possible, whenever a State of Emergency or Local Emergency exists and at a place not necessarily within the political subdivision. The duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, performing functions in preserving law and order, and furnishing local services

The California Government Code establishes a method for reconstituting the governing body. In the case that all members, including all standbys, be unavailable, temporary officers shall be appointed by the chair of the County Board of Supervisors, in which the political subdivision is located, by the Chair of the Board of Supervisors of any other county within one hundred and fifty (150) miles or by the Mayor of any City within one hundred and fifty (150) miles.

The City Government could be reconstituted at City Hall or at any of the alternate EOC locations.

7.3 PROTECTION OF VITAL RECORDS

In the City of Morgan Hill, the City Clerk's Office is responsible for the preservation and protection of vital records. Each department within the City shall identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the reestablishment of normal government functions, protecting the rights and interests of government. These rights and interests may include the Constitutions, charters, statutes, ordinances, court records, official proceedings, and financial records of Morgan Hill.

Vital records of City of Morgan Hill are routinely stored in the City Clerk's Office, in the files of the various departments, and in off-site storage.

SECTION 8: MULTI-AGENCY / INTERAGENCY COORDINATION

Multi-agency or inter-agency coordination is the participation of agencies and disciplines involved at any level of the ICS/SEMS organization working together in a coordinated effort to facilitate decision-making for overall emergency response activities, including the sharing of critical resources, information and the prioritization of incidents. The Multi-Agency Coordination System (MACS) is a decision-making system used by member jurisdictions of the Santa Clara Operational Area to prioritize and coordinate resource allocation and response to multiple incidents affecting the Operational Area. MACS is usually implemented during a large-scale incident involving multiple agencies or jurisdictions.

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response
- Allocating critical resources
- Developing strategies for handling multi-agency response problems
- Sharing information
- Facilitating communications

8.1 MULTI-AGENCY OR INTERAGENCY COORDINATION IN THE EOC

Multi-agency or interagency coordination is an integral part of the functioning of the City's EOC. The EOC is staffed by representatives from City departments and agencies who work together at the EOC to coordinate the City's emergency response. Representatives from outside agencies including special districts, volunteer agencies and private organizations may also participate at the EOC with departmental representatives in coordinating the City's response efforts. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, emails, or faxes.

SECTION 9: MUTUAL AID SYSTEM

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever

their own resources prove to be inadequate to cope with a given incident. The basis for the system is the California Master Mutual Aid Agreement, as provided in the California Emergency Services Act. It created a formal structure in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. The state government is obligated to provide available resources to assist local jurisdictions in emergencies.

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law, emergency managers, medical, and public works. The adoption of ICS/SEMS does not alter existing mutual aid systems. To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, fire and rescue, and law enforcement mutual aid coordinators have been selected and function at the Operational Area, regional and state levels.

Incoming mutual aid resources may be received and processed at several types of facilities including: Incident Command Posts, staging areas, bases, camps, and mobilization centers. Units in staging areas are ready to be sent directly to the disaster site. Staging Areas are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

During a proclaimed emergency, mutual aid will be coordinated by the Operational Area. The Santa Clara County EOC/Santa Clara Operational Area will coordinate mutual aid requests between the Operational Area member jurisdictions and the State OES Regional Emergency Operations Center (REOC).

9.1 MUTUAL AID AGREEMENTS/COUNTY-OP AREA COORDINATORS

The following depicts the statewide mutual aid agreements, some of which are still under development, in which the Santa Clara County/Santa Clara Operational Area is a participant:

- Medical Examiner/Coroner
- Disaster Medical/Health Mutual Aid
- Emergency Managers Mutual Aid Agreement
- Fire Mutual Aid
- Hazardous Materials Mutual Aid
- Law Enforcement Mutual Aid Agreement
- American Red Cross
- Mental Health Mutual Aid
- Public Works Mutual Aid Agreement
- Search and Rescue Mutual Aid
- Urban Search and Rescue Mutual Aid

Morgan Hill is located in Mutual Aid Region II. This Region is geographically the same as the Coastal OES Region. It is administered by the California Emergency Managers Association Regional Headquarters.

9.2 MUTUAL AID POLICIES AND PROCEDURES

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.

Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.

SECTION 10: HAZARD ANALYSIS

The City of Morgan Hill is a reasonably safe place to live and work. Natural threats to life and property include earthquakes, flooding, wildfires, environmental problems and landslides. Human-caused threats to life and property include aircraft crashes, hazardous materials incidents, utility interruptions, communicable diseases, terrorist acts, train derailments, and dam failure. For more information on Anderson Dam, see the Santa Clara Valley Water Districts “Emergency Action Plan for Anderson Dam”.

