

City of Indio

Emergency Operations Plan

Part 1: Basic Plan

September 2023



take center stage



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SECTION 1: INTRODUCTION

1.1 Objectives

This City of Indio Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City of Indio. This EOP describes the operations of the City of Indio Emergency Operations Center (EOC), which is the central management entity responsible for directing and coordinating the various City of Indio Departments and other agencies in their emergency response activities. The City of Indio established the Emergency Operations Center Manager position to maintain the readiness of the Emergency Operations Center. This position is also responsible for updating and maintaining the City's EOP and completing after action reporting. The City's primary Emergency Operations Center is located at 45-222 Towne Street Indio, CA. 92201. The alternate EOC site is located at the Indio Corporate Yard at 83101 Avenue 45 Indio, CA. 92201. If at any time the primary site is determined to be unsafe, damaged beyond repair or destroyed the alternate site will be activated.

This EOP is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for the City of Indio, which is located within the Riverside County Operational Area (OA) and Mutual Aid Region VI as defined by the Governor's Office of Emergency Services (Cal OES). By extension, the plan will also implement the National Incident Management System (NIMS), which is integrated into SEMS at the Governor's directive (Executive Order S-2-05). The plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Indio and Riverside County, special districts, and state agencies, in emergency operations.

Special districts that function within the City of Indio that have roles and responsibilities identified by the plan need to develop and maintain their own department-specific or local EOP's, including Standard Operating Procedures (SOP's), detailed emergency response position checklists based on and consistent with the provisions of an emergency operations plan.

Figure – 1-1 presents the overall comprehensive emergency management planning system. It summarizes the relationship of this EOP with the various other emergency planning documents in use in the City of Indio. This EOP defines the overall structure of emergency operations in Indio and presents the big picture context within which the other emergency operations planning documents reside.

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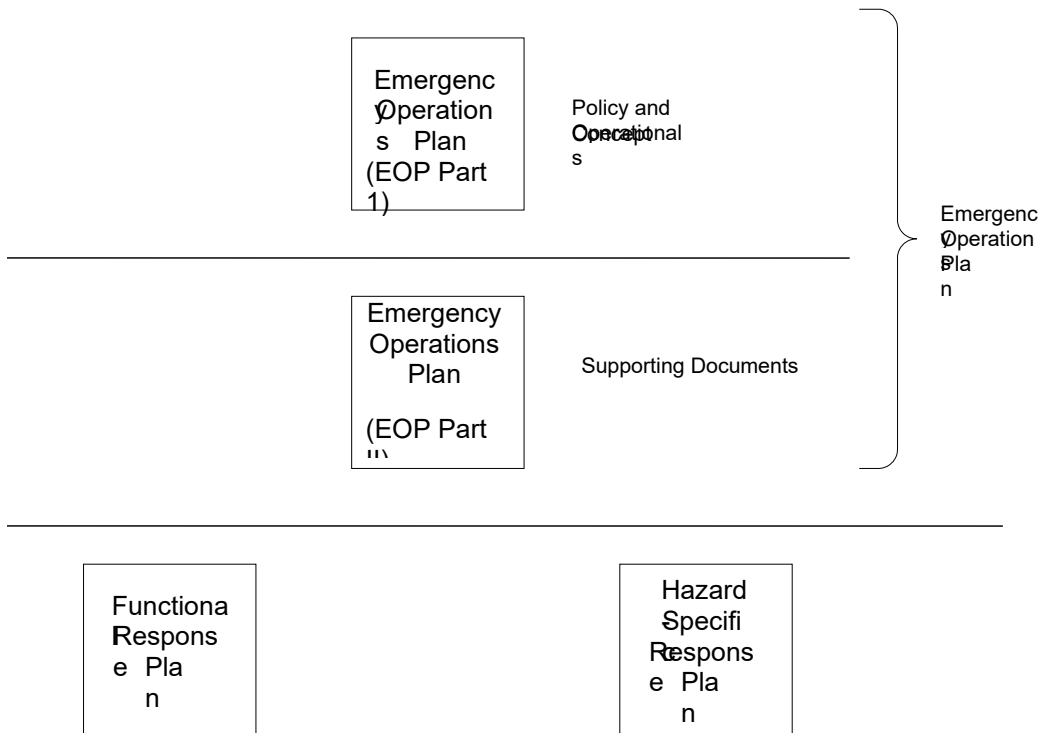


Figure 1-1: City of Indio Emergency Management Planning System

1.2 Authorities and References

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Federal Communications Corporation (RACES)
- Title 19, Public Safety, Division 2, Chapter 6, Natural Disaster Assistance Act, §2900

State

- California Emergency Services Act (Chapter 7 of Division 1 of Title III of the Government Code).
- SEMS Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and California Government Code §8607 et seq.).
- Executive Order S-2-05 regarding integration of NIMS into SEMS.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §§2720 – 2728 of the California Code of Regulations and California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code § 128).
- Orders and Regulations, which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations, which may be Selectively Promulgated by the Governor to take effect upon the existence of a STATE OF WAR.

Local

- City of Indio Municipal Code Title 3, Chapter 35 Disaster Relief, Ordinance 1124
- Riverside County Emergency Services Ordinance 533.7, adopted May 29, 2019, by the Riverside County Board of Supervisors.

References

- California State Emergency Plan
- California Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Fire Service and Rescue Mutual Aid Plan
- California Coroner's Mutual Aid Plan
- Disaster Service Worker Regulations, Adopted by the California Emergency Council on March 30, 1971 and further amended May 13, 1977 and January 9, 1979

1.3 Document Organization

This EOP is divided two major parts:

Part 1 – Basic Plan

The Basic Plan provides an overview of the Emergency Operations system at the policy and operations levels. The first five sections of the plan address policy-level issues and provide an overview of the organizational, legal, and management concepts that are in place for the City of Indio. The primary audiences for these sections are City of Indio Executives, City Emergency Management Program, City of Indio Departmental Management, and anyone interested in an overview of emergency operations in the City of Indio.

The following sections provide the policy framework which guides the organization of the City of Indio emergency operational procedures.

- Section 1: Introduction
Section 1 provides the objectives of the plan as well as its legal authorities and document management procedures
- Section 2: Overview
Section 2 provides an overview of emergency operations in the City of Indio. This section describes the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) and the implementation of those standards within the City of Indio. This section also discusses emergency management phases, organizational concepts, EOC activation protocols, and the procedures for issuing an emergency declaration.

- Section 3: Continuity of Government

Section 3 provides the procedures for ensuring continuity of Indio City Government, including lines of succession and procedures for reconstituting the governing body.

- Section 4: Mutual Aid System

Section 4 provides an overview of the mutual aid system in California and discusses the City of Indio's role in that system.

- Section 5: Hazard Identification

Section 5 provides a summary of the hazards that are faced by the City of Indio. This section refers to the Riverside County Multi-Jurisdictional LHMP in which the City of Indio participated as a submitting jurisdiction.

The next five sections of the plan provide a discussion of the organization and operation of the EOC during preparation, response, recovery, and mitigation operations. The primary audiences for these sections consist of City of Indio personnel who manage and staff the EOC. It is expected that these sections will change infrequently, primarily only when there are management changes in the overall structure of the EOC or significant changes in its operating procedures.

- Section 6: Preparedness Phase Operations

Section 6 discusses policies and procedures undertaken by the City of Indio to increase its state of readiness. This section addresses both general preparations such as training and hazard mitigation, as well as special procedures when a heightened state of alert occurs.

- Section 7: Response Phase Operations

Section 7 discusses the operational policies and procedures that are used by the City of Indio EOC during response operations. This section covers EOC activation policies and procedures and the Departmental Operations Center (DOC) approach, as well as procedures for action planning, alerting, emergency communications, requesting mutual aid, performing damage assessment, information management, and the management of public information.

- Section 8: Recovery Phase Operations

Section 8 discusses the operational policies and procedures that are used by the City of Indio EOC during recovery operations. This section addresses damage recovery and safety assessments, as well as the procedures related to reimbursement processing.

- Section 9: Mitigation Phase Operations

Section 9 discusses the hazard mitigation program that the City has implemented. This section presents an overview of the processes in place and a summary of the Multi-Jurisdictional LHMP prepared by Riverside County and approved by FEMA on August 30 2018 in which the City of Indio participated as a submitting jurisdiction.

- Section 10: Legal Citations

Section 10 provides the text of key legal references cited with this EOP.

Part II – Supporting Documents

Part II consists of detailed information that will be used by each staff member in the course of doing his or her job within the EOC. This material consists of checklists and other reference data to be used by each staff member. The objective of Part II is to provide a concise package of materials for each EOC staff member during an emergency.

The material in Part II must be kept up-to-date and is expected to change on a regular basis. At a minimum, reviewed annually, after every EOC activation and exercise, it is expected that the materials will be updated to reflect any lessons learned.

1.4 Document Management and Distribution

The City of Indio EOP will be reviewed and revised if necessary by the Indio Emergency Operations Center Manager on a regular basis. In addition, the plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Records of revisions to the EOP will be maintained by the City's Emergency Operations Center Manager on the register in the prologue of this document.

Those agencies having responsibilities under this plan are obligated to inform the City's Emergency Management Program when organizational or operational changes occur or are imminent. Proposed changes will be submitted in writing to the City's Emergency Operations Center Manager. Changes will be published and distributed to City departments.

1.5 Abbreviations and Acronyms

Appendix A provides a list of abbreviations and acronyms used in this document.

SECTION 2: OVERVIEW

2.1 Concept of Operations

This EOP addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. A buildup or warning period will precede some emergencies, 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 EOP, and efficient and coordinated mobilization and deployment of resources. All departments of the City must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

2.2 Emergency Management Phases

Emergency management activities during peacetime and national security emergencies are associated with four federally defined phases, namely:

- Preparedness
- Response
- Recovery
- Mitigation

The following sub-sections provide a definition and overview of each of these phases. Detailed operational procedures employed by the City of Indio during each of these phases are discussed in the following Sections of this EOP:

- SECTION 6: Preparedness Phase Operations
- SECTION 7: Response Phase Operations
- SECTION 8: Recovery Phase Operations
- SECTION 9: Mitigation Phase Operations

2.2.1 Preparedness Phase

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency planning, training and exercises, and public education.

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During the Preparedness Phase, the City will place emphasis on the following activities:

- **Training** of full-time and auxiliary Emergency Operations Center (EOC) personnel.
- **Conducting exercises** to ensure that all EOC participants are prepared to respond effectively in the event of an activation of the EOC. Training and exercises will be conducted and in compliance with all applicable Local, State and Federal guidelines.
- **Emergency planning** to ensure that operating plans and their associated support documentation are current and accurate. The City's Emergency Operations Center Manager, in cooperation with other City departments, is responsible for ensuring that these planning documents are kept up-to-date.
- **Americans with Disabilities and California Access and Functional Needs Legislation** Emergency preparedness and response programs must be made accessible to people with disabilities or access and functional needs and is required by the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.). Disabilities would include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses and language barriers. California Assembly Bill 2311 (Brown, Chapter 520, Statutes of 2016), added California Government Code section 8593.3, which requires each county and city to integrate access and functional needs upon the next update to its emergency response plan. The new government code reads:

8593.3. (a) A county, including cities, shall, upon the next update to its emergency plan, integrate access and functional needs into its emergency plan by addressing, at minimum, how the access and functional needs population is served by the following:

Emergency Communications, including the integration of interpreters, translators, and assistive technology.

Emergency evacuation, including the identification of transportation resources and resources that are compliant with the federal ADA act for individuals who are dependent on public transportation.

Emergency sheltering, including ensuring that designated shelters are compliant with the federal ADA act or can be made compliant through modification, and that showers and bathrooms are fully accessible to all occupants.

For purposes of this section, the "access and functional needs population" consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or

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who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

Additionally, Assembly Bill 477 (Cervantes, Chapter 218), which amends California Government Code section 8593.3, requires each county to include representatives from access and functional needs populations in the next regular update to its emergency plan. Specifically, jurisdictions must include internal and external stakeholders throughout each phase of the emergency planning process.

California Senate Bill No. 160 (Jackson, Chapter 402), states that “This bill would require a county to integrate cultural competence, as defined, into its emergency plan upon the next update to its emergency plan, as specified. The bill would also require a county to provide a forum for community engagement in geographically diverse locations in order to engage with culturally diverse communities, as defined, within its jurisdiction. The bill would authorize a county to establish a community advisory board for the purpose of cohosting, coordinating, and conducting outreach for the community engagement forums. By increasing the duties of local officials, this bill would impose a state-mandated local program”. The City of Indio intends to fully support the needs of the whole community including those with access and functional needs in close coordination and collaboration with the Riverside County Emergency Management Department. The following items highlight steps taken in the Riverside County Operational Area¹ of which Indio is an active participant to address the needs of those with Access and Functional Needs:

Emergency Communications

During a disaster, effective communication becomes especially critical. As such, information delivered at press conferences by public officials and broadcasted on television during a disaster needs to be effective, understood, consumable, and actionable by the whole community. Effective communication considerations include:

- Sign Language interpreters for individuals who are deaf or hard of hearing;
- Alternative formats for individuals who are blind/low vision and
- Translation services for persons with limited English proficiency or for non-English speaking individuals.

Emergency Evacuation

When local evacuations become necessary, considerations for the whole community include:

- Accessible transportation options;
-

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- Medical needs; and
 - Keeping individuals connected with their families, personal care providers, essential equipment, technologies, and service animals.
- Proper planning is including agreements and partnerships with local public and private accessible transportation providers to ensure individuals with disabilities and persons with access and functional needs can evacuate safely during emergencies. Emergency evacuation plans should be viewed as living documents because communities change and integrating the needs of individuals with access and functional needs is a dynamic process. Emergency managers should work and partner with their local disability and whole community stakeholders to regularly practice, review, revise, and update their plans to reflect changes in technology, personnel, and procedures.

Sheltering

Shelters can be stressful environments and may, without proper planning, exacerbate the physical and emotional impacts that survivors with access and functional needs experience during disasters.

Sheltering needs to be inclusive and integrated, not segregated. General population shelters need to be in physically accessible locations and equipped with accessible resources (e.g. bathrooms, cots, showers, etc.) to meet the needs of individuals with access and functional needs in a manner that ensures they can remain with their support systems (e.g. personal care provider, service animal, etc.). Assessing potential sheltering facilities before disasters occur is essential, as designated shelters should comply with the requirements of the Americans with Disabilities Act (ADA).

Public awareness and education

Multiple departments within the city work collaboratively to inform the public about ongoing and future city preparation and mitigation activities. Many of these projects are shared with the public in multiple formats, including but not limited to press releases, social media platforms, and community meetings. The emergency management program of the city has an established public awareness and education outreach program that includes public preparedness trainings and presentations to the public including Community Emergency Response Team (CERT) trainings. The city has identified the Director of Community Development as the city's ADA coordinator.

Resource management

Many city departments work to ensure the availability of sufficient resources to cope with emergencies. The public works department is responsible for the creating and maintaining an inventory of all city owned assets capable of

responding or supporting an emergency or planned events response. The City's Emergency Operations Center Manager is responsible for the coordination and maintenance of the city emergency operation center, communications systems, and other emergency related equipment. Indio fire (CAL FIRE/Riverside County Fire Department) who contracts with the City of Indio for fire and medical transport services will independently maintain equipment in a state of readiness.

Increased Readiness

Upon receipt of a warning or the observation that an emergency is imminent or likely to occur, the City of Indio will initiate actions to prepare for the incident. This may involve setting up a management watch, alerting appropriate departments and agencies, and in some instances alerting the public.

Events that may trigger preparedness phase activities include:

- Local emergency;
- Issuance of a credible earthquake prediction;
- Receipt of a flood advisory or other special weather statement;
- Receipt of a potential dam failure advisory;
- Initiation of rolling blackout or other power failures;
- An unusual pattern of disease reporting;
- Notification of actual or threatened cyber events;
- Conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity;
- A potential major hazardous materials incident;
- A rapidly deteriorating international situation that could lead to an attack upon the United States; and
- Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance.
- Planned events

If a threatening situation develops, the City Manager (EOC Director) may be notified. As necessary, the EOC will be activated to the level recommended on the EOC activation guide, and the Emergency Management Organization (EMO) may be convened to evaluate the situation and make recommendations to the EOC Director. The positions of the EOC will be activated as required at the direction of the EOC Director, and SEMS/NIMS will be used. Incident management will be established to direct field units. Operations will be

coordinated in a centralized or decentralized mode, depending on the magnitude of the emergency situation. If the situation warrants, a “Local Emergency” may be proclaimed.

Other Preparedness Phase activities may include the following:

- Briefing of the Mayor, City Council, and other key officials and/or employees of the City of Indio;
- Communicate with County of Riverside EMD as the OA on current status and plans to activate the City EOC
- Reviewing and updating of the City EOP and associated supporting documentation;
- Increasing public information efforts and warnings to threatened elements of the population;
- Accelerated training of permanent and auxiliary emergency management staff;
- Inspecting critical facilities and equipment;
- Recruiting additional staff and Disaster Service Workers (DSW);
- Issuing evacuation warning/order(s) in the potentially impacted area(s);
- Mobilizing personnel and pre-positioning resources and equipment;
- Contacting Local, State and Federal agencies that may be involved in field activities;
- Testing warning and communications systems;
- Identifying the need for mutual aid and requesting such through appropriate channels (Section 4: Mutual Aid System).