10.1 SEISMIC HAZARDS

The City lies between the Calaveras Fault Zone to the east and the San Andreas Fault system to the west. The off-shore San Gregorio Fault Zone lies a few miles further west. At the western edge of the Diablo Mountain Range lies a segment of the Silver Creek Fault, three (3) Coyote Creek Thrust faults, a small horseshoe shaped, unnamed fault, and the Range Front Thrust Fault.

10.2 GEOLOGICAL HAZARDS

Landslides are a geological hazard in the foothills and low mountains of the City and adjacent area. Occurrences can range from rapid rock falls to slow soil and bedrock creep. Natural contributing causes include weak soil and rock over hillsides made steeper by rapid stream erosion, adverse geological structure, ground water levels, and high rainfall rates. Man-made causes include improper grading altering surface and sub-surface drainage, excessive irrigation, and removal of natural vegetation.

10.3 WILDFIRE HAZARDS

Wildfires can occur in Morgan Hill. Narrow ingress/egress routes can impede residents’ escape. The access of first responders to favorable tactical positions to combat the fire’s leading edges may also be limited. Failure of homeowners and tenants to trim back flammable decorative landscaping and failure to replace wood shake or shingle roofs with non-flammable roofs compound the dangers to property and lives of both residents and firefighters.

10.4 FLOODING

Watersheds in mountain ranges produce creeks, streams and rivulets in the City with continual flooding potential. Hillside soil composition contributes to saturation during the winter rainy season, particularly during the meteorological phenomenon known as El Nino. Elevated flows, higher stream velocity, and debris accumulation may occur in watercourses. Coyote Creek, located on the east side of the City, can threaten the developments west of Malaguerra Avenue-Cochrane Road. West Little Llagas Creek can inundate portions of the downtown business district as well as areas along Monterey Road between Cochrane Road and Watsonville Road.

Several dams in the area represent a threat to safety of people and property. The primary issues are covered in the Flood Emergency Guideline, the Evacuation Routes Appendix to the Emergency Guidelines.

SECTION 11: HAZARD MITIGATION

11.1 THE CASE FOR HAZARD MITIGATION

Every disaster can teach us valuable lessons about building construction, land use, and emergency response. Unfortunately, many of these lessons are soon forgotten and there is a tendency to return to poor construction, unsafe land use, and other short-sighted practices that add to the disaster's negative impact. For this reason, the federal and state governments require safe land use and construction practices as a condition of receiving federal disaster aid. Mitigation has been shown to significantly reduce emergency costs.

11.2 HAZARD MITIGATION ACTIONS

11.2.1 Avoid the Hazard

Avoiding a hazard usually involves restricting land use near the hazard area. This can be accomplished by:

11.2.2 Zoning

Zoning is usually a function of local government, except where state or federally-owned lands are exempt from local zoning laws. Other interests may propose zoning regulations, but only local government can adopt them. By mutual agreement, state or federal restrictions may be locally adopted and enforced.

Zoning can be useful, but its powers are limited. Therefore, zoning usually reflects, rather than dictates, current land use trends. Zoning is vulnerable to political pressure. This is particularly true if an area is very attractive for development and rarely experiences major disasters.

Zoning is generally best suited to restricting the use of smaller areas (such as very steep slopes) within larger areas, as opposed to restricting large areas (such as areas of potential earthquake shaking).

11.2.3 Purchase

The most reliable way to restrict the use of land is to buy the land outright. Although this can be expensive, costs must be weighed against the repercussions of future disasters. Lands purchased for hazard mitigation can often be used for parks, agriculture, or other constructive purposes. In Santa Clara County, the Open Space District is a public agency that buys open space for, among other reasons, hazard mitigation.

11.2.4 Improve Building Standards

Buildings in hazardous areas can often be made safe. This can be as simple as the addition of a fireproof roof or as extensive as demolishing the building. Building standards can be implemented for a variety of reasons.

11.2.4.1 Local Standards

Building codes are usually a function of local government, except where state or federal buildings are exempt from local codes. Codes can be strengthened for hazardous areas. Usually stronger codes are enforced only for new construction or remodeling, but some recent laws require hazard related inspections for existing buildings that are considered at risk. Inspections will produce knowledge of liability, which will motivate the owners to improve their buildings.

11.2.4.2 State Standards

For state-owned facilities and schools which are outside the jurisdiction of local governments, construction standards are adopted and enforced by the responsible state agency(s). In some cases, these standards may serve as models for local governments.

11.2.4.3 Federal Standards

A federal agency may require local or state governments to adopt and enforce certain hazard mitigation regulations as a condition for federal assistance or participation in federally assisted programs.

The Governor's Office and FEMA may be involved in establishing construction standards for hazard mitigation projects.

Federal law authorizes, as a condition of any disaster loan or grant, the recipient shall agree that any repair or construction to be financed by the loan or grant shall be in accordance with applicable standards of safety, decency and sanitation, in conformity with applicable codes, specifications, and standards.

As a further condition of any loan or grant made, the state or local government shall agree that the natural hazards in the areas in which the proceeds of the grants or loans are to be used shall be evaluated and appropriate action shall be taken to mitigate such hazards, including safe land use and construction practices.

11.2.4.4 Reduce the Hazard

The hazard itself can be reduced. This depends on the type of hazard, for example; double containment of a storage tank will reduce the hazard from the chemical inside, but an earthquake or a storm cannot be stopped.

The City may decide to expend its funds to reduce hazards. The City maintains its Local Hazard Mitigation Plan (LHMP), identifying hazards.

The LHMP can be found by visiting the Santa Clara County's OES website, <https://www.sccgov.org/sites/oes/PlansPublications/Pages/LHMP.aspx>

SECTION 12: AFTER THE DISASTER

The Governor, with the federal government, may execute a Federal/State Agreement, which includes hazard mitigation measures.

12.1 LOCAL

The City's Authorized Representative, the City Manager, is responsible for local performance of hazard mitigation measures under the terms of a Federal/State Agreement. The City Manager, in coordination with the Governor's Authorized Representative, shall:

- Appoint a Local Hazard Mitigation Coordinator to work with the Federal/ State Hazard Mitigation Team.
 - Submit adequate assurance that required hazard mitigation measures have been taken or will be completed for any project application.
 - Implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans, to the extent of legal authority. Cities may request state or federal advice or assistance in taking these actions.
 - Provide evidence of compliance with conditions for any approved FEMA grants or loans as required by the Governor's Authorized Representative.
- Local Hazard Mitigation Coordinator
 - Working with the Federal/State Hazard Mitigation Team, the City's Hazard Mitigation Coordinator shall assess disaster damage within the local jurisdiction.
 - Arrange for local participation in the Federal/State Hazard Mitigation Team.

- Inform local officials and citizens about significant team activities, collect any local comments on these matters, and report them to the Hazard Mitigation Coordinator.
- Work with the Federal/State Hazard Team to review and update existing hazard mitigation plans, or in developing new hazard mitigation plans.

SECTION 13: RECOVERY OPERATIONS

A recovery operation refers to certain measures undertaken by the City both during and following a disaster. Effective recovery consists of a complex array of interdependent and coordinated actions which may include federal and state disaster relief efforts.

A successful recovery starts at the beginning of the incident. There is no clearly defined separation between the response and recovery efforts.

Recovery operations are divided into three (3) phases.

1. Short Term Recovery (Disaster impact to two (2) months) - The focus is on debris removal, building safety inspections, coordination of shelter services to victims, information on assistance programs, and providing basic emergency services (particularly public safety).
2. Mid-Term Recovery (Two (2) months to one (1) year) - The “rehabilitation” or reconstruction period between immediate response and long-term recovery.
3. Long Term Recovery (One (1) to ten (10) years and beyond) - Actions that will return the jurisdiction’s social and economic situation back to normal pre-disaster levels of service or improved levels.

13.1 SHORT TERM OBJECTIVES

- Protection of individual well-being and private/public property
- Family reunification
- Restoration of essential public services and public safety

13.2 MID TERM OBJECTIVES

- Restoration of infrastructure/physical recovery to pre-disaster levels
- Restoration of normal government operations

13.3 LONG TERM OBJECTIVES

- Permanent restoration of private and public property
- Economic, social, and institutional stabilization
- Assess needs for, and accomplish, hazard mitigation
- Update Emergency Plans based on lessons learned

13.4 DISASTER RECOVERY ASSISTANCE CENTERS

Joint Federal, State and Local Assistance Center (LAC) may be set up in affected areas.

These centers are staffed under the one-stop shopping concept by disaster relief agencies’ specialists, local officials, and representatives from private relief organizations.