2.2.2 Response Phase

The City of Indio’s response to an emergency can be roughly divided between initial response and extended response. The terms “initial” and “extended” imply that these aspects of response are chronological in nature. This is true in some instances; however, depending on the nature of the incident, extended response activities can begin before initial response activities are completed, or the activities can happen simultaneously. The system is intended to be flexible so that emergency personnel can engage in the appropriate actions as dictated by an incident’s characteristics.

Initial Response

The City of Indio's initial response activities are primarily structured to minimize the effects of the emergency or disaster. This includes protection of human life and property.

Examples of initial response activities include:

- Disseminating warnings, emergency public information, and instructions to the citizens of Indio;
- Conducting a rapid needs assessment;
- Coordinating evacuations and/or rescue operations;
- Coordinating the care of displaced persons and treating the injured;
- Clearing priority transportation routes;
- Repairing critical facilities and structures;
- Conducting initial damage assessments and surveys;
- Assessing the need for mutual aid assistance;
- Coordinating the restriction of traffic/people movement and unnecessary access to affected areas;
- Developing and implementing action plans;
- Coordination with Riverside County OA Emergency Management Department (EMD); and
- Making all necessary notifications, including City Departments and personnel, the Riverside County OA, and the State OES Southern Region.

Extended Response

The City of Indio's extended response activities involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Coordinating the operation of mass care or shelter facilities;
- Coordinating with Riverside County Coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;

-
- Protecting, controlling, and allocating vital resources;
 - Coordinating restoration of vital utility services;
 - Tracking resource allocation;
 - Conducting advanced planning activities;
 - Documenting expenditures;
 - Developing and implementing Action Plans for extended operations;
 - Coordination with Riverside County OA EMD;
 - Disseminating emergency public information;
 - Proclaim a local emergency; and
 - Coordinating with Local, State and Federal agencies.

2.2.3 Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Recovery activities may reflect the continuation of the response phase activities (e.g., restoration of utilities), or they may include new activities wholly enacted as a part of the recovery process after the disaster has abated (e.g., removal of debris after a flood).

Examples of recovery activities include:

- Coordinating restoration of utilities;
- Debris management;
- Providing long-term recovery housing to displaced victims;
- Applying for State and Federal assistance programs;
- Coordination with Riverside County OA EMD;
- Conducting hazard mitigation analysis;
- Identifying residual hazards;
- Determining and recovering costs associated with response and recovery;
- Establishing emergency project codes for cost tracking purposes.

2.2.4 Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Indio. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a disaster should it occur at some future date.

Mitigation activities may include:

- Amending local ordinances and statutes, such as
- zoning ordinances, building codes, and other enforcement codes;
- Initiating structural retrofitting measures;
- Assessing tax levies;
- Flood control projects; and
- Diminishing fuel in areas having a high potential for wild fires.

2.3 Organizational Concepts

This plan complies with the SEMS in accordance with the State of California Code 8607. This plan is also fully compliant with the NIMS, which was enacted by the US Department of Homeland Security on March 1, 2004. This plan follows the Comprehensive Preparedness Guide (CPG) 101 September 2021, Version 3.0 guide issued by FEMA.

2.3.1 Organizational Levels

SEMS is designed to be applicable to all organizational levels and functions. There are five designated levels in the SEMS organization. The levels are activated as necessary based on the characteristics of a given incident and resource availability. Those five levels are listed below.

Field Response

The field response level is the level at which 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. The Incident Command System (ICS) is used to control and coordinate field-level response activities. ICS provides a standard organizational structure to facilitate coordination of multiple response organizations at the field level. Departmental operational plans describe the specifics of the implementation of ICS in the various City departments.

During a field response operation, the City EOC may or may not be activated, depending on the severity and type of incident. Generally, if day-to-day response activities can resolve an emergency situation, activation will remain at the field response level, with notifications to the Emergency Operations Center Manager for situational awareness.

Local Government

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 EOC is activated or a local emergency is declared or proclaimed in order to be eligible for funding of response-related personnel costs. Under 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, complexity, and incident.

Operational Area

Under SEMS, the OA refers to an intermediate level of the State's emergency services organization, which encompasses the County, and all political subdivisions located within the County, including special districts. The OA manages and/or coordinates information, resources, and priorities among local governments within the OA, and serves as the coordination and communication link between the local government level and the regional level. The decision on organization and structure within the OA is made by the governing bodies of the County and the political subdivisions within the County.

Region

The State of California has created three OES Administrative Regions. The City of Indio in Riverside County is part of the Southern Region. The State has been further divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the effective application and coordination of mutual aid and other emergency related activities. The Regional level manages and coordinates information and resources among OA's within a designated mutual aid region and between the OA's and the State level. The Regional level also coordinates overall State agency support for emergency response activities within the region. The City of Indio in Riverside County is part of mutual aid region VI.

State

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

2.3.2 City of Indio EOC Interfaces

Figure 2-1 provides a diagram indicating the organizations that the City of Indio's EOC interfaces with during an activation period. The City's EOC will direct all activities during an emergency.

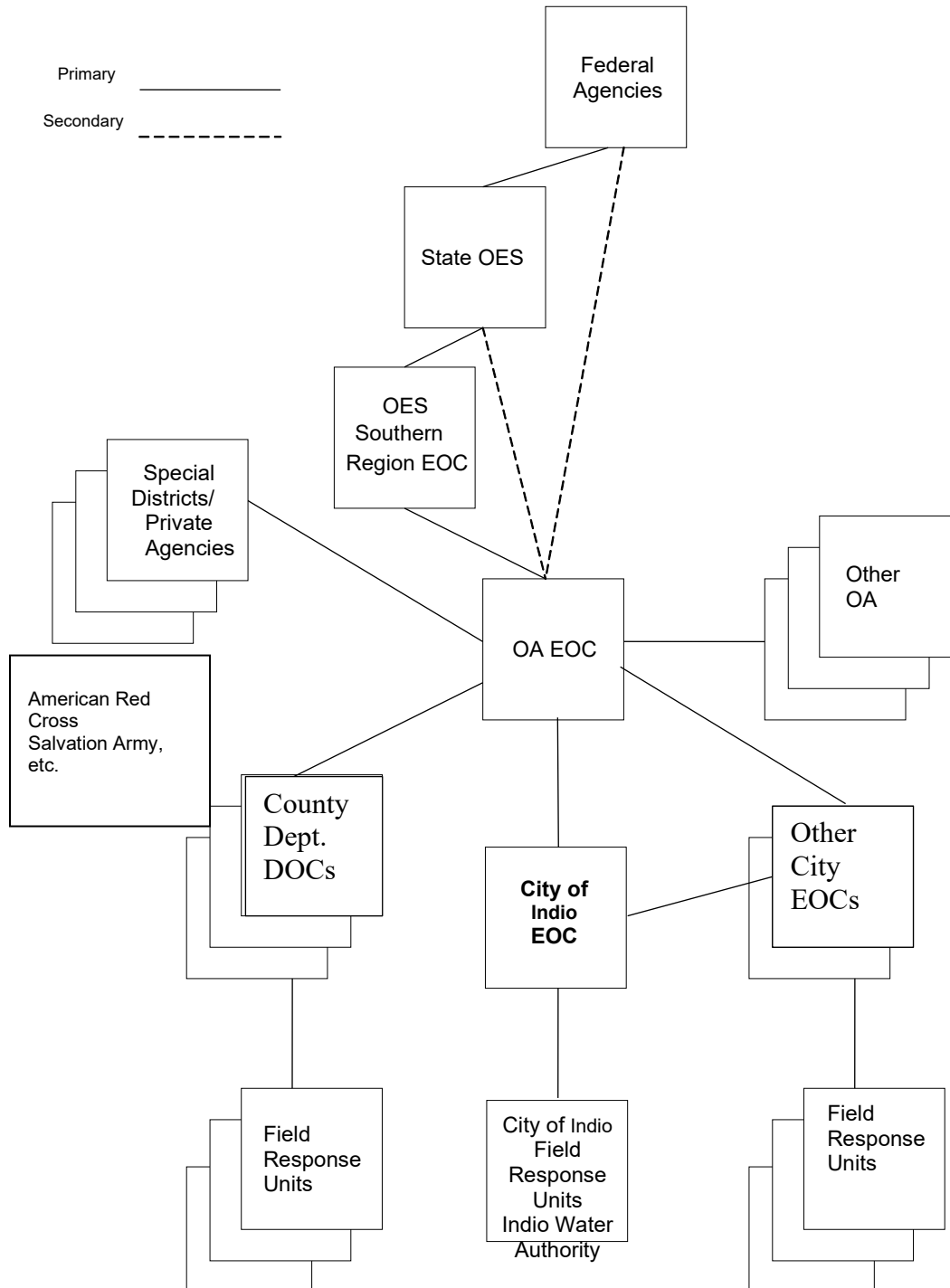


Figure 2-1: City of Indio EOC Interfaces

2.3.3 Functional Sections

The following is an overview of the five functional organization sections of SEMS. Adopting this functional management design enables responders to consistently organize their activities in a way that meets all event needs.

SEMS has five essential functions adapted from ICS. These components, while originally designed to give direction and control only to field level responders, are also applicable at local government, operational areas, regional, and state levels. They are:

- Command (field level) or Management (EOC level)
- Operations
- Planning & Intelligence
- Logistics
- Finance & Administration

The system allows jurisdictions to accommodate their existing staffing patterns because it is a flexible management tool and can be molded to suit the jurisdiction's situation. Within the five basic functions, there are functional positions that have application to all SEMS levels. The duties and responsibilities for these functions are depicted in position checklists, which are provided for each SEMS function. A description of these positions and their checklists can be found in Part II of this plan.

Figure 2-2 below shows the basic functional organization outline for SEMS.

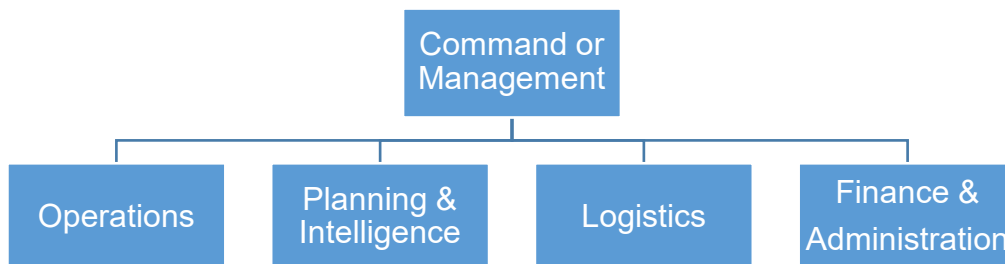


Figure 2-2: SEMS Functional Organization Outline

Command (Field Level)

Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The established incident commander in the field will be responsible for communicating to either the city representative or EOC/DOC representative if the EOC/DOC is activated.

Management (EOC Level)

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations

Operations is responsible for the coordinated tactical response operations directly applicable to or in support of the mission(s) in accordance with the Action Plan. Operations coordinates support for local government's emergency response, inter-jurisdictional response, and citywide activities.

Planning & Intelligence

Planning & Intelligence is responsible for collecting, evaluating, and disseminating information, developing the EOC Incident Action Plan in coordination with other functions, and maintaining documentation.

Logistics

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

Finance & Administration

Finance & Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions including all tracking and documentation of actual expenditures.

2.3.4 Policy Group

The Policy Group assists the EOC Director with the overall goals and objectives that would benefit the City during a disaster. Types of assistance include:

-
- Determining specific policy issues such as:
 - City of Indio employee recall;
 - Curfew and evacuation orders;
 - Price gouging issues;
 - Shelter activation; and
 - Activation of mutual aid agreements.
- Preparing orders and directives to be presented to the Mayor and Indio City Council for ratification.

The Policy Group consists of the following:

- City Manager
- Assistant City Manger
- Deputy City Manager
- Emergency Operations Center Manager
- Director of Human Resources
- Director of Public Works
- General Manager of IWA
- Police Chief

2.4 EOC Activation Protocols

2.4.1 SEMS Activation Requirements

Figure 2-3 presents the minimum statewide requirements for the activation of the various Emergency Operations Centers as defined by SEMS.

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| Situations Listed in Regulations | SEMS LEVELS | | | | |
|---|--|---------------------|--|-----------------------------|-----------------------------|
| | FIELD RESPONSE | LOCAL GOVERNMENT | OPERATIONAL AREA | REGIONAL | STATE |
| Multiple emergency response agencies | USE ICS | | | | |
| Local Government EOC activated | | USE SEMS | ACTIVATE if OA activated | ACTIVATE if OA activated | ACTIVATE if OA activated |
| Local Emergency declared or proclaimed | | USE SEMS | ACTIVATE EOC | ACTIVATE EOC | |
| O P E R A T I O N A L W I T H I N T H E R E A | Two or more cities declare or proclaim a Local Emergency | | ACTIVATE EOC | ACTIVATE EOC | ACTIVATE EOC |
| | County and one or more cities declare or proclaim a local emergency | | ACTIVATE EOC | ACTIVATE EOC | ACTIVATE EOC |
| | City, city and county, or county requests Governor's State of Emergency proclamation | | ACTIVATE EOC | ACTIVATE EOC | ACTIVATE EOC |
| | Governor proclaims a State of Emergency for county or two or more cities | | ACTIVATE EOC | ACTIVATE EOC | ACTIVATE EOC |
| | Operational Area requests resources from outside its boundaries * | | ACTIVATE EOC | ACTIVATE EOC | ACTIVATE EOC |
| | Operational Area receives resource requests from outside its boundaries * | | ACTIVATE EOC | ACTIVATE EOC | ACTIVATE EOC |
| | | | An Operational Area EOC is Activated | | ACTIVATE EOC |
| | | | A Regional EOC is activated | | ACTIVATE EOC |
| | | | Governor proclaims a State of Emergency | | ACTIVATE EOC |
| | | | Governor proclaims an earthquake or volcanic prediction | | ACTIVATE EOC |

Figure 2-3: SEMS Activation Requirements

2.4.2 Local Activation Authorities

Other than the above listed circumstances, the activation of the City of Indio's EOC must be authorized. The Indio EOC is activated by the City Manager (in his/her role as EOC Director per Municipal Code Title III, Chapter 35, or his/her *designee*). The following City of Indio personnel are authorized to request the activation of the City's EOC:

- City Manager
- Asst. City Manager
- Emergency Operations Center Manager
- Chief of Police
- Fire Chief

2.4.3 EOC Activation Levels

The City of Indio has developed criteria that identify the events/situations that may require EOC activation. Note that there is an increased readiness concept known as "Management Watch" (described in more detail in Section 6: Preparedness Phase Operations) that often takes effect prior to formal activation of the EOC.

The City has established three levels of EOC activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure.



| Event/Situation | Activation Level | Minimum Staffing |
|--|--|--|
| <ul style="list-style-type: none"> • Severe Weather Advisory • Small incidents involving two or more City Departments • Flood Watch • Resource request from outside the City | <p style="text-align: center;">Three</p> | <ul style="list-style-type: none"> • EOC Director • Planning & Intelligence Chief • Logistics Chief • Representatives of corresponding City departments • Representatives of appropriate staff volunteers |
| <ul style="list-style-type: none"> • Moderate Earthquake • Major wildland fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning | <p style="text-align: center;">Two</p> | <ul style="list-style-type: none"> • EOC Director • All Section Chiefs • Branches and Units as appropriate for the situation • Agency representatives as appropriate |
| <ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage | <p style="text-align: center;">One</p> | <ul style="list-style-type: none"> • All EOC positions |

Figure 2-4: EOC Activation Levels

2.4.4 EOC Deactivation

Section Coordinators and the EOC Director will authorize EOC deactivation by position and function. This will be a consideration throughout the activation.

2.5 State of Emergency Declarations

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. A proclaimed state of local emergency is terminated by the issuance of a proclamation by the governing body terminating the emergency

2.5.1 Local Emergency

A local emergency may be proclaimed by the City Council or by the City Manager as specified by Municipal Code Title III, Chapter 35.

The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant.

The proclamation of a local emergency provides certain legal immunities for emergency actions taken by City of Indio employees. This provides protection for the City and the employees.

The proclamation of a local emergency provides the City Council with the legal authority to:

- If necessary, request that the Governor proclaim a state of emergency and/or request a Presidential declaration.
- 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. Impose penalties for violation of lawful orders
- 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.

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- Obtain supplies and equipment and, if required, immediately commandeer the same for public use.

A sample local emergency proclamation is shown below:

**PROCLAMATION DECLARING THE EXISTENCE OF A LOCAL EMERGENCY
UNDER GOVERNMENT CODE SECTION 8630 AND CHAPTER 35 OF THE
INDIO MUNICIPAL CODE**

WHEREAS, Chapter 35 of the Indio Municipal Code authorizes the City Council to proclaim the existence of a “Local Emergency,” and delegates such authority to declare such an emergency to the City Disaster Council if the City Council is not session, and;

WHEREAS, that conditions of extreme peril to the safety of persons and property have arisen with the City of Indio caused by _____, and;

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency,

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a Local Emergency exists throughout the City of Indio, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions, and duties of the Disaster Council of this City shall be those prescribed by State law and the ordinances, resolution and approved plans of the City of Indio in order to mitigate the effects of said Local Emergency, and

BE IT FURTHER RESOLVED AND ORDERED that the EOC Director or his/her successor as outlined in **Chapter 35** of the Municipal Code, is hereby designated as the authorized representative of the City of Indio for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated: _____

City Manager/EOC Director

ATTEST:

City Clerk

2.5.2 State of Emergency

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

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the State caused by natural or man-made incidents.
- He is requested to do so by local authorities.
- He finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent he/she deems 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 an emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any State agency; and 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 his/her office.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

2.5.3 State of War Emergency

A declaration of a state of war emergency is proclaimed 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.