Individual citizens and organizations desiring to donate money, food, clothing, and other goods or services to disaster victims may contact these LACs. Federal relief policy calls for cash donations to be given to private non-profit organizations involved in disaster relief services such as the American Red Cross, the Salvation Army, the Goodwill, or FBOs.

Additional information about Morgan Hill’s LAC is contained in the Local Assistance Center Emergency Guideline.

13.5 RECOVERY PLANNING

As soon as the EOC is operational, recovery planning begins. The Advanced Planning Unit, under the Planning/Intelligence Section Coordinator, has primary responsibility for recovery planning. Recovery considerations will be reflected in the Incident Action Plans as the scope and approximate duration of the incident is identified. The City Recovery Plan will provide a road map for planning actions. Availability of funding will also dictate the exact steps in the recovery process.

13.6 RECOVERY FUNDING

13.6.1 Federal

Federal disaster assistance is available to communities which are covered by Presidential Proclamations. This assistance, provided under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, is coordinated through FEMA.

13.6.2 State

California’s Emergency Management Agency coordinates disaster recovery and mitigation activities within California.

SECTION 14: PUBLIC EDUCATION – DISASTER PREPAREDNESS

If the general public knows what to do before, during and after a disaster, the impact of the disaster can be greatly reduced in saved lives and preserved property. Public education is largely a local function, although the state and federal governments make a variety of educational materials available.

The Morgan Hill OES routinely conducts or sponsors public education seminars on the subject of disaster preparedness and related topics.

The OES offers the “Map Your Neighborhood” program to assist neighborhoods in preparing for emergencies. In addition, it offers CERT training and opportunities for volunteering in a number of emergency response roles.

SECTION 15: APPROVALS, AUTHORITIES, AND REFERENCES

1. Morgan Hill City Council approval of this plan (pending after review and revision)
2. City of Morgan Hill Municipal Code, <https://www.morgan-hill.ca.gov/655/Municipal-Code>
3. State Laws
 - i) California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code
 - ii) California Code of Regulations (CCR) Title 19, Chapter 2, Subchapter 3, 2620 et seq.

- iii) CCR Title 21, Division 2
- iv) California Government Code 8607 (a)
- 4. Federal Laws and Mandates
 - i) Federal Disaster Relief Act of 1974 (PL 93-288)
 - ii) Federal Civil Defense Act of 1950 (PL 920)
 - iii) Public Law 84-99 (Emergency Flood Assistance),
http://www.mvp.usace.army.mil/Portals/57/docs/Operations%20Center/Emergency_Assistance_2011.pdf
 - iv) Homeland Security Presidential Directives 5,
<https://www.dhs.gov/sites/default/files/publications/Homeland%20Security%20Presidential%20Directive%205.pdf>
 - v) Homeland Security Presidential Directives 8, <https://www.dhs.gov/presidential-policy-directive-8-national-preparedness>
 - vi) National Incident Management System (NIMS) at the NIMS Integration Center,
<https://www.fema.gov/national-incident-management-system>
 - vii) Americans with Disabilities Act (ADA), 1990, <https://www.ada.gov/pubs/adastatute08.htm>
- 5. References
 - i) National Response Framework, <https://www.fema.gov/media-library/assets/documents/32230>
 - ii) NFPA 1600, <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1600>
 - iii) Emergency Management Accreditation Program, <https://www.emap.org/>
 - iv) US Department of Homeland Security National Preparedness Goal, <https://www.dhs.gov/national-preparedness-goal>
 - v) FEMA National Exercise Plan, <https://www.fema.gov/national-exercise-program>
 - vi) A Guide To the Disaster Declaration Process and Federal Disaster Assistance,
https://www.fema.gov/pdf/rrr/dec_proc.pdf
 - vii) California Constitution,
<http://leginfo.legislature.ca.gov/faces/codesTOCSelected.xhtml?tocCode=CONS&tocTitle=+California+Constitution+-+CONS>
 - viii) California Fire Service and Rescue Emergency Mutual Aid System – Mutual Aid Plan,
[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/California%20Master%20Mutual%20Aid%20Agreement/\\$file/CAMasterMutAid.pdg](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/California%20Master%20Mutual%20Aid%20Agreement/$file/CAMasterMutAid.pdg)
 - ix) California Emergency Plan, <http://www.caloes.ca.gov/FireRescueSite/Documents/CalOES%20-%20Fire%20and%20Rescue%20-%20Mutual%20Aid%20Plan%20-%2020141201.pdf>