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The threat of war or enemy-caused disaster would require a number of preparedness actions in addition to those measures recommended for handling peacetime emergencies. These actions will be undertaken by the State automatically upon the existence of a State of War Emergency, or on order of the Governor or the Director of the Office of Emergency Services upon activation of a national defense emergency plan. Specifically, the Governor may:

- Take any of the actions described under the conditions of a State of Emergency and will direct the mobilization of the State of War Emergency management organization;
- Promulgate orders, rules and regulations necessary to protect life, property and the environment;
- Direct all State agencies to use their personnel, equipment, and facilities to prevent or alleviate actual or threatened damage due to the emergency; and/or
- Temporarily suspend any officer or employee of the State for willful neglect to obey any order or regulation issued by the Governor. The Governor may then designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of the suspension.

In addition, the Director of the California Office of Emergency Services:

- Establishes the State War Emergency Organization and completes the transition to wartime emergency status in accordance with the Emergency Resources Management Plan;
- Mobilizes the staff of primary and alternate State EOCs;
- Directs the mobilization of the State's mutual aid regional emergency staff and of the Regional EOCs;
- Maintains liaison with appropriate Federal agencies and with the American Red Cross;
- Receives and allocates resources provided by the Federal government or other states; and
- Forms a policy group, from the California Emergency Organization, known as the Resource Priorities Board.

The Governor must call a meeting of the Emergency Council no later than the seventh day whenever it appears that a State of War Emergency will continue for more than seven days.

SECTION 3: CONTINUITY OF GOVERNMENT

3.1 Introduction

A major emergency 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.

Government at all levels are responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To this end, it is particularly essential that the City of Indio continue to function as a government entity. The California Government Code and the Constitution of California provide the authority for state and local governments to reconstitute themselves in the event incumbent officials and other personnel are unable to serve.

3.2 Lines of Succession

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. This article 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. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

Section 35.06- Powers of succession, of the Indio Municipal Code provides:

Each person who shall succeed to each position or office as provided in this chapter, and as provided in the emergency operations plan of the city, shall succeed to all powers and duties of the office succeeded to immediately upon such succession. ORDINANCE NO 1124

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 city council, shall be mayor pro tempore followed by the remaining city council member in the order of their seniority, excluding standby successors who may have been appointed pursuant to Section 8638 of the California Code of the State.

3.2.1 Reconstitution of the Governing Body

Section 8642 of Article 15 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. Under Article 15, 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, and performing functions in preserving law and order, and furnishing local service.

3.2.2 Protection of Vital Records

In the City of Indio, the City Clerk's office is responsible for the preservation and protection of vital records. Each department within the city is charged with identifying, maintaining, and protecting 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 plan and procedures, and personnel rosters.

These vital records will be essential the re-establishment of normal City of Indio government functions, serving to protect the rights and interests of government. These rights and interests are encapsulated in the constitutions, charters, statues, ordinances, court records, official proceedings, and financial records of the city. Vital records of the City of Indio are routinely stored by the City Clerk's office.

SECTION 4: MUTUAL AID SYSTEM

4.1 Mutual Aid Overview

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 fire, police, medical and health, communications, transportation, utilities, emergency management and other assistance.

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

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. The California Master Mutual Aid Agreement created a formal process, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

Mutual aid assistance may be provided under one or more of the following authorities:

- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707).

To facilitate the coordination and flow of mutual aid, the State has been divided into six Mutual Aid Regions and three Administrative Regions as shown in figure 4-1. The City of Indio in Riverside County is located in Mutual Aid Region VI. Region VI and Region I combine to form an Administrative Region known as the "Southern Region."

This section provides an overview of California's mutual aid system and the City of Indio's role in that system.

California Governor's Office of Emergency Services Administrative Regions and Mutual Aid Regions

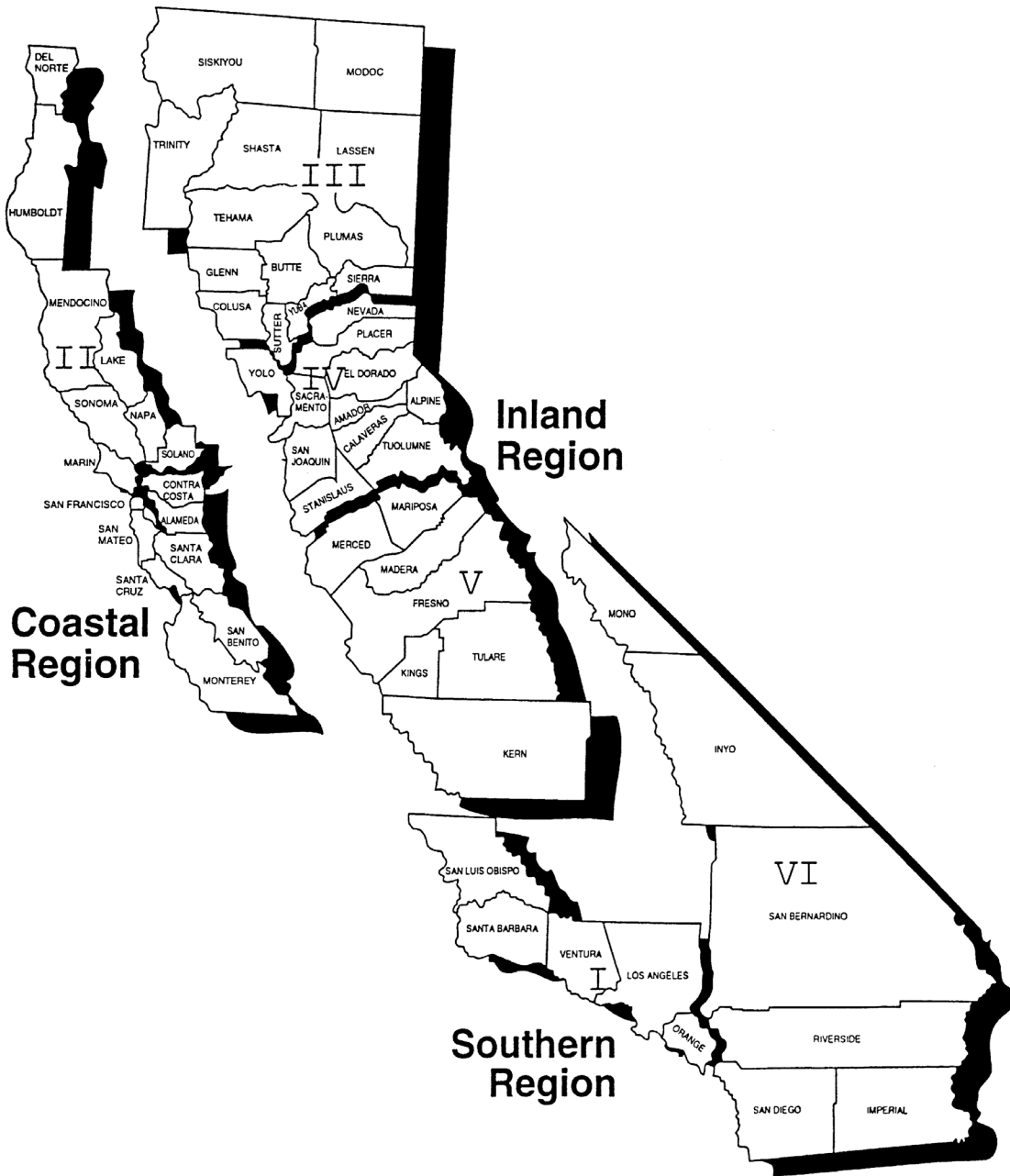


Figure 4-1: California Mutual Aid Regions

4.2 Mutual Aid Coordination

Multi-agency, inter-agency, and discipline-specific mutual aid system coordination is used by the City of Indio and other member jurisdictions of the Riverside County OA for coordinating mutual aid. Mutual aid coordination includes sharing of critical resources and prioritization of incidents.

To facilitate mutual aid, mutual aid systems work through designated mutual aid coordinators at the OA, Regional, and State levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level.

Mutual aid coordinators may function from an EOC, their normal departmental location, or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or OA EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location.

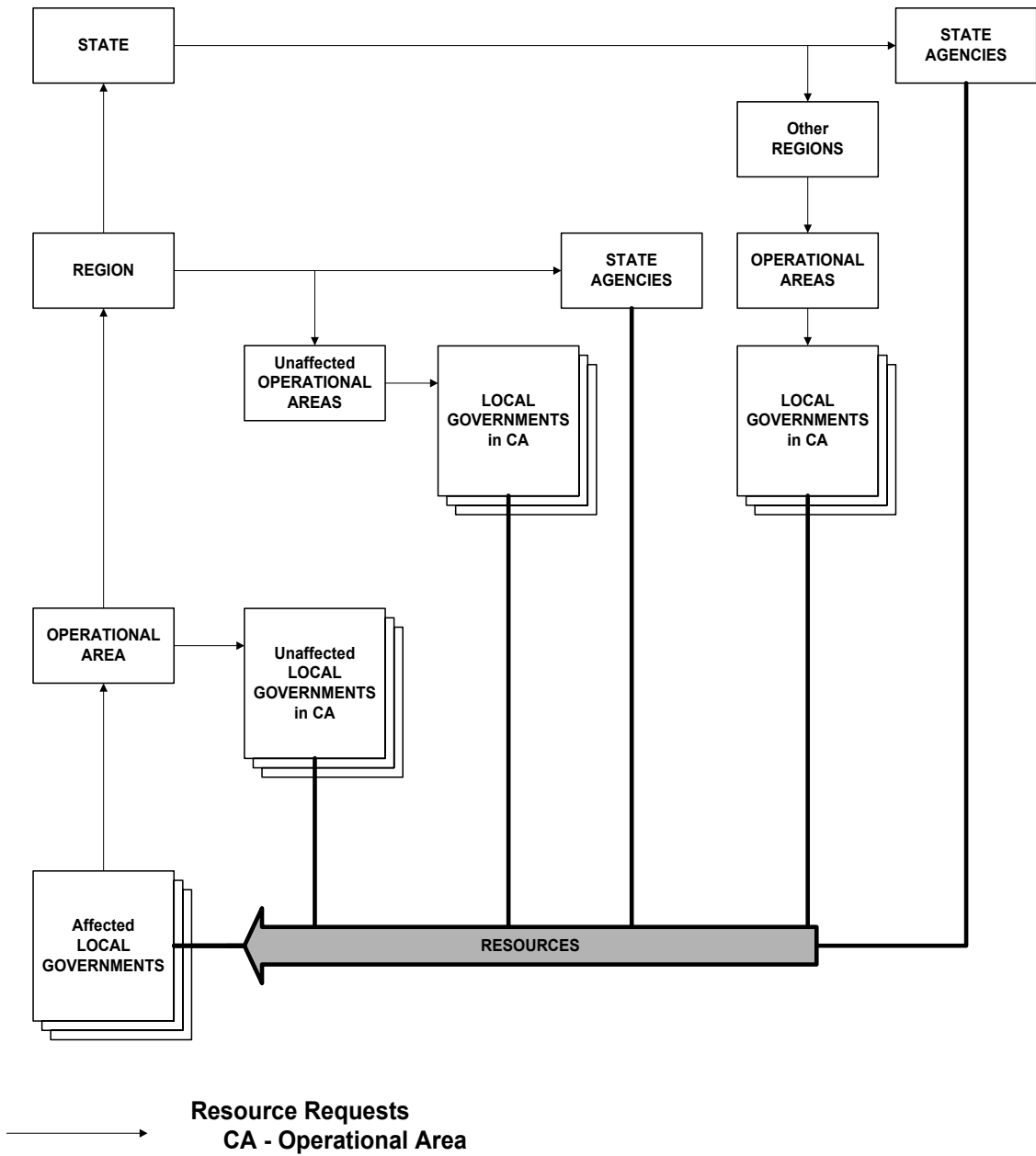
When an OA EOC is activated, OA mutual aid system representatives should be at the OA EOC to facilitate coordination and information flow.

When an OES Regional EOC is activated, Regional mutual aid coordinators should have representatives in the Regional EOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State 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.

When the State Operations Center (SOC) is activated, State agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative depending on how the EOC is organized and the extent to which it is activated.

Figure 4-2 depicts the flow of requests and responses through the mutual aid system.



Resource Requests
 CA - Operational Area

Figure 4-2: Mutual Aid Flow of Requests and Resources

4.2.1 Discipline-Specific Mutual Aid Coordination

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, and emergency managers. The adoption of SEMS has not altered 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 OA, Regional, and State levels.

Regional Disaster Medical Health Coordinators have been identified for each Mutual Aid Region to coordinate medical mutual aid during disasters. During an emergency/proclaimed disaster, the Riverside County OA Mutual Aid Coordinators may be assigned to the Riverside County OA EOC.

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, OA, Regional, and State levels. The Discipline-Specific Mutual Aid System is illustrated in Figure 4-3.

Discipline-specific Mutual Aid Systems

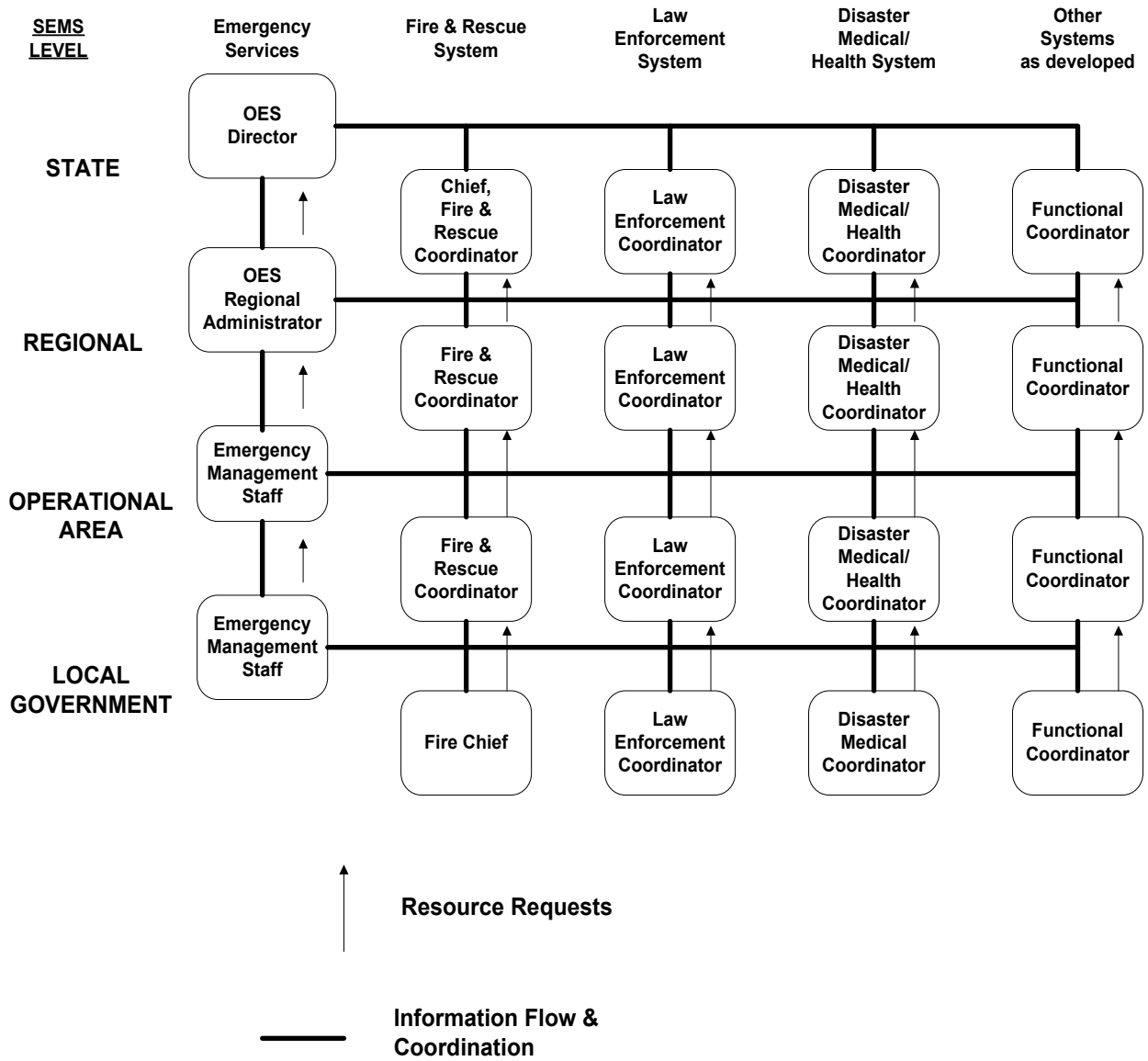


Figure 4-3: Discipline-Specific Mutual Aid Systems

4.2.2 Coordinating With Volunteers

Volunteer and private agencies are part of the City of Indio's mutual aid system. The American Red Cross and City employees are essential elements of response to meet the care and shelter needs of disaster victims. Private sector medical/health resources are also an essential part of medical response. Volunteer and private 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.

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 industries and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies. For example, public and private water utilities are currently developing a mutual aid system. A Liaison should be established between activated EOCs and private agencies involved in a response. When there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs.

SECTION 5: HAZARD IDENTIFICATION

The City of Indio participated as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional LHMP that was approved by FEMA and CAL OES in August 2018. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. This section presents a high-level overview of the hazard identification presented in that document.

The City of Indio is a corporate city located in Riverside County, within the Coachella Valley of Southern California's Colorado Desert region, approximately 70 miles east of the County seat (City of Riverside), and 125 miles east of Los Angeles. The City limits encompass approximately 29.2 square miles in area. The City of Indio sits directly adjacent to the City of La Quinta, the City of Coachella and the unincorporated areas of Riverside County. The Union Pacific Railroad, State Highway 111, and Interstate 10 run through the length of the City. The Coachella Valley Water District operates an aqueduct which conveys water from the Colorado River into the Coachella Valley and bisects the City from east to west and north to south.

The climate of the City of Indio is influenced by the surrounding mountain ranges that contribute to the unique year-round warm and dry climate, with some of the warmest winters west of the Rocky Mountains. Indio experiences warm winters and hot summer climates with average annual high temperatures of 89.5 degrees Fahrenheit, and average annual low of 62.1 Fahrenheit. Summer highs above 110 degrees Fahrenheit are common while summer night lows often stay above 90 degrees Fahrenheit. The City of Indio is adjacent to the geologic Salton Sea and within the site of historic Lake Cahuilla. Indio is an official National Bird Sanctuary, as seasonal bird migration flight routes cross the city in route to and from the Salton Sea.

Known as the City of Festivals, Indio is the home of several major annual festivals and a host of highly-acclaimed events that bring culture, music, sports, entertainment and a variety of food to thousands of visitors each year. It is a playground for world-class polo enthusiasts and is a haven for golf and tennis players.

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Riverside County is the fourth largest county in the State, stretching nearly 200 miles across and comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County shares borders with densely populated Los Angeles, Orange, San Diego, and San Bernardino, and Imperial Counties, extending from within 14 miles of the Pacific Ocean to the Colorado River. It is also located in the southeastern portion of the Governor's Office of Emergency Services Southern Region.

The approved Riverside County Multi-Jurisdictional LHMP identifies and analyzes an extensive list of the hazards faced by the County. It assigns each hazard a severity rating, indicating the amount of damage that would be done to the County and its population should the hazard occur, and a probability rating, indicating the likelihood that the hazard may occur within the County. Both ratings are on a scale of 0-4, with 4 being the most severe or the most likely to occur.

Figure 5-1 summarizes the hazards identified and the ratings assigned by the LHMP.

| Hazard | Probability | Severity |
|---------------------------------------|--------------------|-----------------|
| Aqueduct | 2 | 3 |
| Drought | 3 | 3 |
| Earthquakes | 2 | 4 |
| Extreme Weather | 2 | 3 |
| Flood | 3 | 3 |
| Insect Infestation | 3 | 2 |
| Landslides | 3 | 3 |
| Tornado | 1 | 2 |
| Wildland Fire | 4 | 3 |
| Civil Disorder | 2 | 3 |
| Communications Failure | 2 | 3 |
| Cyber Attack | 4 | 2 |
| Dam Failure | 1 | 3 |
| Electrical Failure | 4 | 4 |
| Hazardous Materials Incidents | 4 | 3 |
| Jails and Prisons Incidents | 1 | 2 |
| Nuclear/Radiological Incidents | 1 | 4 |
| Pipeline Incidents | 2 | 3 |
| Terrorism Event- MCI | 1 | 3 |
| Transportation Failure | 2 | 3 |
| Water Supply Disruption/Contamination | 3 | 2 |
| Emergent Disease/Contamination | 3 | 3 |
| Pandemic Flu | 2 | 4 |

Figure 5-1: Riverside County Hazard Assessment

The following is City of Indio-specific information extracted from the County's Multi-Jurisdictional LHMP.

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| HAZARDS/THREATS | COUNTY | | | LOCAL JURISDICTION | | |
|---|-------------------|----------------------|-----------------|--------------------|----------------------|-----------------|
| | SEVERITY 0 - 4 | PROBABILITY 0 - 4 | RANKING 1-23 | SEVERITY 0 - 4 | PROBABILITY 0 - 4 | RANKING 1-20 |
| 1. Earthquake | 4 | 2 | 1 | 4 | 4 | 1/1 |
| 2. Wildland Fire | 3 | 4 | 3 | 2 | 1 | 15/16 |
| 3. Flood | 3 | 3 | 9 | 3 | 3 | 7/8 |
| 4. Drought | 3 | 3 | 11 | 4 | 3 | 5/9 |
| 5. Landslide | 3 | 3 | 21 | 1 | 1 | 17/22 |
| 6. Insect Infestation | 2 | 3 | 18 | 3 | 3 | 6/17 |
| 7. Tornado | 2 | 1 | 17 | 3 | 1 | --/20 |
| 8. Extreme Weather | 3 | 2 | 13 | 4 | 4 | 2/2 |
| 9. Pipeline Disruption | 3 | 2 | 20 | 3 | 3 | 13/19 |
| 10. Aqueduct Event | 3 | 2 | 16 | 3 | 3 | 14/15 |
| 11. Transportation Failure | 3 | 2 | 14 | 3 | 3 | 9/11 |
| 12. Electrical Failure | 4 | 4 | 4 | 3 | 4 | 4/4 |
| 13. Hazardous Materials Incident | 3 | 4 | 22 | 3 | 3 | 10/5 |
| 14. Nuclear/Radiological Incident | 4 | 1 | 12 | 4 | 1 | 11/21 |
| 15. Terrorist Event | 3 | 1 | 7 | 4 | 3 | 12/6 |
| 16. Civil Disorder | 3 | 2 | 10 | 1 | 1 | 18/12 |
| 17. Jail/Prison Event | 2 | 1 | 19 | 2 | 1 | 19/13 |
| 18. Communications Failure | 3 | 2 | 8 | 4 | 2 | ---/3 |
| 19. Cyber-Attack | 2 | 4 | 6 | 4 | 3 | --/7 |
| 20. Water Supply Disruption/Contamination | 2 | 3 | 23 | 3 | 2 | --/10 |
| 21. Emergent Disease/Contamination | 3 | 3 | 5 | 2 | 1 | 3/14 |
| 22. Pandemic Flu | 4 | 2 | 2 | 3 | 2 | 4/18 |
| 23. Dam Failure | 3 | 1 | 15 | -- | -- | --/-- |

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| DOES YOUR ORGANIZATION HAVE: | |
|---|-----|
| AIRPORT IN JURISDICTION | No |
| AIRPORT NEXT TO JURISDICTION | Yes |
| DAIRY INDUSTRY | No |
| POULTRY INDUSTRY | No |
| CROPS/ORCHARDS | Yes |
| DAMS IN JURISDICTION | No |
| DAMS NEXT TO JURISDICTION | No |
| LAKE/RESERVOIR IN JURISDICTION | Yes |
| LAKE/RESERVOIR NEAR JURISDICTION | Yes |
| JURISDICTION IN FLOOD PLAIN | Yes |
| CONTROLLED FLOOD CONTROL CHANNEL | Yes |
| UNCONTROLLED FLOOD CONTROL CHANNEL | Yes |
| EARTHQUAKE FAULTS IN JURISDICTION | Yes |
| EARTHQUAKE FAULTS NEXT TO JURISDICTION | Yes |
| MOBILE HOME PARKS | Yes |
| NON-REINFORCED FREEWAY BRIDGES | Yes |
| NON-REINFORCED BRIDGES | Yes |
| BRIDGES IN FLOOD PLAIN | Yes |
| BRIDGES OVER OR ACROSS RIVER/STREAM | Yes |
| ROADWAY CROSSING RIVER/STREAM | Yes |
| NON REINFORCED BUILDINGS | Yes |
| FREEWAY/MAJOR HIGHWAY IN JURISDICTION | Yes |
| FREEWAY/MAJOR HIGHWAY NEXT TO JURISDICTION | Yes |
| FOREST AREA IN JURISDICTION | No |
| FOREST AREA NEXT TO JURISDICTION | No |
| WITHIN THE 50 MILES SAN ONOFRE EVACUATION ZONE | No |
| MAJOR GAS/OIL PIPELINES IN JURISDICTION | Yes |
| MAJOR GAS/OIL PIPELINES NEXT TO JURISDICTION | Yes |
| RAILROAD TRACKS IN JURISDICTION | Yes |
| RAILROAD TRACKS NEXT TO JURISDICTION | Yes |
| HAZARDOUS WASTE FACILITIES IN JURISDICTION | No |
| HAZARDOUS WASTE FACILITIES NEXT TO JURISDICTION | No |
| HAZARDOUS STORAGE FACILITIES IN JURISDICTION | No |
| HAZARDOUS STORAGE FACILITIES NEXT TO JURISDICTION | No |
| DOES YOUR ORGANIZATION OWN OR OPERATE A FACILITY | |
| IN A FLOOD PLAIN | Yes |
| NEAR FLOOD PLAIN | Yes |
| NEAR RAILROAD TRACKS | Yes |
| NEAR A DAM | No |

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| | |
|--|-----|
| UPSTREAM FROM A DAM | No |
| DOWNSTREAM FROM A DAM | No |
| DOWNSTREAM OF A LAKE | No |
| DOWNSTREAM FROM A RESERVOIR | Yes |
| NEAR A CONTROLLED FLOOD CONTROL CHANNEL | Yes |
| NEAR UNCONTROLLED FLOOD CONTROL CHANNEL | No |
| ON AN EARTHQUAKE FAULT | Yes |
| NEAR AN EARTHQUAKE FAULT | No |
| WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE | No |
| IN A FOREST AREA | No |
| NEAR A FOREST AREA | No |
| NEAR A MAJOR HIGHWAY | Yes |
| A HAZARDOUS WASTE FACILITY | No |
| NEAR A HAZARDOUS WASTE FACILITY | No |
| A HAZARDOUS STORAGE FACILITY | No |
| NEAR A HAZARDOUS STORAGE FACILITY | No |
| NON REINFORCED BUILDINGS | Yes |
| A MAJOR GAS/OIL PIPELINE | No |
| NEAR A MAJOR GAS/OIL PIPELINE | Yes |
| DOES YOUR ORGANIZATION HAVE ANY LOCATIONS THAT: | |
| HAVE BEEN DAMAGED BY EARTHQUAKE AND NOT REPAIRED | No |
| HAVE BEEN DAMAGED BY FLOOD | Yes |
| HAVE BEEN DAMAGED BY FLOOD MORE THAN ONCE | Yes |
| HAVE BEEN DAMAGED BY FOREST FIRE | No |
| HAVE BEEN DAMAGED BY FOREST FIRE MORE THAN ONCE | No |
| HAVE BEEN IMPACTED BY A TRANSPORTATION ACCIDENT | No |
| HAVE BEEN IMPACTED BY A PIPELINE EVENT | No |
| EMERGENCY OPERATIONS INFORMATION | |
| DOES YOUR ORGANIZATION HAVE AN EOC | Yes |
| IS YOUR EOC LOCATED IN A FLOOD PLAIN | No |
| NEAR FLOOD PLAIN | No |
| NEAR RAILROAD TRACKS | Yes |
| NEAR A DAM | No |
| UPSTREAM FROM A DAM | No |
| DOWNSTREAM FROM A DAM | No |
| DOWNSTREAM OF A LAKE | No |
| DOWNSTREAM FROM A RESERVOIR | Yes |
| NEAR A CONTROLLED FLOOD CONTROL CHANNEL | No |
| NEAR UNCONTROLLED FLOOD CONTROL CHANNEL | No |

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| | |
|---|-----|
| ON AN EARTHQUAKE FAULT | No |
| NEAR AN EARTHQUAKE FAULT | Yes |
| WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE | No |
| IN A FOREST AREA | No |
| NEAR A FOREST AREA | No |
| NEAR A MAJOR HIGHWAY | No |
| A HAZARDOUS WASTE FACILITY | No |
| NEAR A HAZARDOUS WASTE FACILITY | No |
| A HAZARDOUS STORAGE FACILITY | No |
| NEAR A HAZARDOUS STORAGE FACILITY | No |
| NON REINFORCED BUILDINGS | Yes |
| A MAJOR GAS/OIL PIPELINE | No |
| NEAR A MAJOR GAS/OIL PIPELINE | Yes |
| OTHER FACILITY INFORMATION | |
| ARE THERE LOCATIONS WITHIN YOUR JURISDICTION THAT: | |
| COULD BE CONSIDERED A TERRORIST TARGET | Yes |
| COULD BE CONSIDERED A BIO-HAZARD RISK | Yes |

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Proximity to the City of Indio:

The Bermuda Dunes Airport (Bermuda Dunes), Jacqueline Cochran Regional Airport (Thermal), and Palm Springs International Airport, (Palm Springs), that are all located nearby, within Coachella Valley. There are crops and orchards within the City of Indio that produce a variety of vegetables, fruits, and dates. Lake Cahuilla is located nearby in the city of La Quinta, situated at the base of the Santa Rosa Mountains, 6 miles southeast of Old Town La Quinta. The lake is 135 acres in size.

The City of Indio Has:

The City of Indio has a flood plain.

The City of Indio has a controlled flood control channel

The City of Indio has an uncontrolled flood controlled channel

Earthquake fault zones are located in the city of Indio: San Andreas and San Jacinto. Earthquake fault zones are located adjacent to the city of Indio: San Andreas and San Jacinto.

There are several mobile home parks throughout the City of Indio.

There are non-reinforced freeway bridges in the City of Indio.

There are bridges in flood plain.

Bridges cross over/across a river/stream.

Avenue 44 crosses the Whitewater River in the City of Indio.

There are non-reinforced buildings in City limits.

Both Highway 111 and Interstate Highway 10 pass through the City of Indio.

State Route 86 joins Highway 111 at the city of Coachella and heads into the city of Indio.

SECTION 6: PREPAREDNESS PHASE OPERATIONS

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. Preparedness Phase activities generally fall into the categories of improving readiness and increasing capabilities. Pre-hazard mitigation activities, which are discussed in Section 9, also occur during the preparedness phase.

6.1 Preparedness Phase Management Approach

Preparedness Phase activities take place under the normal City of Indio organizational and management structures. The City's Emergency Management Program is the lead agency and is responsible for coordinating the Preparedness Phase activities of the various City departments. Individual departments are responsible for maintaining departmental plans and generally improving their daily operations to improve their readiness to respond.

6.2 Training and Exercises

Trainings and exercises allow response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The emergency plans and staff and the city's overall capability to respond can be evaluated using a combination of the following training and exercise types:

- *Tabletop Exercise.* A Tabletop Exercise is an activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered together informally, usually in a conference room, to discuss various simulated emergency situations. An exercise is designed to elicit constructive discussions by the participants without time constraints as they examine and then attempt to resolve problems based on the existing EOP and to test Departmental Plans and procedures. The purpose of the exercise is for participants to evaluate plans and procedures, and to resolve questions of coordination and assignment of responsibilities throughout the exercise in a non-threatening format and under minimum stress. Tabletop Exercises are an effective method of determining if sufficiently robust policies and procedures exist to handle specific situations that may arise during an event.

-
- **Functional Exercise.** A Functional Exercise is an activity designed to test or evaluate the capability of one or multiple functions, or activities within a function. A Functional Exercise is more complex than a Tabletop Exercise in that activities are usually under some type of time constraint with the evaluation/critique coming at the end of the exercise. A Functional Exercise typically takes place in the EOC and may include the State OES Southern Region, Federal Government agencies, the Riverside County OA EOC, and/or neighboring OAs EOCs.
 - **Full-Scale Exercise.** A Full-Scale Exercise involves an actual deployment of personnel and equipment throughout a geographic area. It will typically involve the activation of the EOC and the establishment of field command posts. This type of exercise includes mobilization of personnel and resources; the actual movement of emergency personnel and resources; and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

The City of Indio's Emergency Management Program will conduct training, drills, and exercises in compliance with all applicable State and Federal laws.

In addition to exercises, classroom training is an essential component of preparedness and response. The City's Emergency Management Program training includes the following objectives:

- Orientation on the concepts and procedures presented in the EOP;
- Familiarization of those positions assigned to the EOC with the function, equipment, and logistics of the EOC facility; and
- Orientation on the organizational concepts associated with ICS, SEMS, and NIMS.

6.3 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and the knowledge of what individuals and groups should do to increase their chances of survival and recovery. The City's Emergency Management Program will make emergency preparedness information from local, state, and federal sources available to the citizens of Indio via multiple sources such as public presentations, social media, city website, press release announcement and/or local radio and television news outlets.

6.4 Increased Readiness

In order to transition from normal operations to a declared local emergency and to react to localized distress situations of lesser magnitude than a declared emergency, a “Management Watch” will be established.

Duties of the Management Watch team will be to collect and analyze information relative to the situation, direct response to the degree allowable, and refer other matters to the appropriate level for executive decision. Specific activities that may be undertaken at the discretion of the EOC Director include the following:

- Recall Emergency Operations Center staff to the office, as necessary for the situation;
- Make necessary preparations to activate the City EOC;
- Establish communications with key City officials as necessary to assess the situation;
- Establish communications with the Riverside County OA EOC and any applicable Special Districts;
- Ensure a communications check is performed on all City communications systems;
- Coordinate emergency public information with the City PIO; and
- Anticipate EOC logistical needs (food, lodging, re-supply, etc.).

6.4.1 Management Watch Activation

The City of Indio Emergency Management Program will maintain surveillance of current events and recommend to the City Manager that Management Watch be initiated whenever:

- Forecast/existing weather or other natural phenomenon is of such intensity to indicate a need for added precaution or extra protective measures; and/or
- An incident in progress is causing distress or damages of a serious nature but not of a magnitude requiring an emergency declaration.

The EOC Director will direct initiation of Management Watch.

6.4.2 Management Watch Personnel

- Management Watch may consist of a team from the City's Executive Management Staff or may include only select individuals based on the event.

6.4.3 Management Watch Termination

Termination of Management Watch may occur whenever:

- The distress situation subsides, and the City Manager directs a return to regular operations, or
- The distress situation intensifies to the degree that a local emergency is declared. Management Watch will then phase-out once the EOC Staff is ready to assume responsibility.

SECTION 7: RESPONSE PHASE OPERATIONS

The Response Phase is entered upon formal activation of the City EOC. Section 7 describes in general terms the organization of the EOC and the procedures that will be used to manage operations within the EOC. The remaining sub-sections of Section 7 provide a general overview of the various Operational Branches of the EOC. Part II of this EOP provides more detail about the operations of the EOC.

7.1 Response Phase Management Approach

Upon activation of the EOC, all of the City's response activities are managed through the SEMS organizational section defined in this section of the EOP.

7.1.1 EOC Activation Policies

The City's partial or total response to natural disasters, technological incidents, or planned events will be dictated by the type and magnitude of the event. Generally, response to major peacetime emergencies will progress from local to County to State to Federal involvement.

Activation Policy

The City of Indio EOC is activated when field response agencies require additional support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the City of Indio EOC should be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, and Section 2409 f):

- The City of Indio has proclaimed a local emergency;
- The City of Indio has requested a Governor's Proclamation of a State of Emergency, as defined in California's Emergency Services Act, 8558(b); or
- A State of Emergency is proclaimed by the Governor for the City of Indio.

The Indio EOC is activated by the City Manager (in his/her role as EOC Director) per Municipal Code 35, or his/her designee. The following City of Indio personnel are authorized to request the activation of the City's EOC:

- Asst. City Manager
- City EOC Manager
- Chief of Police
- Fire Chief

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The City of Indio has developed criteria that identify the events/situations that may require EOC activation. The City has established three levels of activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure.

| Event/Situation | Activation Level | Minimum Staffing |
|--|------------------|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Severe Weather Advisory <input type="checkbox"/> Small incidents involving two or more City Departments <input type="checkbox"/> Flood Watch <input type="checkbox"/> Resource request from outside the City | Three | <ul style="list-style-type: none"> <input type="checkbox"/> EOC Director <input type="checkbox"/> Planning & Intelligence Chief <input type="checkbox"/> Logistics Chief <input type="checkbox"/> Representatives of corresponding City departments <input type="checkbox"/> Representatives of appropriate staff volunteers |
| <ul style="list-style-type: none"> <input type="checkbox"/> Moderate Earthquake <input type="checkbox"/> Major wild land fire affecting developed area <input type="checkbox"/> Major wind or rain storm <input type="checkbox"/> Two or more large incidents involving two or more City Departments <input type="checkbox"/> Flood Warning | Two | <ul style="list-style-type: none"> <input type="checkbox"/> EOC Director <input type="checkbox"/> All Section Chiefs <input type="checkbox"/> Units as appropriate for the situation <input type="checkbox"/> Agency representatives as appropriate |
| <ul style="list-style-type: none"> <input type="checkbox"/> Major Countywide or Regional emergency <input type="checkbox"/> Multiple departments with heavy resource involvement <input type="checkbox"/> Major earthquake damage | One | <ul style="list-style-type: none"> <input type="checkbox"/> All EOC positions |

Figure 7-1: EOC Activation Levels

7.1.2 EOC Coordination

Coordination with the Riverside County OA

Direct coordination and communications with the Riverside County OA EOC is essential. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination will eventually occur along functional lines.

Special District and Private Agency Involvement

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident and should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a City of Indio Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Telephone companies, electric companies, water and sanitation districts, and other private and volunteer agencies could be cooperating agencies, depending on the type of incident.

7.1.3 EOC Organization Structure

The remaining sub-sections of this section provide an overview of the operations of the key EOC Branches. Detailed descriptions of each EOC Branch and position, along with checklists are located in Part II of the plan.

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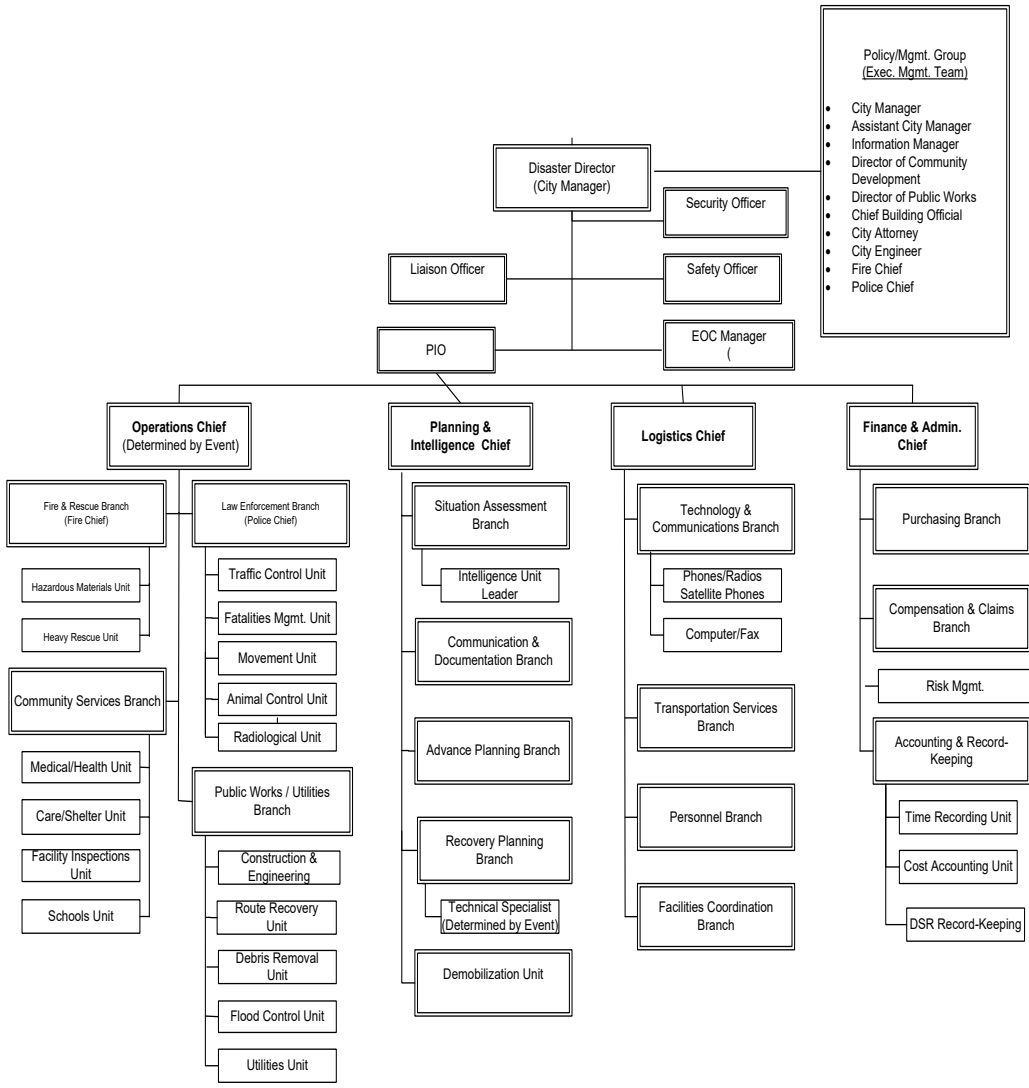


Figure 7-2: Indio EOC Organization Chart

7.1.4 Action Planning

The Planning & Intelligence Section is responsible for facilitating the Incident Action Planning meeting, completing, and distributing the Action Plan. Action Plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable timeframe is then established for accomplishing those actions.

Action Plans are an essential part of SEMS at all levels. Incident action planning is an effective management tool involving two essential characteristics:

- A process to identify objectives, priorities, and assignments related to emergency response or recovery actions; and
- Plans which document the priorities, objectives, tasks, and personnel assignments associated with meeting the objectives.

The action planning process should involve the EOC Director and all Section Chiefs, along with other EOC staff, as needed, such as special districts and department representatives.

Action Plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

There are two kinds of Action Plans: Field-level Incident Action Plans (IAPs), and EOC Action Plans. EOC Action Plans should focus on jurisdictional related issues, and field-level Action Plans will be more tactical. The format and content for Action Plans at the Incident level and at EOC levels will vary. The process for developing Action Plans is quite similar for all SEMS levels. The After-Action Plan is written after an emergency to provide documentation, response analysis, and information for recovery and mitigation.

It is important that all incidents have some form of Action Plan. The plan developed around some duration of time called an Operational Period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the timeframe. Generally, the length of the Operational Period is determined by the length of time needed to achieve the objectives. The Planning & Intelligence Section can create Action Plans for each work shift, an 8, 12 or 24-hour period, or whatever makes sense for a given event.

Small incidents with only a few assigned resources may have a very simple plan, which may not be written but should be documented. As incidents become

larger, or require multi-agency involvement, the Action Plan should be written. In general, whenever the EOC is activated, there should be a written Action Plan. There are four main elements that should be included in an Action Plan:

- *Statement of Objectives* – Statement of what is expected to be achieved. Objectives should be measurable.
- *Organization* – Description of elements of EOC organization that will be in place for the next Operational Period.
- *Tactics and Assignments* – Description of tactics and control operations, including what resources will be assigned.
- *Supporting Material* – May include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

7.1.5 Status Reporting

Following the initial area reconnaissance, a series of reports will be required in order to provide detailed information to the various levels of government. The City of Indio has developed the following standardized forms for reporting disaster intelligence and for making resource requests. The forms identify the area covered by reporting and include all observed damage. Where no damage is observed, negative reports will be submitted. Information reported from the field to the EOC may be done via various methods, depending on the impacts of the emergency. If email and cellular devices are operational, that will be the preferred method. The city may have to utilize radios, satellite phones, or physical runners to relay information.

City of Indio Status Reporting Forms

The following forms are used within the City of Indio to communicate status between the EOC and the agencies that are involved in responding to an incident.

Flash Reports (See Appendix B)

The first series of reports to be submitted from the City of Indio to the Riverside County OA EOC will be Flash Reports. These reports can be verbal, faxed, emailed or submitted using Web EOC. These documents once completed should be submitted as quickly as possible during the initial stages of the

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emergency/disaster. The information contained in these reports will be compiled by the OA EOC and forwarded to the Regional EOC.

Situation Reports (See Appendix C)

A more refined and detailed Situation Report will be prepared and submitted by the City of Indio to the OA EOC within two hours of the emergency/disaster, if possible, or as requested. This report will further define the affected areas, note the activation level of City of Indio EOC, note any local emergency declaration, estimate the number of casualties, and provide other essential information.

Logistics Request Form (See Appendix D)

This report form should be used to request resources not available locally in the City of Indio. This form may also be used to track requests or to request support from the OA.

Message Form (See Appendix E)

This report form is a transmittal information sheet that allows information to be passed among the EOC, internal departments, and to the Riverside OA.

7.1.6 Information and Resource Management

The City of Indio coordinates emergency activities within the OA by augmenting any member jurisdiction's emergency operations.

Riverside County serves as the single point of contact for its jurisdiction to the State's Regional Emergency Operations Center (REOC). Riverside County EOC receives and reports countywide information to the REOC utilizing various technological forms.

Within the EOC, a standard message form will be used to provide written communications between the Sections, Branches, and Units. Each Section, Branch, and Unit will use this form to order emergency related resources and to record information to be transmitted to other Section/Branches/Units. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the city during the response to an emergency.

Critical information from the City of Indio will be submitted to the Riverside County EOC on a Flash Report, Situation Report, and as follows:

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- The Flash Report form will be used by the City to transmit information to the County's EOC during the first four hours after an event.
 - The Situation Summary is an assessment of the emergency and identifies major incidents/problems, and response and recovery priorities. It is intended for use after the first four hours of an event.
 - The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted the County together.

Resource requests will be made through one of the following processes:

- Discipline-specific mutual aid systems – Requests for resources that are normally within the inventories of the mutual aid system will go from the local coordinator to the Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function.

Resource requests from jurisdictions within the OA will be coordinated to determine if the resource is available from other local governments or other sources within the OA. Mutual aid coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain status on resource requests and allocations within the disaster area.

Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the City's EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the OA will be requested through the State's Southern Region EOC. Resource requests should be coordinated internally at the OA level before being forwarded to the Regional level. The Resource Status Unit Leader in the Planning and Intelligence Section, in coordination with the various Operations Branches, is responsible for tracking resource requests.

7.2 Communications and Warning

The City of Indio uses a wide variety of systems to communicate with Government agencies within and outside the City and directly with the population of the City. The following sections provide brief descriptions of each of the systems and discussions of their functions.

7.2.1 Warning Systems

The City of Indio has available several systems for providing emergency information to the public. The following paragraphs provide a brief overview of these systems.

Emergency Digital Information System (EDIS)

EDIS is a system developed and operated by CAL OES. It provides a means for authorized agencies to deliver emergency public information and advisories directly to the news media.

EDIS messages are transmitted from CAL OES via the Operational Area Satellite Information System (OASIS) satellite dish located at the Riverside County EOC. EDIS messages are received in Sacramento and transmitted to radio receivers in newsrooms, as well as to other governmental agencies by Internet and the OASIS satellite systems.

Emergency Alert System (EAS)/Weather Alert

EAS is a network of public broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. The system is devised to provide the President and Federal government with a means of emergency communications with the general public. It may be used on a voluntary basis during day-to-day situations posing a threat to safety of life and property.

The EAS is used for warnings of an immediate action, such as child abductions, tornadoes, flash floods, evacuations of areas due to an incident (such as hazardous spill), or other events requiring immediate action.

EAS Activation Procedure

The Riverside County Operational Area, more specifically the County of Riverside Emergency Management Department (EMD), administers the EAS activation within Riverside County. EAS shall be for emergency events and conditions of concern to a significant segment of the population of Riverside County. City officials requesting County- wide activation should first review the following criteria:

- Pertinent data
- Area Involved
- Actions desired from citizens
- Urgency of broadcast (immediate or delayed)
- Period of time broadcasting should continue

Activating the EAS system in Riverside County must be coordinated by contacting the Riverside County Emergency Management Department Duty Officer. (951) 312-5167

7.2.2 County/OA Systems

The communications system installed at the County EOC support the field activities of the Riverside County Emergency Management Organization. Other communications systems provide radio links to the county's cities and unincorporated areas, or to State and Federal authorities.

Western County Disaster Net

The Riverside OA EOC staff uses this low-band radio to communicate with other staff members as well as with city and tribal EOCs located in Western Riverside County. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

Coachella Valley Disaster Net

EOC staff in the Coachella Valley use this low-band radio system to communicate internally and with city and tribal EOCs in the Coachella Valley. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

Early Warning Notification System

The Riverside Operational Area has established a telephone based Early Warning Notification System (EWNS) for notifying residents of an emergency. The system can be utilized by the City EOC through a request to the County EOC.

The operational concept of the EWNS is to provide first responders an additional tool to alert, warn, and inform the public of an incident that impacts part or all of Riverside County. Through the use of EWNS, we can reduce the number of incoming calls to 9-1-1 call centers by providing the public information on a specific incident or emergency.

The EWNS must be used in conjunction with other alert and notification systems already in place i.e. Emergency Alert System (EAS), Emergency Digital Information System (EDIS), Media reports, Press releases, door-to-door notifications.)

The responsibility to activate EWNS is through one of the following County agencies:

- Emergency Management Department
- Riverside County Fire, Emergency Command Center
- Riverside County Sheriff

Satellite Telephones

The Indio EOC uses permanent and portable devices utilizing satellite technology to communicate with various cities and agencies who are located within the operational area and neighboring operational areas. A call tree has been established and shared satellite numbers have been distributed to city staff who possess a satellite phone. The EOC emergency radio communications room has a dedicated EOC satellite phone and the ability to communicate indoors and portable equipment to establish a satellite link in the alternate EOC.

Satellite phones utilize a high-powered satellite, positioned in geostationary orbit, as a repeater. These phones are not limited by terrain features and distances. The satellite phone provides a vital communications link from any location.

Radio Amateur Civil Emergency Service (RACES)

The primary mission of the Radio Amateur Civil Emergency Services (RACES) during an emergency and/or disaster is to provide communication services that

include the use of portable stations, either as back-up to established communications or as a fill-in where communications do not normally exist.

RACES may be activated at the request of any governmental agency in the event of an emergency or disaster, with coordination by Riverside County Emergency Management Department. An example of a governmental agency may include any city, County agency, or special district (e.g. water district, school district, community services district) within Riverside County.

RACES works with and provides communications services for non-governmental organizations such as the American Red Cross, Riverside County Volunteer Organizations Active in Disaster (VOAD), and other local groups. RACES, is available to be of service in various capacities in time of emergency or disaster.

RACES in Riverside County may encompass ARES members (American Radio Relay League Amateur Radio Emergency Services). Riverside County RACES is the communications arm of the Riverside County Emergency Management Department, and the Emergency Command Center. Riverside County RACES consists of registered volunteers licensed by the FCC in the Amateur Radio Service.

Riverside County RACES operates on radio amateur frequencies by authority of the FCC in support of emergency communications. RACES can augment existing systems, substitute for damaged or inoperable systems, and establish communications links with otherwise inaccessible areas. Riverside County EMD supports a countywide RACES system. Special consideration is given to using RACES to support disaster medical care and emergency public information operations.

7.2.3 State Communications Systems

The following systems provide the City of Indio with the ability to communicate with State agencies, Riverside County OA, and with other OAs involved in response activities.

OASIS, CLETS, CLERS, and EAS

The Operational Area Satellite Information System (OASIS), California Law Enforcement Telecommunications system (CLETS), and the California Law Enforcement Radio System (CLERS) are utilized to alert and notify sheriff and police departments, and key Emergency Alert System (EAS) stations.

CAL OES Fire Network

The CAL OES Fire Network serves all OES facilities and fire support equipment. Radio equipment on this network is located with fire service agencies in 52 counties. The network employs mountaintop mobile relays and interconnects to the State Microwave System to provide statewide coverage.

Fire White

Fire White (existing radio system Control 7) is a mutual aid radio channel, which allows the Incident Commander of responding jurisdictions to communicate with the local fire department.

7.3 Emergency Public Information

During all emergency operations, the City of Indio PIO, will serve as the single point of contact for dissemination for all media releases. Other departments wishing to release information to the public must coordinate through the EOC Director and then presented by the PIO through either a media release or press conference.

The duties of the Public Information Officer are to:

- Rapidly provide the general public with information about the event and instructions about what they should and should not do; and
- Provide approved and confirmed information about the event, its consequences, and relief and rehabilitation measures to the public and local, State, national, and international news organizations. The EOC Director approves all media release information.

The primary role of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A secondary function is to provide the public (through the media) with accurate and complete information regarding incident cause, size, and status; resources committed; and potential short or long-term impacts, if known.

7.3.1 Public Information Office Policies

During emergencies, the following policies and procedures are used to organize and manage public information for the City of Indio:

- The EOC Director provides policy guidance for dissemination of any

emergency public information;

- Life-safety information and instructions to the public has first priority for release

7.4 Law Enforcement Branch Operations

Indio Police Department will be responsible for staffing of the Law Enforcement Branch when established in the EOC. The Indio Police Department will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

The responsibilities of this Branch include the following:

- Coordinate law enforcement operations during the disaster;
- Alert and notify the public of the impending or existing emergency in the City.
- Coordinate site security at incidents; and
- Coordinate Law Enforcement Mutual Aid requests within the City.

7.5 Fire & Rescue Branch Operations

Tactical firefighting and rescue operations are coordinated by the City of Indio Fire Department (CAL FIRE Contract). A Fire and Rescue Branch will be established in the City's EOC. It will be led and staffed by Indio Fire Department personnel. The Indio Fire Department will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

7.6 Construction & Engineering Branch Operations

The Construction & Engineering Unit of the EOC is responsible for ensuring all buildings and critical facilities are functional and safe for use.

This Branch is responsible for:

- Coordinating with structural engineers for building assessments;
- Ensuring unsafe areas and structures are clearly marked and the public informed;

-
- Supervising any construction and/or engineering project to repair damaged buildings, streets, and critical facilities; and
 - Developing short, mid, and long-term reconstruction priorities and plans.

7.6.1 Damage Assessment

When an emergency/disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation and to report the information through established channels. The information is used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but need not be collected until the operational problems and immediate needs are collected and analyzed.

Teams of personnel may be dispatched to assess the nature, severity, and extent of the situation. The teams may include personnel from:

- City of Indio Public Works or Planning Department
- Indio Water Authority
- City of Indio Police/Code Enforcement
- City of Indio Fire (CAL FIRE)
- Any collaboration of volunteers, non-profits, or non-governmental organization (NGO)
- Any available City Department or Riverside County Department assigned to assist local jurisdictions.

Assessment teams will accomplish the assessments by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of impacted areas. The survey should also include the inspection of and reporting on facilities essential to public welfare, safety, and sheltering. A sample Damage Assessment organization chart is depicted below. The Damage Assessment teams may be comprised of various city, agency or volunteer groups.

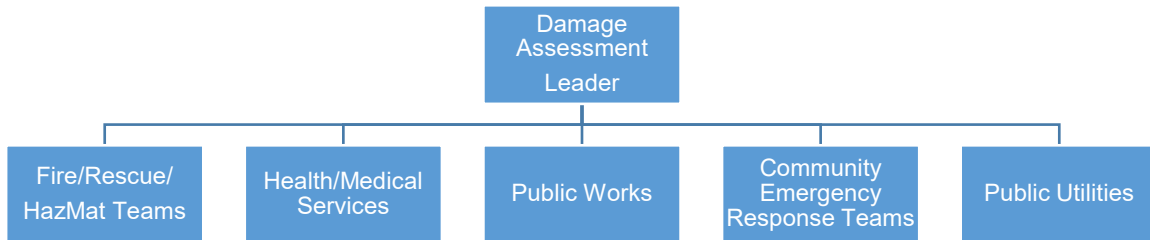


Figure 7-3 Sample Damage Assessment Org Chart

Damage assessment is generally performed in three phases:

- *Windshield Survey* – a brief survey of all areas;
- *Rapid Needs Assessment* of City buildings and other structures; and
- *Detailed Engineering Evaluation* of certain buildings and structures; the Detailed Engineering Evaluation is used as the basis for repairs or replacement of structures; this information is useful to prepare documentation of eligible repair costs on State/Federal Damage Survey Reports.

As significant damages become apparent, an Initial Damage Estimate (IDE) will be prepared and forwarded to the Operational Area EOC. Information that is obtained from each damage assessment team, as well as other City departments, will be compiled for this report.

The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a Governor’s Proclamation of a State of Emergency and to request a Presidential Declaration of Emergency.

Detailed assessments of damage to public and private facilities, with more precise dollar loss estimates, will be formulated by the Planning & Intelligence Section of the EOC, and forwarded later as recovery operations begin.

7.6.2 Safety Assessment

Once activated, the Construction & Engineering Unit will initiate a safety assessment and perform the following operations:

- Begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessments;
- Coordinate safety inspections with the other Operation Branches (Law Enforcement, Fire & Rescue), searching for life and/or property-threatening situations; and
- Manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property.

SECTION 8: RECOVERY PHASE OPERATIONS

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. A disaster may strike quickly, leaving the need for recovery operations in its wake, or it can be a prolonged event requiring recovery activities to begin while the response phase is still in full activation. Severe windstorms, fires, and floods are examples of disasters that can be ongoing, presenting recovery challenges during and after an event. A major earthquake is an example of a disaster event that strikes and is over quickly, leaving severe damage in its wake.

Recovery actions occur in three general phases. The actions in each phase and the timing vary according to the nature and the severity of the disaster. The first phase overlaps with emergency response and consists of immediate actions taken to reduce life-safety hazards and make short-term repairs to critical lifelines. The second phase provides for ongoing social needs before permanent rebuilding is complete. This phase may continue for weeks or perhaps months. The third phase includes planning for and implementing the rebuilding of damaged buildings, the rebuilding of other facilities and infrastructure, and the resumption of normal social and economic life in the community. It may include a reconsideration of pre-disaster conditions (“hazard mitigation”). This third phase continues for several years.

The Recovery Plan describes in detail the following:

- Recovery organization and diagram (similar to an org chart showing reporting levels)
- Damage assessment organization
- Disaster Assistance Programs including:
 - Public Assistance Grants - Public Assistance (PA) Grant Program is to provide assistance to States, local governments, and certain Non-Profit organizations to alleviate suffering and hardship resulting from major disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The grantee (usually the State) determines how the non-Federal share (up to 25%) is split with the sub-grantees (eligible applicants).

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- Individual Assistance Grants - Disaster assistance is money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance. The purpose is to help with critical expenses that cannot be covered in other ways. This assistance is not intended to restore individual's damaged property to its condition before the disaster.

 - Hazard Mitigation Grant Program - Provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. *HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.*

Figure 8-1 summarizes recovery phase objectives by timeframe from the incident.

| | |
|--|--|
| 1. Initial Response 1 – 7 days | <ul style="list-style-type: none">● Debris removal and clean-up● Emergency, short-term repair of lifeline utilities● Emergency, short-term repair of transportation systems and provision of interim transit services● Building safety inspections● Coordination of State/Federal damage assessments● Re-occupancy of buildings |
| 2. Mid-Term Planning 7 – 30 days | <ul style="list-style-type: none">● Provision of interim housing● Restoration of lifeline utilities (power, water, sewers)● Restoration of social and health services● Restoration of normal County services● Establishment of new ordinances governing location and nature of rebuilding● Examination of building standards● Economic recovery measures, including interim sites for business restoration |
| 3. Long-Term Reconstruction Several Years | <ul style="list-style-type: none">● Rebuilding● Restoration of transportation systems● Hazard Mitigation● Reconstruction of permanent housing● Reconstruction of commercial facilities● Development and implementation of long-term economic recovery targeting impacted and critical industries |

Figure 8-1: Recovery Objectives by Timeframe

8.1 Recovery Phase Management Approach

The first phase, and likely much of the second, occurs while the emergency command organization is in place. Many second and third phase activities fall within the ongoing responsibilities of individual City departments. For example, departments have primary responsibility for planning and implementing the recovery of their own functions and facilities.

Many long-term recovery tasks require the cooperation of many public and private agencies. They extend beyond the time that Incident Command is employed and require activities beyond the scope of this EOP. Therefore, the City will institute a long-term planning and implementation management structure to coordinate these activities to ensure the necessary coordination between City, County, State, and Federal agencies. This structure is referred to as the “Recovery Management Organization” and is managed by a Recovery Planning Unit.

The Recovery Planning Unit is responsible for long-term recovery operations for the City. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City and their designated representatives. On a regularly scheduled basis, the Recovery Planning Unit will convene meetings. These meetings may include other key staff and individuals, as well as 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. All City departments may need to take responsibility for certain functions throughout the recovery process. Recognizing that it is important to assess and take steps to reduce the impact of future events, every member of a recovery operations organization should be responsible for documenting and reporting possible mitigation actions.

The Recovery Management Task Force is composed of individuals/organizations as appointed by the EOC Director:

The Recovery Management Task Force is composed of individuals from the following departments, agencies and organizations:

- City Manager
- Asst. City Manager
- Deputy City Manager
- Emergency Operations Center Manager
- Finance Department
- Planning Department
- Department of Building & Safety
- Department of Public Health
- Public Works
- Engineering
- Economic Development
- Chamber of Commerce
- Riverside County EMD
- California OES
- Community/Non-Governmental Organizations

8.2 Roles of Other Agencies

8.2.1 Federal Government

The FEMA Regional Director is responsible for hazard recovery and mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall:

- Provide for a Joint Federal/State/Local Recovery Team to survey the disaster affected area as soon as possible following a major disaster or emergency declaration by the President and to accomplish recovery planning in accordance with Federal/State Agreement;

-
- Appoint a Hazard Mitigation Coordinator (HMC) to:
Serve on the Federal/State Hazard Mitigation Team, and
Confer with local, State and Federal officials concerning these hazards and hazard mitigation measures;
 - Ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished;
 - Provide technical advice and assistance;
 - Encourage State and local governments to adopt safe land use practices and construction standards;
 - Ensure that FEMA and other Federal efforts are supplemental to local and State efforts;
 - Encourage initiative by State and local governments;
 - Take actions required by FEMA Floodplain Management Regulations (as applicable for flood disasters).

Depending on the type of emergency, other Federal agencies may be involved in the recovery operations.

8.2.2 California Office of Emergency Services

A representative of CAL OES will be appointed by the Governor to act in the capacity of the Governor's Authorized Representative (GAR), who will be responsible for State performance of hazard mitigation activities under the Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall:

- Appoint a State Hazard Mitigation Coordinator (SHMC) to serve on the Federal/State Hazard Mitigation Team, and
- Arrange for State and local participation in Federal-State survey and Initial Damage Inspection of disaster affected areas.

8.3 Damage Assessment

Under the Riverside County EOC's Standard Operating Procedures, an Initial Damage Estimate (IDE) is developed during the emergency response phase to support a request from the City of Indio 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. This detailed assessment provides the basis for determining the type and amount of State and/or Federal assistance available for recovery.

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

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

8.3.1 Federal Documentation 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.

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.

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.

As noted previously, documentation is, key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the EOC.

8.4 After Action Reporting and Analysis

SEMS regulations require any city or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After-Action Report to CAL OES within 90 days of the close of the incident period. It is the policy of the City of Indio Emergency Management Program to prepare an After-Action Report after, every EOC activation. See Appendix F

The After-Action Report provides, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to-date.

The After-Action Report serves as a source for documenting City emergency response activities and identifying areas of concern and successes. It also is utilized to develop a work plan for implementing improvements.

An After-Action Report is a document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

An After-Action Report includes an overview of the incident, including enclosures and addresses specific areas of the response, if necessary. It is coordinated with hazard mitigation efforts, which may be included in the “recovery actions to-date” portion of the report.

The City of Indio Emergency Management Program will be responsible for the completion and distribution of the City After-Action Report, including sending it to the Southern Region of State OES within the required 90-day period.

The After-Action Report’s primary audience is City of Indio employees, including management. After-Action Reports should be written in simple language, well-structured, brief, and geared to the primary audience. Data for the After-Action Report is collected from a questionnaire, other documents developed during the disaster response, and interviews of emergency responders.

SECTION 9: MITIGATION PHASE OPERATIONS

As noted in Section 5 of this EOP, the City of Indio participated as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional LHMP that was approved by FEMA and CAL OES in August 2018. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. Section 5 of this EOP provides a summary of information specific to the City of Indio that is contained in the LHMP.

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. Section 201 of Public Law 93 288 requires that the State or local government recipients of Federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery and even those opportunities can be limited by the absence of advanced planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Public Law 93 288 Subchapter IV deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and State agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation activities can be divided into the following categories:

- Prevention;
- Property protection;
- Public education and awareness;
- Natural resource protection;
- Emergency services; and
- Structural projects.

9.1 Mitigation Phase Management Approach

Mitigation activities in the City of Indio are coordinated by the City’s Office of Emergency Management Program and implemented under the normal City management structure.

A representative from CAL OES is appointed by the Governor and is responsible for State performance of hazard mitigation activities.

9.2 Short-Term Mitigation

The objectives of short-term mitigation activities are the identification of hazards following an emergency or major disaster, and accomplishment of appropriate hazard mitigation measures. The FEMA Regional Director and California OES shall ensure compliance with these objectives as a condition for Federal loans or grants.

9.2.1 Surveys

Local, State, and Federal preliminary damage assessments may identify major hazards and opportunities for hazard mitigation activities prior to a declaration of an emergency. Damage Survey Reports (DSR) shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal/State Hazard Mitigation Team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, DSRs, and all other readily available pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard, the team shall include appropriate recommendations of hazard mitigation measures in its final report.

9.2.2 Mapping

The Federal/State Hazard Mitigation Team shall verify the impact of the major disaster on disaster frequencies computed prior to the major disaster and shall consider the advisability of redefining boundaries of high-hazard areas as a result of their findings. The team shall make recommendations to the FEMA Regional Director and the GAR on any needs for new mapping or re-mapping of high hazard areas.

9.3 Long-Term Mitigation

The following measures are part of the long-term mitigation plan. Specific mitigation measures and projects are identified in the Riverside County Multi-Jurisdictional LHMP.

9.3.1 Prevention

Prevention measures are implemented to keep a hazard risk from increasing and to ensure that new development does not increase hazard losses. Prevention projects are designed to guide development away from hazardous areas through the use of planning and zoning, land development regulations, and open space preservation.

Following a major disaster or emergency declaration, the City has the responsibility for adopting or updating, as necessary, appropriate construction standards and enforcing them. The City may request State or Federal technical advice or assistance in taking these actions.

Prevention measures may also include infrastructure upgrades and maintenance, such as improved storm water management or other Public Works projects.

9.3.2 Property Protection

A second category of mitigation measures is property protection. This consists of projects to directly protect people and projects at risk. This may include modifications to existing structures to increase their hazard resistance or may involve relocating and/or rebuilding existing structures. Property protection measures may be implemented by private property owners or on a cost-sharing basis.

9.3.3 Public Education and Awareness

Public education and awareness is another category of hazard mitigation projects. This consists of informing the public about the existence of local hazards and advising them on how they can take steps to reduce damages and injuries. Public information projects may be directed towards local residents, businesses, or visitors.

9.3.4 Natural Resource Protection

Natural resource protection mitigation projects are designed to reduce hazard effects and improve the quality of the environment and wildlife habitats. Examples of natural resource protection projects include erosion and sediment control and wetlands protection.

9.3.5 Emergency Services

Mitigation projects may also be developed to protect the City infrastructure that is required as part of the overall emergency response capability. This may include

protection and hardening of critical facilities such as the EOC and other key response facilities. It may also include protecting and upgrading the warning and communications capabilities of the City.

9.3.6 Structural Projects

The final category of mitigation measures consists of structural projects that directly protect people and property. These involve the construction or improvement of man-made structures that are designed to directly control hazards such as reservoirs, levees and seawalls, diversions, channel modifications, and storm sewers.

SECTION 10: LEGAL CITATIONS

The following sections contain excerpts from various City, County, and State codes that are referenced in Part 1 of this EOP

10.1 States of Emergency

10.1.1 California Government Code, Section 8630 – 8634

Local Emergency:

8630. (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

8631. In periods of local emergency, political subdivisions have full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefore.

8632. State agencies may provide mutual aid, including personnel, equipment and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.

8633. In the absence of a state of war emergency or state of emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the state when approved by the

Governor in accordance with orders and regulations promulgated as prescribed in Section 8567.

8634. During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

10.1.2 California Government Code, Section 8625 – 8629

State of Emergency:

8625. The Governor is hereby empowered to proclaim a state of emergency in an area affected or likely to be affected thereby when:

(a) He finds that circumstances described in subdivision (b) of Section 8558 exist; and either

(b) He is requested to do so (1) in the case of a city by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisors or the county administrative officer; or

(c) He finds that local authority is inadequate to cope with the emergency.

8626. Such proclamation shall be in writing and shall take effect immediately upon its issuance. As soon thereafter as possible such proclamation shall be filed in the office of the Secretary of State.

The Governor shall cause widespread publicity and notice to be given such proclamation.

8627. During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of the state government and the right to exercise within the area designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof, he shall promulgate issue and enforce

such orders and regulations, as he deems necessary, in accordance with the provisions of Section 8567.

8627.5. (a) The Governor may make, amend, or rescind orders and regulations during a state of emergency that temporarily suspend any state, county, city, or special district statute, ordinance, regulation, or rule imposing non-safety related restrictions on the delivery of food products, pharmaceuticals, and other emergency necessities distributed through retail or institutional channels, including, but not limited to, hospitals, jails, restaurants, and schools. The Governor shall cause widespread publicity and notice to be given to all of these orders and regulations, or amendments and rescissions thereof.

(b) The orders and regulations shall be in writing and take effect immediately on issuance. The temporary suspension of any statute, ordinance, regulation, or rule shall remain in effect until the order or regulation is rescinded by the Governor, the Governor proclaims the termination of the state of emergency, or for a period of 60 days, whichever occurs first.

8628. During a state of emergency the Governor may direct all agencies of the state government to utilize and employ state personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency; and he may direct such agencies to provide supplemental services and equipment to political subdivisions to restore any services which must be restored in order to provide for the health and safety of the citizens of the affected area. Any agency so directed by the Governor may expend any of the moneys which have been appropriated to it in performing such activities, irrespective of the particular purpose for which the money was appropriated.

8629. The Governor shall proclaim the termination of a state of emergency at the earliest possible date that conditions warrant. All of the powers granted the Governor by this chapter with respect to a state of emergency shall terminate when the state of emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end.

10.1.3 California Government Code, Section 8620 – 8624

State of War Emergency:

8620. During a state of war emergency the Governor shall have complete authority over all agencies of the state government and the right to exercise within the area or regions designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof he shall promulgate, issue, and enforce such orders and

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regulations, as he deems necessary for the protection of life and property, in accordance with the provisions of Section 8567.

8621. During a state of war emergency every department, commission, agency, board, officer, and employee of the state government and of every political subdivision, county, city and county, or city, public district, and public corporation of or in the state is required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for herein.

Every such officer or employee who refuses or willfully neglects to obey any such order or regulation of the Governor, or who willfully resists, delays, or obstructs the Governor in the discharge of any of his functions hereunder, is guilty of a misdemeanor. In the event that any such officer or employee shall refuse or willfully neglect to obey any such order or regulation, the Governor may by his order temporarily suspend him from the performance of any and all the rights, obligations, and duties of his office or position for the remainder of the period of the state of war emergency, and the Governor may thereupon designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of such suspension.

8622. During a state of war emergency, the Governor, any state agency, or any agency acting under the authority of this chapter may exercise outside the territorial limits of this state any of the powers conferred upon him or it by or pursuant to this chapter.

8623. During a state of war emergency, any person holding a license, certificate, or other permit issued by any state evidencing the meeting of the qualifications of such state for professional, mechanical, or other skills, may render aid involving such skill to meet the emergency as fully as if such license, certificate, or other permit had been issued in this state if a substantially similar license, certificate, or other permit is issued in this state to applicants possessing the same professional, mechanical, or other skills.

8624. (a) Whenever it appears that a state of war emergency will continue for more than seven days, the Governor shall call a meeting of the Emergency Council not later than the seventh day.

(b) All of the powers granted the Governor by this chapter with respect to a state of war emergency shall terminate when:

(1) The state of war emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end; or

(2) The Governor has failed to call a meeting of the Emergency Council within the period prescribed in subdivision (a) of this section; or

(3) The Governor has not within 30 days after the beginning of such state of war emergency issued a call for a special session of the Legislature for the purpose of legislating on subjects relating to such state of war emergency, except when the Legislature is already convened with power to legislate on such subjects.

10.1.4 Riverside County Emergency Services Ordinance 533.7

ARTICLE III. EMERGENCY MANAGEMENT ORGANIZATION

Section 3.1. The Riverside County "Emergency Management Organization" consists of all officers and employees of the County of Riverside, its agencies, cities, tribal governments and special districts of Riverside County, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this ordinance, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of emergency operations.

Section 3.2. The Riverside County Emergency Management Organization shall be activated, and function only:

- a. Upon the existence of a State of War Emergency;
- b. Upon the Proclamation by the Governor of the State of California, or of persons authorized to act in his/her stead, of a State of Emergency affecting and including Riverside County; or
- c. Upon the Proclamation of a Local Emergency by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
- d. Upon the Proclamation of a Public Health Emergency by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
- e. Two or more local government jurisdictions within the Operational Area have activated their emergency operations center or upon a request from a local government jurisdiction
- f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
- g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.
- h. It is deemed necessary by the Director of Emergency Services in order to support emergency or extreme peril conditions beyond normal day-to-day operations.

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- i. Access to the Emergency Operations Center must be authorized by the Emergency Services Director or the Emergency Management Department Director or their designees. Access will be authorized to those persons deemed necessary to assist the County and the authorization shall be effective for the duration of the activation.

Section 3.3. The Emergency Management Organization shall be composed of such elements as are provided for in the County of Riverside Emergency Operations Plan. The Emergency Operations Plan shall provide for the organization of the Emergency Management Organization, utilizing the concepts of the Standardized Emergency Management System (SEMS). The Officers of the County of Riverside shall have the duty and authority to plan for the mobilization, operation and support of that segment of the Emergency Management Organization for which each is responsible as provided for in the Emergency Plan.

ARTICLE IV. DISASTER COUNCIL

Section 4.1. The Chair of the Board of Supervisors shall serve as the Chair of the Disaster Council.

Section 4.2. The line of succession for Chair of the Board In their absence, or upon their inability to act, the Chair of the Board shall automatically be succeeded as Chair of the Disaster Council by the following officials in the order named:

Vice-Chair, Board of Supervisors;

Remaining County Supervisors in the sequence of the numbers of their respective Supervisorial Districts, unless said Board shall otherwise determine;

Standby Officers are excluded from the line of succession for the Chairman of the Board of Supervisors, unless said Board shall otherwise determine.

Section 4.3. The Riverside County Disaster Council consists of the following persons:

- 1) Chairperson – The chairperson for the Board of Supervisors
- 2) Director of Emergency Services (County Executive Officer)
- 3) Secretary. Director of the Emergency Management Department
- 4) County Chief Operating Officer
- 5) County Chief Financial Officer
- 6) Sheriff/Coroner
- 7) District Attorney
- 8) County Fire Chief
- 9) Assistant CEO-Public Safety
- 10) County Counsel
- 11) Director of Emergency Services of each incorporated city in Riverside County
- 12) Director of Emergency Services of each Tribal Council in Riverside County

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13) Such representatives of government, military public safety, civic, business, labor, veterans, professional, educational, faith based, access and functional needs or other organizations having an official emergency responsibility, as may be recommended by the disaster council and approved by the Board of Supervisors

Section 4.4. The Disaster Council shall have power to:

- a) Elect a Vice-Chair and such other officers as it shall deem necessary;
- b) Enact its own rules of procedures;
- c) Review and recommend for adoption to the Board of Supervisors those emergency and mutual aid plans, agreements, ordinances, resolutions, and regulations as it shall deem necessary to implement such plans and agreements, and any necessary amendments to those documents.

Section 4.5. Additional duties of the Disaster Council include:

- a) Assess and coordinate disaster related training relating specifically to the unincorporated areas of the County of Riverside.
- b) Develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural, or manmade disasters.
- c) Evaluate the potential hazards within the County and assist in the development of response plans relating to those hazards.
- d) Review and approve the County of Riverside Emergency Operations Plan.
- e) Develop and approve plans providing for the effective mobilization of all of the resources within the political subdivision, both public and private.
- f) By ordinance, provide for the organization, powers and duties, divisions, services, and staff of the County's emergency organization.
- g) Act as an advisory board to the EOC Policy Group during a declared disaster as deemed necessary by the Chairperson of the Board or the Director of Emergency Services.
- h) Certify Disaster Service Workers through the County Office of Emergency Services under authority of Section 3211.9 of the California Labor Code.

Section 4.6. The Disaster Council shall meet annually or upon call of the Chair, or in his/her absence or inability to call such a meeting, upon the call of the Vice-Chair.

Section 4.7. During a "State of War Emergency", "State of Emergency" or a "Local Emergency", the Chair of the Disaster Council or the Director of Emergency Services may call upon the Disaster Council to meet with the EOC Policy Group to act as an advisory group on issues as determined by the Director of Emergency Services or the Disaster Council Chair.

ARTICLE V. DIRECTOR OF EMERGENCY SERVICES

Section 5.1. The Director of Emergency Services shall mean that person designated in a resolution adopted pursuant to Government Code Section 8610 by the Board of Supervisors to provide direction and control of the Riverside County Emergency Organization, during times of emergency or disaster. The County Chief Executive Officer shall be the Director of Emergency Services.

Section 5.2. The line of succession for the Director of Emergency Services, in the absence of the County Chief Executive Officer, or inability to act, shall automatically be succeeded by the following officials in the order named. A designee may not fill the position of Director of Emergency Services without the approval of the County Chief Executive Officer or the Chair of the Board of Supervisors.

- 1) Chief Operating Officer
- 2) Assistant County Executive Officer-Public Safety
- 3) Assistant County Executive Officer-Human Services
- 4) Assistant County Executive Officer-Economy and Community Development
- 5) Assistant County Executive Officer- Public Works, Land Use & Environment
- 6) Assistant County Executive Officer-Riverside University Health System
- 7) Emergency Management Department Director

Section 5.3. The Director of Emergency Services shall have the following powers and duties:

1. To make key appointments, subject to the approval of the Board of Supervisors, within the Emergency Management Organization;
2. Request the Board of Supervisors to proclaim the existence of a "Local Emergency" if said Board is in session, or to issue such proclamation if said Board is not in session. Whenever a "Local Emergency" is proclaimed by the Director of Emergency Services, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
3. During the existence of "State of War Emergency", or the proclaimed existence of a "State of Emergency" or a "Local Emergency" affecting Riverside County or the Riverside County Operational Area to:
 - i. Control and direct the activities of the Riverside County Emergency Management Organization;
 - ii. Use all County resources for the preservation of life and property and to reduce the effects of emergency;
 - iii. Resolve questions of authority and responsibility that may arise in emergency operations;

-
- iv. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the County for the fair value thereof or by commandeering same;
 - v. To delegate to elected and appointed officials of the County of Riverside such duties and authorities as he deems necessary;
 - vi. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein;
 - vii. To require emergency services of any county officer or employee, and to command the aid of as many citizens of the County of Riverside as the Director deems necessary in the execution of his/her duties;
 - viii. To exercise complete authority over the County and to exercise all police power vested in the County by the Constitution and general laws;
 - ix. To recommend to the Board of Supervisors any urgency ordinance that may be necessary for the protection of the health, safety, and welfare of the community during the pendency of the emergency;
 - x. In addition to the powers granted herein, the Director of Emergency Services shall have such powers incidental to the performance of said duties as shall be necessary to allow for the carrying out of the Emergency Plan of the County of Riverside, it being the intent that the enumerated powers herein are not intended to be limitations upon the Director's powers.

ARTICLE VI. COUNTY OFFICE OF EMERGENCY SERVICES

Section 6.1. The County Emergency Management Department, The Riverside County Emergency Management Department is hereby established as the lead County department to ensure coordinated Operational Area level activities and administer the Emergency Management Program on behalf of the County of Riverside, Operational Area (OA) and the Director of Emergency Services.

Section 6.2. Director Emergency Management Department. The position of Emergency Management Department Director is hereby established and shall function as the County and Operational area Emergency Manager.

- a. Prior to the existence of a Local Emergency or Disaster, the Emergency Management Department Director (or designee) shall:
 - (1) Oversee activities of EMD in support of the Emergency Management Program;
 - (2) Represent the County of Riverside with Local, State, and Federal partners;
 - (3) Function as the Local Emergency Medical Services Agency (LEMSA)
 - (4) Function as the Public Health Emergency preparedness (PHEP)

-
- program coordinator
- (5) Ensure emergency management duties under the California Governor's Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA) guidelines are followed as required;
 - (6) Act as applicant agent along with the County Executive Officer to Cal OES or FEMA
 - (7) Serve as technical advisor to the Director of Emergency Services and any multi-agency coordination or policy group meetings;
 - (8) Support and coordinate the activities of the Disaster Council and its subcommittees;
 - (9) Recommend to the Riverside County Disaster Council matters for consideration within the purview of said Council's responsibilities;
 - (10) Chair the Operational Area Planning Committee;
 - (11) Develop written agreements, ordinances, rules and regulations as may be necessary to support the Emergency Management Program and bring said instruments to the Board of Supervisors, to recommend their enactment.
 - (12) Recommend to the Board of Supervisors matters of policy for consideration insofar as they relate to emergency and disaster planning, mitigation, preparedness, response and recovery;
 - (13) assign duties and authorities to personnel of the Emergency Management Department;
 - (14) Ensure that the County's EOP and all associated plans, ordinances, annexes, policies, protocols, and procedures are kept up to date, and that current emergency management concepts are applied;
 - (15) Ensure that guidelines specified in the SEMS and NIMS are implemented as the method of organization and best practice in all plans and activities.

ARTICLE VII. RIVERSIDE COUNTY OPERATIONAL AREA

Section 7.1. The "Riverside County Operational Area" is an intermediate level of the state emergency services organization consisting of the County of Riverside, all political subdivisions, and those special districts that have signed an agreement and become part of the Operational Area within the geographic boundaries of Riverside County. The Riverside County Operational Area is used for the coordination of emergency activities and to serve as the link in the system of communications and coordination between the state's emergency operation centers and the emergency operation centers of the county and the political subdivisions comprising the Riverside County Operational Area.

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Section 7.2. The county government shall serve as the lead agency of the Riverside County Operational Area unless another member agency of the operational area assumes that responsibility by written agreement with county government.

Section 7.3. The operational area authority and responsibility under the Standardized Emergency Management System shall not be affected by non-participation of any local government(s) within the operational area.

- Section 7.4.** As the lead agency, the county government shall:
- a) Coordinate information, resources and priorities among local governments within the operational area.
 - b) Coordinate information, resources and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
 - c) Use multi-agency coordination to facilitate decisions for overall operational level emergency response activities.
 - d) Provide for an Operational Area EOC, which may be co-located with the County EOC
 - e) Coordinate resources within the county not covered by normal law or fire mutual aid.

- Section 7.5.** The Operational Area EOC shall be activated and SEMS used when any of the following conditions exist:
- a) A local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support emergency operations;
 - b) Two or more cities within the Operational Area have declared or proclaimed a local emergency;
 - c) The county and one or more cities have declared or proclaimed a local emergency;
 - d) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code Section 8558(b);
 - e) A state of emergency is proclaimed by the governor for the county or two or more cities within the Operational Area;
 - f) The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid

Agreement;

g) The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 7.6. The Operational Area Planning Committee (OAPC) is established by the Board of Supervisors to oversee the activities of the Riverside County Operational Area. Membership in the committee shall consist of designated County Departments, all cities within Riverside County, Tribal governments and all Special Districts who have signed an Operational Area Agreement. The OAPC shall establish a set of by-laws governing membership, voting, and grant review and funding policies.

Section 7.7. The Operational Area Planning Committee is responsible for the oversight of all grant funds directed to the Operational Area from various federal and state agencies sources. The Operational Area Planning Committee shall establish subcommittee(s) as needed to determine the scope of these grants, the method of distribution of these funds, and to review and approve requests for these funds.

ARTICLE VIII. POWERS OF SUCCESSION

Section 8.1. Each person who shall succeed to each position of office as provided herein, and as provided in the Emergency Operations Plan of the County of Riverside, shall assume all of the powers and duties of the office succeeded to immediately upon such succession.

ARTICLE IX. ORDERS OF MEMBERS

Section 9.1. During the existence of a "State of War Emergency" or a proclaimed "State of Emergency" or "Local Emergency" affecting Riverside County, each member of the County Emergency Management Organization shall have authority to require that all persons shall follow reasonable orders given within the scope of functions in order to execute the Emergency Plan of the County of Riverside, and the willful failure of any person to follow such reasonable order or orders shall be a misdemeanor punishable by a fine of not more than \$1,000.00 or by imprisonment for not more than 6 months or both.

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Adopted: 533 Item 37 of 08/24/1771 (Eff: 09/23/1971)
Amended: 533.1 Item 6.1 of 06/10/1975 (Eff: 07/10/1975)
533.2 Item 3.4 of 07/02/1985 (Eff: 08/01/1985)
533.3 Item 3.9 of 11/15/1988 (Eff: 12/15/1988)
533.4 Item 3.4 of 08/15/1995 (Eff: 09/14/1995)
533.5 Item 3.52 of 08/23/2005 (Eff: 09/21/2005)
533.6 Item 3.29 of 12/04/2018 (Eff: 01/02/2019)
533.7 Item 3.16 of 04/30/2019 (Eff: 05/29/2019)

10.1.5 City of Indio Municipal Code Title III, Chapter 35

Title III: Administration Chapter 35: DISASTER RELIEF

Section

- 35.01 Purpose
- 35.02 Definitions
- 35.03 Disaster Council membership
- 35.04 Disaster Council powers and duties
- 35.05 Director and assistant Director of Emergency Services
- 35.06 Emergency organization
- 35.07 Emergency plan
- 35.08 Expenditures
- 35.09 Violations
- 35.99 Penalty

35.01 PURPOSE.

The declared purposes of this chapter are to provide for the preparation and carrying out of persons and property within this city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations and affected private persons. (Ord. 1124, passed 8-5-92)

35.02 DEFINITIONS.

EMERGENCY. The actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this 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 this city requiring the combined forces of other political subdivisions to combat.

LOCAL EMERGENCY, STATE OF EMERGENCY, STATE OF WAR EMERGENCY. Each of these terms shall have the meanings described in the California Emergency Services Act (Government Code Sections 8550, et seq.) and specifically Government Code Section 8558 as the same now reads or as it may hereafter be amended. (Ord. 1124, passed 8-5-92)

35.03 DISASTER COUNCIL MEMBERSHIP.

The city Disaster Council is hereby created and shall consist of the following:

- (A) The Mayor, who shall be Chairman.
- (B) The Director of Emergency Services, who shall be Vice-Chairman.
- (C) The Assistant Director of Emergency Services.
- (D) The Emergency Services Coordinator. (EOC Manager)
- (E) Such Chiefs of Emergency Services as are provided for in a current emergency plan of this city adopted pursuant to this chapter.
- (F) Such representatives of civic, business, labor, veterans, professional or other organizations having an official emergency responsibility as may be appointed by the Director with the advice and consent of the City Council. (Ord 1124, passed 8-5-92)

35.04 DISASTER COUNCIL POWERS AND DUTIES.

It shall be the duty of the city Disaster Council, and it is hereby empowered, to develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the Chairman, or in their absence from the city or inability to call such meeting, upon call of the Vice-Chairman. (Ord. 1124, passed 8-5-92)

35.05 DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES.

- (A) There is hereby created the office of Director of Emergency Services. The City Manager shall be the Director of Emergency Services.

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(B) There is hereby created the office of Assistant Director of Emergency Services who shall be appointed by the Director. The Director of Emergency Services designates the Fire Chief as Assistant Director of Emergency Services.

(C) There is hereby created the office of Emergency Services Coordinator who shall be appointed by the Director. (Ord. 1124, passed 8-5-92)

35.06 POWERS AND DUTIES OF THE DIRECTOR AND ASSISTANT DIRECTOR OF EMERGENCY SERVICES.

The Director is hereby empowered to:

(A) Request the City Council to proclaim the existence or threatened existence of a “local emergency” if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a “local emergency” is proclaimed by the Director, the City Council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect.

(B) Request the Governor to proclaim a “state of emergency” when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency.

(C) Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter.

(D) Direct cooperation between and coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may arise between them.

(E) Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(F) In the event of a proclamation of a “local emergency” as herein provided, the proclamation of a “state of war emergency”, the Director is hereby empowered:

(1) To make and issue 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 must be confirmed at the earliest practicable time by the City Council;

(2) To obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the

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fair value thereof and, if required immediately, to commandeer the same for public use;

(3) To require emergency services of any city officer or employee and, in the event of a proclamation of a “state of emergency” in the County in which this City is located or the existence of a “state of war emergency”, to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;

(4) To requisition necessary personnel or material of any City department or agency; and;

(5) To execute all of his ordinary power as City Manager, all of the special powers conferred upon him by this Ordinance or resolution or emergency plan pursuant here to adopted by the City Council, all powers conferred upon him by any statute, by any agreement approved by the City Council, and by any other lawful authority.

(G) The Director of Emergency Services shall designate the order of succession to that office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.

(H) The Assistant Director shall, under the supervision of the Director and with the assistance of emergency services chiefs, develop emergency plans and manage the emergency programs of this city; and shall have such other power and duties as may be assigned by the Director.

(I) The Emergency Services Coordinator shall, under the supervision of the Assistant Director, assist in the execution of established local civil defense operations, assist in the organization and training of civil defense personnel, and serve as an advisor in technical areas of civil defense. (Ord. 1124, passed 8-5-92)

35.07 EMERGENCY ORGANIZATION.

All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service under the provision of 35.06 (F) (3) of this chapter, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the Emergency Organization of the city. (Ord. 1124, passed 8-5-92)

35.08 EMERGENCY PLAN.

The Disaster Council shall be responsible for the development of the city Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of this city, both public and private, to meet any condition constituting a local emergency, state of emergency or state of war emergency; and shall provide for the organization, powers and duties, services and staff of the Emergency Organization. Such plan shall take effect upon adoption by resolution of the City Council. (Ord. 1124 , passed 8-5-92)

35.09 EXPENDITURES.

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city. (Ord. 1124, passed 8-5-92)

35.10 VIOLATIONS.

The following are violations:

(A) To willfully obstruct, hinder or delay any member of the Emergency Organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon him by virtue of this chapter.

(B) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city or to prevent, hinder or delay the defense or protection thereof.

(C) Wear, carry or display, without authority, any means of identification specified by the emergency agency of the State. (Ord. 1124, passed 8-5-92)
Penalty, see 35.99

35.99 PENALTY.

It shall be a misdemeanor, punishable by a fine of not to exceed \$500 or by imprisonment for not to exceed six months, or both, for any person, during any emergency, to violate 35.10. (Ord. 1124, passed 8-5-92)

APPENDIX A: ABBREVIATIONS AND ACRONYMS

| | |
|-------|--|
| ACS | Auxiliary Communications Services |
| AP | Action Plan |
| CLERS | California Law Enforcement Radio System |
| CLETS | California Law Enforcement Telecommunications System |
| DOC | Departmental Operations Center |
| DSR | Damage Survey Report |
| EAS | Emergency Alert System |
| EMD | Emergency Management Department |
| EMS | Emergency Medical Services |
| EDIS | Emergency Digital Information System |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| EPI | Emergency Public Information |
| ETA | Estimated Time of Arrival |
| FCC | Federal Communications Commission |
| GAR | Governor's Authorized Representative |
| HMC | Hazard Mitigation Coordinator |
| HSPD | Homeland Security Presidential Directive |
| IAP | Incident Action Plan |
| ICS | Incident Command System |
| IDE | Initial Damage Estimate |
| IMS | Incident Management System |
| JIC | Joint Information Center |
| LHMP | Local Hazard Mitigation Plan |
| NAWAS | National Warning System |
| NCIC | National Crime Information Center |
| NDAA | Natural Disaster Assistance Act |
| NEPA | National Environmental Policy Act |
| NFIP | National Flood Insurance Program |
| NIMS | National Incident Management System |
| OA | Operational Area |
| OASIS | Operational Area Satellite Information System |
| OES | Office of Emergency Services |
| P.L. | Public Law |

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| | |
|-------|--|
| PIO | Public Information Officer |
| RDMHC | Regional Disaster Medical Health Coordinator |
| REOC | Region Emergency Operations Center |
| RIMS | Response Information Management System |
| SEMS | Standardized Emergency Management System |
| SHMC | State Hazard Mitigation Coordinator |
| SOP | Standard Operating Procedures |
| WMD | Weapons of Mass Destruction |

APPENDIX B: FLASH REPORT

RIVCO OA Form 10

RIVERSIDE OPERATIONAL AREA FLASH REPORT

1. Reporting Jurisdiction/Agency: **City of Indio** Time: _____

(Circle the appropriate response)

2. Type of Incident: Earthquake / Flood / Fire / Hazmat / Other:

3. Initial Damage Estimate: None / Light / Medium / Heavy / Unknown

4. Casualties: None / Light / Medium / Heavy / Unknown

5. Major Highways/Road: None / Light / Medium / Heavy / Unknown

6. Airfields: None / Light / Medium / Heavy / Unknown

7. Telephone Systems: None / Light / Medium / Heavy / Unknown

8. Radio Systems: None / Light / Medium / Heavy / Unknown

9. Utility Systems: None / Light / Medium / Heavy / Unknown

10. EOC Activated? Yes/ No / Pending If Yes, Date & Time:

11. NEGATIVE REPORT

REMARKS/COMMENTS:

APPENDIX C: SITUATION REPORT

Form 11

RIVCO OA

Page 1 of 2

RIVERSIDE OPERATIONAL AREA
SITUATION REPORT

1. Reporting Jurisdiction: **City of Indio** Report Date/Time: _____ 2.

Type of Incident:

3. Area Affected:

4. Population Status:

a. # Dead: _____ b. # Injured: _____ c. # Evacuated: _____ d. #

Homeless:

5. Evacuation Center Locations

6. EOC Status:

- a. EOC activated? _____
- b. EOC location: _____
- c. RACES present? _____
- d. FIRE present? _____
- e. LAW present? _____
- f. EOC POC (Name): _____
- g. EOC phone: _____
- h. EOC FAX: _____
- i. EOC radio freq: _____

7. Major Highways Closed:

8. Major Local Roads Closed: _____

Form 11

RIVCO OA



RIVERSIDE OPERATIONAL AREA
SITUATION REPORT

9. Airfield Status:

10. Utility Status: (attach additional pages if needed)

| Type | # People Affected | Affected Areas | Status |
|-------|-------------------|----------------|--------|
| _____ | _____ | _____ | _____ |

11. Local Government Action:

a. Proclamation of Local Emergency? YES _____ NO _____

b. Date: _____ Note: (If unknown, give estimate)

c. Proclaimed by: (Name and/or Position)

12. Predicated Future Resource Requests:

| TYPE | QUANTITY |
|-------|----------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

13. Special Problems or Comments

APPENDIX D: LOGISTICS REQUEST FORM

| | | |
|---|---|---|
| 1 FROM | RIVERSIDE COUNTY OA LOGISTICS REQUEST FORM | REQUESTEE # [FOR OPTL AREA USE ONLY]: |
| 2 <input type="checkbox"/> TO LOGISTICS or <input type="checkbox"/> TO (OTHER AGENCY) | | PRIORITY (circle one): 1. Life Threatening 2. Urgent 3. Non-urgent |

REQUESTING AGENCY INFORMATION (Filled out by Requestor)

| | | |
|---|----------------------|----------------------------|
| 3 REQUESTING AGENCY/SECTION/UNIT: City of Indio | | |
| 4 DATE/TIME OF REQUEST: | 5 BY: | 6 AUTHORIZED BY: |
| 7 LOCAL INCIDENT NO#: | 8 LOCAL REQUEST NO#: | 9 CONTACT: NUMBER/CALL: |

INFORMATION ABOUT RESOURCES REQUIRED (Filled out by Requestor)

| | | |
|-----------------------------|--------------|--------------|
| 10 DESCRIPTION: | 11 QUANTITY: | 12 PRIORITY: |
| 13 WHY NEEDED? TO DO WHAT?: | | |
| 14 HOW LONG NEEDED?: | | |

REPORTING/DELIVERY INSTRUCTIONS (Filled out by Requestor)

| | | |
|---|--------------------------------|-----------|
| 15 WHEN NEEDED? DATE/TIME: | 16 DELIVER TO (NAME/TITLE): | 17 PHONE: |
| 18 DELIVERY LOCATION/ THOMAS GRID REFERENCE: | | |
| 19 BEST LOCAL ACCESS ROUTE: | | |

FOLLOW-UP INFORMATION (Filled out by Receiving Personnel)

| | | | |
|-------------------------------------|-------------------------------------|---|-----------------|
| 20 REQUEST RECEIVED (DATE/TIME): | 21 RECEIVED BY: 22 POSITION: | 23 ACTION TAKEN: FILLED REJECTED (ANSWER IN REMARKS) FORWARDED | 24 OA CONTROL#: |
|-------------------------------------|-------------------------------------|---|-----------------|

FORWARDING INFORMATION

| | |
|------------------------|-----------------------|
| 25 AGENCY: | 26 TELEPHONE: |
| 27 AGENCY RESPONDING: | 28 CONTACT: |
| 29 METHOD OF DELIVERY: | 30 ESTIMATED COST: |
| 31 ESTIMATED ARRIVAL: | 32 MISSION/CONTROL #: |
| 33 ARRIVED: | 34 CONDITION: |
| 35 VERIFIED BY: | |
| 36 REMARKS: | |

COPIES TO: REQUESTING UNIT LOGISTICS FINANCE
 DOCUMENTATION

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Entered by Person Making Request:

1. ENTER the name of your agency EXAMPLE: *EOC/Plans*.
2. ENTER the name of the agency to which this request is being sent.
3. PRINT the name of the requesting unit. EXAMPLE: *Time Unit, Police Branch, etc.*
4. PRINT the date and the time you make the request. EXAMPLES: *8/15/94 22:00* or *21 OCT 94 11:15 PM*
5. PRINT the name of the person making the request.
6. PRINT the name of the supervisor or Section Chief approving the request.
7. For local use. If you attach your request to your local incident number, it may help in tracking response and recovery costs. EXAMPLE: *RIV PD-4 (Riverside Police Incident 4)*
8. For local use, to keep a log of all requests you have made internally and externally.
9. PRINT the name and number or call sign of the person to be called for further information about this request. This may be a person at a field incident who can give more detailed information about the type of support needed, or whether a particular substitute might work.
10. PRINT a short description of the resource needed.
11. ENTER the number of items needed.
12. ENTER your evaluation of the priority of this request (See box on top right of form). Also CIRCLE the appropriate number in the box at the top right of the form.
13. DESCRIBE generally the task for which you need the resource (if the specific resource you request is not available, the Area may suggest an alternative that could perform the same kind of function).
14. ENTER the estimated length of time you may need this resource.
15. PRINT when you need this resource. Remember that it will take time to order, assemble, and transport the resource to you.
16. PRINT the name and title of the person to whom the resource should be delivered.
17. ENTER the telephone number or other communications contact channel for the person to whom the resource will be delivered.
18. PRINT the location to which the resource should be delivered. Be as complete as possible, including street number, cross street, and Thomas Brothers map grid. REMEMBER: The better you describe what you need, when you need it, and where you need it, the more likely it is that your request will be filled.

ENTER any special information you have about access to the delivery location, including best approaches and any detours or caution areas that the providing agency should be aware of.

Entered by Person Receiving the Request:

20. ENTER the date and time you received the request.
21. PRINT your name.
22. PRINT your position in the Emergency Operating Center.
23. CHECK or CIRCLE the action you took: filled (enter date and time), rejected, or forwarded (if you forwarded the request to the OES Region or to another agency, fill out the following block, numbers 25 through 32).
24. ENTER the City Control Number if one is being used.
25. PRINT the name of the agency to which you forwarded the request.
26. ENTER the telephone number of the agency to which you forwarded the request.

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-
27. PRINT the name of the agency that will actually provide the assistance.
 28. PRINT the name of the contact person in the agency listed on line 27.
 29. PRINT the method of delivery.
 30. ENTER the projected cost of the assistance, if any.
 31. ENTER the date and time the assistance is estimated to arrive at the place where it is needed.
 32. ENTER any state or federal mission numbers or other reference numbers.
 33. ENTER actual arrival time.
 34. PRINT general condition on arrival.
 35. ENTER the name of the person verifying arrival and condition.
 36. PRINT any general remarks (enter number referring back to item number the remark concerns).



APPENDIX E: GENERAL MESSAGE FORM

**CITY OF INDIO
EMERGENCY OPERATIONS CENTER
GENERAL MESSAGE FORM**

DATE: _____

CALLER: _____

INJURIES: _____

PHONE NO: _____

ADDRESS: _____

CROSS STREETS: _____

MESSAGE:

TRANSFERRED CALLER TO: _____

OTHER DISTRIBUTION: (circle)

MANAGEMENT CVWD IID SO. CAL. GAS OTHER: _____



**APPENDIX F: AFTER ACTION REPORT
 QUESTIONNAIRE**

| QUESTION | YES/NO/NA |
|--|-----------|
| 1. Were procedures established and in place for response to the disaster? | |
| 2. Were procedures used to organize initial and ongoing response? | |
| 3. Was the ICS used to manage field response? | |
| 4. Was Unified Command considered or used? | |
| 5. Was your EOC and or/DOC activated | |
| 6. Was the EOC/DOC organized according to SEMS functions? | |
| 7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions? | |
| 8. Were response personnel in the EOC/DOC trained? | |
| 9. Were action plans used in the EOC/DOC | |
| 10. Was the action planning process used at the field response level? | |
| 11. Was there coordination with volunteer agencies such as the American 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? | |
| 17. Was communication established and maintained between agencies? | |
| 18. Was the public alerting warning conducted according to procedure? | |
| 19. Was public safety and disaster information coordinated with the media? | |

City of Indio Emergency Operations Plan

Part I: Basic Plan



Additional details that may be included into the After Action Review may include but are not limited to the following.

What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources?

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

As a result of your response, are any changes needed to your plans or procedures? Please provide a brief explanation:

As a result of your response, please identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines?

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: