

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

837



**FROM:** Riverside County Emergency Management Department

**SUBMITTAL DATE:**  
November 5, 2015

**SUBJECT:** Proclamation of Local Emergency in Riverside County due to the imminent threat of heavy storms, flash floods and other potential effects from El Niño events and approval of El Niño Concept of Operations (CONOPS) Plan. All Districts [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Adopt Resolution No. 2015-253 proclaiming a Local Emergency within Riverside County.
2. Adopt the County of Riverside El Niño 2015/16 CONOPS Plan (Attachment).
3. Authorize the Director of the Emergency Management Department to revise and update the CONOPS Plan as necessary.

**BACKGROUND:**

**Summary**

In 1997-1998, an El Nino weather phenomenon struck the western United States, causing an estimated \$550 million in damages and killing 17 people in California. Riverside County experienced over 30" of rain and significant flooding, resulting in several millions of dollars in damages, including infrastructure damage to roads and bridges, a sewer plant, losses to livestock, and destroyed homes and businesses.

(Continued on page 2)

BRUCE BARTON   
FOR: Kim Saruwatari, Director  
Emergency Management  
Department

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:**

Budget Adjustment: No  
For Fiscal Year: 2015/2016

**C.E.O. RECOMMENDATION:**

APPROVE

BY:   
Debra Cournoyer

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: November 17, 2015  
xc: EMD

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.:

District: ALL

Agenda Number:

3-21

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Proclamation of Local Emergency in Riverside County due to the imminent threat of heavy storms, flash floods and other potential effects from El Niño events and approval of El Niño Concept of Operations (CONOPS) Plan. All Districts [\$0]

**DATE:** November 5, 2015

**PAGE:** 2 of 2

On October 8, 2015, the National Weather Service Climate Prediction Center predicted a greater than 95% chance that El Niño will occur November 2015 through March 2016, and a greater than 70% chance that El Niño could affect Southern California through May 2016. California again finds itself facing an imminent threat of El Niño with an extremely high probability of severe rains, damaging floods, devastating mud and debris flows, and imminent peril to the residents of Riverside County.

It is requested that the Board of Supervisors adopt Resolution No. 2015-253 proclaiming the Local Emergency and requesting that the Governor of California Proclaim a State of Emergency, and to direct State Agencies to assist Riverside County in expediting processes using their legal authority to take actions to minimize the impacts of El Niño Storm activities, and to direct the Governor's Office of Emergency Services (CalOES) to expedite the resource request process for State and Federal Agency assistance during El Niño.

The Riverside County Flood Task Force developed a CONOPS Plan that outlines roles and responsibilities of County Departments during flooding incidents and directs the information management and resource requesting processes in coordination with the County's Emergency Operations Center (EOC). The Director of Emergency Management will be responsible for updating the Plan and continuing to support the coordination between County Departments involved in mitigation, preparation, response and recovery efforts.

**Impact on Citizens and Businesses**

With this Proclamation of Local Emergency in place before the effects of El Niño are felt in Riverside County, the above legal processes will help to expedite mitigation activities in flood prone areas, and the resource requesting process will help in response and recovery efforts. Mitigation and preparedness efforts are essential in keeping our residents and critical infrastructure safe.

**ATTACHMENT:** County of Riverside El Niño 2015/16 Concept of Operations Plan

1                                   **RESOLUTION DECLARING THE EXISTENCE**  
2                                   **OF A LOCAL EMERGENCY**

3   Board of Supervisors

County of Riverside

4                                   **COUNTY OF RIVERSIDE**

5                                   **STATE OF CALIFORNIA**

6                                   **RESOLUTION NO. 2015-253**

7  
8           **WHEREAS**, Government Code Section 8630 authorizes the Board of Supervisors to  
9 proclaim the existence of a "local emergency"; and

10           **WHEREAS**, in 1997-1998, an El Niño weather phenomenon struck the western United  
11 States, causing an estimated \$550 million in damage and killing 17 people in California. A total  
12 of 35 counties were declared federal disaster areas; and

13           **WHEREAS**, in 1997-98, Riverside County experienced over 30" of rain and significant  
14 flooding, resulting in several millions of dollars in damages, including infrastructure damage to  
15 roads and bridges, a sewer plant, losses to livestock and destroyed homes and businesses;  
16 and

17           **WHEREAS**, due to the imminent threat of increased rain in Southern California as a  
18 result of El Niño, the County of Riverside is potentially facing a condition of extreme peril to the  
19 lives, safety, and property of the residents of Riverside County, critical infrastructure and the  
20 environment; and

21           **WHEREAS**, the Emergency Management Department (EMD) is the lead department  
22 for all Emergency Management coordination and support efforts in the County and the  
23 Operational Area and is working with all County Departments in mitigation, preparedness,  
24 response and recovery activities; and

25           **WHEREAS**, situational awareness, coordination and communication is crucial to a  
26 successful response, EMD through the Emergency Operations Center (EOC) will collect and  
27 disseminate information to the Executive Office, Board of Supervisors, County Departments,  
28 Stakeholders, the Riverside County Operational Area, State, Federal and Tribal partners; and

FORM APPROVED COUNTY COUNSEL 11/15/15  
BY: GREGORY P. BRIAN MOS DATE

1  
2       **WHEREAS**, the aforementioned imminent threat of an El Niño and the potential for  
3 extreme peril warrant and necessitate the proclamation of a "local emergency".

4       **NOW, THEREFORE, IT IS HEREBY RESOLVED AND DECLARED** by the Board of  
5 Supervisors of the County of Riverside, State of California, in regular session assembled on  
6 November 17, 2015, that an emergency now exists within said County; and

7       **BE IT FURTHER RESOLVED AND ORDERED** that during the existence of said  
8 emergency, the powers, functions, and duties of the Director of Emergency Services and the  
9 Emergency Management Department of Riverside County shall be those prescribed by State  
10 law and the ordinances, resolutions, and approved plans of the County of Riverside in order to  
11 mitigate the effects of said emergency; and

12       **BE IT FURTHER RESOLVED AND ORDERED** should the County be impacted by an  
13 El Niño event, creating conditions for residents and businesses to suffer damage, County  
14 Departments, with the approval of the Board of Supervisors, may waive the permitting fees for  
15 restoration of essential services and activities; and

16       **BE IT FURTHER RESOLVED AND ORDERED**, to respond effectively to the high  
17 potential for El Niño related storm and flooding events, EMD through the Emergency  
18 Operations Center (EOC) will have the ability to task any department to respond outside of  
19 their own authorities, based on any life/safety, protection of property, critical infrastructure, the  
20 environment, and the restoration of essential services; and

21       **BE IT FURTHER RESOLVED AND ORDERED**, the potential for major storms and  
22 flooding within the County, and the monumental efforts made by the County to conduct  
23 mitigation and preparedness activities, EMD shall remain the central repository for all  
24 information and documentation for this El Niño event; and

25       **BE IT FURTHER RESOLVED AND ORDERED**, that as a result of this extreme peril,  
26 the proclamation of the existence of an emergency is necessary to permit the full powers of  
27 government to deal effectively with this condition of peril; and  
28

1           **BE IT FURTHER RESOLVED AND ORDERED**, that all County officials and  
2 employees cooperate and coordinate efforts with officials and employees of other political  
3 subdivisions and officials and employees of the state, federal and tribal governments to bring  
4 the conditions warranting the local emergency and disaster under control; and

5           **BE IT FURTHER RESOLVED AND ORDERED**, that within the next thirty (30) days a  
6 report on the most recent conditions of emergency and disaster be presented to this Board of  
7 Supervisors so that this Board may determine whether conditions of emergency and disaster  
8 still exist; and

9           **BE IT FURTHER RESOLVED AND ORDERED**, that a copy of this resolution be  
10 forwarded to the Governor of California with the request that he proclaim the existence of a  
11 State of Emergency and direct all agencies of the state government to utilize and employ state  
12 personnel, equipment, and facilities for the performance of any and all activities consistent with  
13 this proclamation and through the Governor's Office of Emergency (CalOES).

14           **BE IT FURTHER RESOLVED AND ORDERED**, that the Governor direct State  
15 agencies to assist the County with mitigation activities, including the expediting of the waiver  
16 process for regulated waterways in the County that are in need of clearing and debris removal  
17 prior to a El Niño storm and flooding event; and

18           **BE IT FURTHER RESOLVED AND ORDERED**, that the Governor direct State  
19 agencies to use their legal authority to take actions to minimize the impacts of El Niño storm  
20 and flooding events on State lands, projects, etc., and to direct CalOES to expedite the  
21 resource request process for State and Federal Agency assistance.

22           **NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of Riverside  
23 County, California, that a local proclamation of emergency now exists throughout the County  
24 of Riverside.

25  
26  
27  
28

ROLL CALL:

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA HARPER-IHEM, Clerk of said Board

By

Deputy

# COUNTY OF RIVERSIDE



## EL NIÑO 2015/16 CONCEPT OF OPERATIONS

NOVEMBER 2015



## I. PURPOSE, GOAL, BACKGROUND & HISTORY

### Purpose

This Concept of Operations (CONOPS) Plan addresses potential issues associated with the recent and elevated concern of an El Niño weather phenomenon that may affect Riverside County. It outlines the roles, responsibilities and plan of action for County of Riverside (County) Agencies and Departments, as well as other departments, agencies and entities within the Riverside County Operational Area (OA), in order to reduce the loss of life, and/or damage to property resulting from El Niño related severe storms. Enhanced coordination as outlined in this CONOPS document will facilitate County Departments (Co Depts) and stakeholders in identifying areas of concern and in preparing for timely response coordination, information sharing, resource support and a smooth transition to recovery should severe weather events occur. This CONOPS guides and outlines activities for Co Depts as they prepare for the coming wet season and is a dynamic document that will be revised as needed.

### Goal

To ensure a coordinated response to any severe weather event(s) in the County and to provide support to the cities, special districts and tribal governments within the OA using interagency coordination in accordance with County, State and Federal procedures, plans, ordinances, regulations, laws, agreements, systems, as well as best practices.

### Background

In 1997-1998, the County experienced a rainfall inducing weather phenomenon that everyone knows today as El Niño, which received its name in the 1800s from Peruvian fisherman, who first noticed a mysterious warm current that would appear around Christmas.

El Niño is defined by prolonged warming in the Pacific Ocean sea surface temperatures when compared with the average value. The U.S. National Oceanic and Atmospheric Administration (NOAA) definition is a 3-month average warming of at least 0.5 °C (0.9 °F) in a specific area of the east-central tropical Pacific Ocean. When this warming occurs for seven to nine months, it is classified as El Niño "conditions"; when its duration is longer, it is classified as an El Niño "episode". According to the NOAA Climate Prediction Center, there is an approximate 95% chance that El Niño will continue through the Northern Hemisphere winter 2015-16, gradually weakening through spring 2016. In addition, while the designation of an El Niño does not necessarily correlate to increased rainfall, it is essential that all Co Depts be prepared.

### History

Residents of the western United States may remember the flooding that struck California during the strong 1997-98 El Niño. In February 1998, a series of storms caused an estimated \$550 million in damage and killed 17 people in California. A total of 35 counties were declared federal disaster areas.

During the 1997-98 El Niño, a significant amount of rainfall (>30 inches from October-April) fell but caused less damage than in 1982-83 El Nino that was considered the strongest El Niño prior to 1997. This is due to mitigation and preparedness efforts

throughout Southern California.

## II. SCOPE

### FLOOD TASK FORCE

The Flood Taskforce (FTF) was created by the Executive Office (EO), at the request of the Riverside County Board of Supervisors (BOS), to prepare the County for the anticipated El Niño events. The FTF is comprised of Co Depts who will play a major role in all phases of emergency management in the preparation for and response to severe weather events. The EO facilitates the ongoing meetings with EMD providing staff support.

The FTF will lead the preparation and delegate responsibilities included in this CONOPS. In preparation for this event, the following items will be addressed: Hazard Analysis, Situation Assessment, Homeless Relocation, Flood Fighting Resources, Communications, Community Outreach, Public Information, Evacuation/Relocation and Mass Care and Shelter.

### Four Phases of Emergency Management

Emergency management activities during peacetime and national security emergencies are associated with the four federal emergency management phases; Mitigation, Preparedness, Response and Recovery and Co Depts have responsibilities in all of the phases. This document focuses on the response in the unincorporated areas of the County, except in situations where Departments have city-level responsibilities, contracts or other mutual aid agreements. As the Operational Area, EMD has a responsibility to provide support to the unincorporated area, cities, special districts and tribes.

Whole Community planning (e.g., non-English speakers, access and functional needs [AFN]), is included in all four phases of Emergency Management.

Examples for each of the Four Phases of Emergency Management are:

Phases	Examples
Mitigation	County Ordinances, Hazard Analysis, Structural Standards
Preparedness	Planning, Training, Exercises, Public Education
Response	Information Sharing, Alert and Warning, Evacuation, Relocation and Re-Entry
Recovery	Restoration of services/systems, Damage Assessments, Assistance Programs, Post-Hazard Mitigation

## III. MITIGATION PHASE

### MITIGATION PHASE

Mitigation efforts occur both before and following disaster events. Eliminating or reducing the impact of hazards that exist within the county and are a threat to life and property are part of the mitigation efforts. Post-disaster mitigation is part of the recovery process. This section defines the mitigation activities that Co Depts need to complete prior to El Niño.

## References

Co Depts should utilize the following plans, ordinances and/or laws in consideration for all phases of emergency management in response to an El Niño event.

	Plans, Ordinances and/or Laws	Entity
1	Ordinance 533.5; item 3.52	Board of Supervisors (BOS)
2	Title 2 – Administration: Chapter 2.100 – Emergency Services	County of Riverside
3	Riverside County Local Hazard Mitigation Plan	Emergency Management Department (EMD)
4	Riverside County Emergency Operations Plan	EMD
5	Riverside County MHOAC Plan	EMD
6	Riverside County General Plan	Transportation and Land Management Agency (TLMA)
7	Storm Patrol Manual: Flood Mitigation Plan and Maintenance Maps	Flood Control and Water Conservation District
8	Storm Water Protection and Top Ten Historical Storm Water Problem Areas	Coachella Valley Municipal Water District (CVMWD)
9	California Emergency Services Act	California Office of Emergency Services (CalOES)
10	California Master Mutual Aid Agreement	CalOES
11	Standardized Emergency Management System	CalOES
12	Legal Guidelines for Controlling Movement of People and Property During an Emergency	CalOES
13	Legal Guidelines for Flood Evacuation	CalOES
14	Riverside County Essential Facilities Risk Assessment Project Report, June 2009	Federal Emergency Management Agency (FEMA)
15	National Incident Management System	FEMA
16	Ordinance 458, including FEMA Flood Risk Maps	FEMA

## Mitigation Actions

### Hazard Analysis

A hazard analysis will provide the County with information needed to drive the emergency management (EM) response to an El Niño event. The lead for the hazard analysis is the El Niño Preparedness Sub-committee of the County's Flood Task Force. This sub-committee consists of representatives from the Emergency Management Department (EMD), Planning, Code Enforcement, Transportation, Environmental Services, and the Flood Control and Water Conservation District (FCWCD). The El Niño Preparedness Sub-Committee may:

- Evaluate significant streams and drainage running through private property to determine if flood-inducing blockages and/or diversions need to be addressed;
- Evaluate other manmade water diversion issues that need to be addressed
- Identify illegal grading and/or structures on private properties that may contribute to flood hazard
- Identify areas of high risk for focused public education and/or outreach
- Develop Local Hazard Mitigation Plans and any other plans that may assist in the implementation of any mitigating activities to reduce the impacts of El Niño
- Utilize information obtained from field observations/inspections to support mitigation activities

The El Niño Preparedness Sub-Committee (through the responsible Departments), may perform the following tasks in response to the hazard analysis activities:

- Distribute public information to residents and or attend community meetings to facilitate homeowner preparation for the pending rainy season
- Write letters to private property owners directing them to mitigate identified stream and/or drainage blockage and/or diversion
- File injunctions as necessary
- Coordinate with state/federal regulatory agencies to facilitate/encourage environmental permitting of properties that may be at risk of, or have the potential to cause, flood hazard
- Determine agencies responsible for the clearing of culverts and debris management
- Determine triggers for emergency declarations and emergency waivers

#### County Facility Inspections

EDA/Facilities Management will address the following:

- Review the Riverside County Essential Facilities Risk Assessment Project Report, June 2009
- Inspect County owned/leased facilities for potential impact
- Complete any repairs and ongoing maintenance identified during the inspection

#### Other Activities

- County Purchasing will contract with additional on-call resources to assist in broadening our response capabilities and resource pool during an emergency
- Local Government (Cities, Special Districts), Tribal, State and Federal Government
  - Coordinate need for storm water protection and clearing
  - Identify areas of high risk
  - Identify potential flooding risks due to blockage of storm water facility locations

## **IV. PREPAREDNESS PHASE**

### **PREPAREDNESS PHASE**

The preparedness phase involves activities undertaken in advance of an emergency or disaster to develop operational capabilities and effective responses to a disaster. Disaster plans are developed and revised to guide response and to increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems, all toward a position of increased readiness for a disaster. Increased readiness actions will be initiated by the receipt of a warning or the observation that an emergency is imminent or is likely to occur.

The development and revision of all disaster plans will include Whole Community Planning (e.g., non-English speakers, access and functional needs [AFN]), to ensure that the needs of all populations are addressed.

#### *Preparedness Actions*

EMD will prepare a Local Proclamation of Emergency that includes the following:

- An imminent threat of El Niño

- EMD:
  - Is the lead Co Dept for coordination and support efforts
  - Has the ability to task any Co Dept to respond outside of their authorities, based on Life/Safety, Protection of Property and the Environment and the restoration of essential services
  - Central repository for all information
  - Collects and disseminates situational awareness to the EO, BOS, all Co Depts and stakeholders
- Co Depts will bring forward for Board of Supervisors consideration any appropriate fee waivers for restoration of essential services and activities
- Request the Governor of California to Proclaim a State of Emergency to:
  - Direct State Agencies to assist the County in expediting the waiver process for regulated waterways in the County that are in need of clearing prior to El Niño storm activities arriving
  - Direct State Agencies to use their legal authority to take actions to minimize the impacts of El Niño Storm activities on State lands, projects, etc.
  - Direct the Governor's Office of Emergency Services (CalOES) to expedite the resource request process for State and Federal Agency assistance during El Niño

## PLANNING

### *Standard Operating Procedures*

In preparation for the El Niño event, and in anticipation of a County EOC activation, Co Depts are creating/reviewing their emergency management standard operating procedures (SOP) which may include:

- Notification procedures/methods
- Information sharing systems
- Resource tracking/allocation procedures
- Staffing availability
- Response and deployment procedures
- Trigger points for response activities
- Evacuation/Relocation procedures/methods
  - Medical (e.g., healthcare facilities)
  - Non-Medical (e.g., residences, schools, business)

### *Assessment of County Facilities*

The Economic Development Agency (EDA) will review County-owned and leased facilities to identify any that are at high-risk for damages from flood and/or excessive rains. EDA will also assess County-owned critical infrastructure to determine if any additional mitigation activities are needed to minimize potential disruptions in service.

### *Situation Assessment*

The FTF will form a Situation Assessment sub-committee that will at a minimum include EMD, Transportation, Building and Safety, Code Enforcement and Flood Control. The sub-committee will address procedures for:

- Staffing Needs
- Resource Needs
- Human Services Needs
- Safety Assessment
- Financial/Damage Assessment

### **Homeless Relocation**

Multiple Co Depts are involved in outreach and other efforts to address homelessness in Riverside County. The FTF will coordinate with these Co Depts to ensure that messages related to El Nino preparedness and available services are distributed as part of outreach activities.

### **Flood Fighting Resources**

#### **Sand and Sand Bags**

Approximately 500,000 sand bags will be purchased and EMD will develop a distribution plan that addresses staging locations, which may include:

- Community Centers
- Fire Stations
- County Parks
- County Libraries

TLMA will assist by providing sand at pre-identified locations for the public to access to fill sandbags.

#### **Resource Guide**

EMD will prepare a Resource Guide that will include the following:

- Contractor lists
- Parts and supplies vendors
- Heavy equipment and operators

Co Depts that routinely utilize contractors and heavy equipment during the course of normal business will provide information for the Resource Guide.

#### **CA Department of Water Resources (DWR) Flood Fight Cache**

EMD will work with DWR to Identify the following:

- Contents in the cache
- ETA/Delivery time
- Replacement of materials used stipulation

These resources will be requested via the normal resource requesting process through the OA, in accordance with the Standardized Emergency Management System (SEMS).

#### **U.S. Army Corps of Engineers (USACE)**

USACE has authority under PL 84-99, Flood Control and Coastal Emergencies (FCCE) (33 U.S.C. 701n) (69 Stat. 186) for emergency management activities. Under PL 84-99, the Chief of Engineers, acting for the Secretary of the Army, is authorized to undertake activities including:

- Disaster preparedness
- Advance measures
- Emergency operations (Flood Response and Post Flood Response)
- Rehabilitation of flood control works threatened or destroyed by flood
- Protection or repair of federally authorized shore protective works threatened or damaged by coastal storm
- Provisions of emergency water due to drought or contaminated source

These resources will be requested via the normal resource requesting process through the OA, in accordance with SEMS.

### *Information Sharing*

EMD will be the central point for information collection and dissemination. Sources of information collection include:

- Complaint data from flood control (FCWCD and CVWD)
- Field reports from TLMA
- Field reports from First Responders
- Weather data
- Information collected from Co Depts
- Reports from OA partners
- Information from the Regional Emergency Operations Center (REOC) or State Operations Center (SOC)

The EMD Duty Officer has a dedicated phone to receive any reports or questions from Co Depts. The 24/7 number is XXX-XXX-XXXX. To e-mail reports, use the following:

If County EOC is not activated, e-mail [rivcoEMD-DO@rivcocha.org](mailto:rivcoEMD-DO@rivcocha.org).

If County EOC is activated, e-mail [rvcEOC@fire.ca.gov](mailto:rvcEOC@fire.ca.gov)

EMD will coordinate with OA partners (e.g., Government, private, non-profit, City Emergency Management (EM), Tribal EM) to discuss the following:

- Mitigation efforts (waiver needs)
- Resource management process
- Mutual aid process
- Community outreach (message consistency)
- Joint Information Center (JIC) activities (press releases, conferences)
- 24/7 Contact

During the planning and response phase of the event, EMD will collect and disseminate situational awareness to the EO, BOS, all Co Depts and stakeholders. To facilitate this process and to build in redundant communication methods, EMD will develop an email and text message distribution lists that include all Department Heads and Deputy Directors. Additionally, EMD will explore the feasibility of granting WebEOC access to Department Heads and the Executive Office so that all County Departments and Executives maintain a common operating picture and situational awareness.

### *Community Outreach*

Public education outreach and forums will be conducted throughout the county to address El Niño Preparedness. Education will include information on historical events, potential effects, preparedness measures, high-risk areas, and mitigation vs response efforts to include sandbagging strategies.

Examples of locations for public education outreach and forums include:

- Town Hall Meetings
- City Council Meetings
- MAC Meetings

Messages to be addressed during the presentations include:

- Sandbag Preparedness Use
  - Training Videos (Post on website and community access channels)
  - On-Site Training
  - Pamphlets

- Evacuation Education
  - Evacuation orders will be issued where the loss of life-safety is imminent
  - Evacuation warnings will be issued where life-safety is not an imminent threat
  - If evacuations are not safe to perform, residents will be advised to shelter in place or provided other direction as necessary
- 2-1-1 Community Connect
  - Central point for public inquiries
  - If the public is reporting damage to flood control facilities or other flooded streets, they will be referred to County Flood or Coachella Valley Water District (CVWD). If the public is reporting a life or property threat emergency, they will be referred to 911.
  - TTY available
- Websites
  - RivCo Ready: [www.rivcoready.org](http://www.rivcoready.org)
  - Riverside County Flood Control and Water Conservation District: [www.rcflood.org](http://www.rcflood.org)
  - Riverside County: [www.countyofriverside.us](http://www.countyofriverside.us)
  - 2-1-1: [www.211.org](http://www.211.org)
  - National Weather Service: [www.weather.gov](http://www.weather.gov)

#### *Whole Community*

Through all community outreach efforts, Co Depts will target diverse community members, social and community service groups and institutions, faith-based and disability groups, academia, professional associations, and the private and nonprofit sectors in an effort to reach the Whole Community.

#### *Public Information*

The County PIO, with the support of EMD, will coordinate the dissemination of information with Co Dept PIOs. EMD will work with the County PIO to identify and establish triggers for activating the JIC, press conference or press release needs. In addition, the County PIO will coordinate public information through various means, such as:

- Press Releases
- Public Service Announcements
- Press Conference
- Press Packets
- Social Media
- Websites
- County PIO Meetings
- National Weather Service's Presentations

#### *Evacuations*

EMD will:

- Maintain a list of authorized evacuation sites
- Coordinate with Animal Services to include animal shelter locations
- Coordinate with Co Depts to address evacuation planning for Whole Communities

#### *Mass Care and Shelter*

DPSS is the lead agency for mass care and shelter operations, with EMD providing support and recommendations for sheltering needs. DPSS will coordinate with EMD and other Co Depts to address any resource needs identified for Whole Community residents in mass care and shelter events.

In conjunction with Co Depts, DPSS will:

- Assess predetermined facilities that could be utilized as Evacuation Centers, Shelters, Feeding Sites, etc. to ensure they are not within a flood inundation zone.
- Identify in the Mass Care and Shelter Plan the following items and ensure they are updated:
  - Evacuation Centers
  - Sheltering
  - Feeding
  - Other items (Staff scheduling, resources needed)
- Conduct a mass notification test to the County Functional Assessment Survey Team (FAST) members to ensure their contact information is current. EMD staff will follow up with the FAST members and ensure their information is correct.
- Coordinate with the State FAST Liaison to schedule refresher training for Riverside County FAST members
- FAST will address any access and functional needs resources needed for mass care and shelter operations.
- Coordinate and identify the medical function requirements (e.g., shelter nurse) for shelter operations

## V. RESPONSE

### RESPONSE PHASE

The response phase includes the mobilization of the necessary emergency services, support services and first responders in the disaster area.

### RESPONSE ACTIONS

Co Depts conduct a myriad of day-to-day activities that may be described as “routine business.” On a daily basis, 911 calls lead to the dispatch of first responders and EMS providers, although these individual emergencies generally do not impact or threaten the overall capacity of the Operational Area to respond.

#### *Coordination & Management*

EMD will:

- Maintain a 24 Hour Duty Officer Program
- Serve as central repository of information to obtain and disseminate situational awareness
- Coordinate with Co Depts, the Region and the State for resource assessments and acquisitions
- Coordinate Emergency Management Mutual Aid (EMMA)
- Serve as the Medical and Health Operational Area Coordination (MHOAC) Program
- Liaise with the Governor’s Office of Emergency Services (Cal OES)
- Liaise with Local Government (City, Special District), Tribal, State and Federal Government and Private Sector Emergency Management
- Review resources including personnel, supplies, and equipment allocation
- Obtain resources that are not provided by the Riverside County Operational Area Emergency Operations Center or other Co Depts
- Provide support and coordination of field response activities to all Co Depts
- Produce a periodic situation status report for the County that includes updates on EOC status, population vulnerability, evacuations/shelters, power outages, proclamations, federal declarations, media and a summary of affected areas. This report will be distributed to the BOS, EO, Co Depts and stakeholders. The frequency of situation report preparation and distribution will be determined by the severity of the incident and the resulting impacts to Co Depts and/or the OA.
- Track and document costs and activities related to the response

## **Emergency Operations Center**

The purpose of the EOC is to serve as a central management and coordination facility responsible for carrying out the principles of emergency preparedness and emergency management and ensuring continuity of operations/continuity of government.

The activation of the EOC is dependent on the severity of the event. The EMD Director or designee will recommend activation of the EOC to the County CEO. Per the CEO's direction, EMD will open and activate the EOC. Co Depts will be requested to staff the EOC based upon the activation level and/or need. The four levels of activation are Management Watch, Level 1, Level 2, and Level 3.

### **Management Watch Activation**

#### **Management Watch**

Management Watch is staffed to collect and analyze situation information and to refer issues to the appropriate Co Depts for follow-up. In addition, the OA will be monitored for severe weather, flood watches and warnings issued by the NWS and unusual events or incidents that exhibit the potential to escalate.

Management Watch Staffing:

- EMD Duty Officer Program Staff
- EMD Duty Officer Manager

### **Level 1 Activation**

Triggers for Level 1 Activation:

- Severe Weather Advisory
- Small incidents involving the response of two or more Riverside Co Depts
- Flood Watch or Flood Warning
- Activation requested by local government with an activated EOC
- Resource request from outside the County

EOC Staffing:

- EOC Director, Planning & Intelligence Chief, Logistics Chief, Co Depts and volunteer agencies as necessary

### **Level 2 Activation**

Triggers for Level 2 Activation:

- Major weather event affecting developed area
- Major wind or rain storm
- Two or more large incidents involving two or more Riverside Co Depts
- Flood Warning
- If a State of Emergency is proclaimed for the County, or two or more cities by the Governor
- Resources are requested from outside the Riverside County Operational Area

EOC Staffing:

- EOC Director, all Section Chiefs, Branches and Units as appropriate, agency representatives as appropriate

### **Level 3 Activation**

Triggers for Level 3 Activation:

- Major Countywide or regional emergency
- Multiple departments with heavy resource involvement

**Roles and  
Responsibilities by  
EOP Functional  
Annex**

***Fire and Rescue /  
Urban Search and  
Rescue***

- Major infrastructure damage

**EOC Staffing:**

- All EOC positions

**Alert and Warning**

EMD, Sheriff's Department and County Fire will coordinate emergency alerts and notifications through the established Early Warning Notification System (EWNS) and Emergency Alert System (EAS). The EWNS is a system that uses telephones to alert residents and businesses in Riverside County who are affected, threatened, or might be endangered by an emergency event or a disaster. The EAS be used by state and local authorities, in cooperation with the broadcast community, to deliver important emergency information, such as weather information, imminent threats and local incident information targeted to specific areas. Thresholds for activation will be reviewed and distributed.

**Fire Department**

The Fire Department will provide rescue services which may include:

- Swift Water Rescue - indicated when the removal of person(s) from threat or harm from water that is moving faster than walking pace (1 Knot, 1.85 km/hr., 1.15 mph).
- Urban Search and Rescue is indicated when search and rescue involves the location, extrication, and initial medical stabilization of victims trapped in structural collapse due to natural disasters, mines and collapsed trenches
- Suppression
  - Coordinate firefighting operations (e.g., fire suppression, fire-based emergency medical services), land-based hazardous materials events
  - Pre-position rescue units and fire hand crews closer to anticipated problem areas
  - Ensure additional Chief Officer coverage as needed in flood-prone areas
  - Activate the County Fire Department warehouse and support personnel to facilitate movement of supplies and equipment
  - Maintain contact with the Incident Commander and/or DOC through the Emergency Command Center (ECC)
  - Maintain contact with supporting departments and other allied-agencies
  - Establish the fire DOC (e.g., expanded dispatch) and/or staff EOC as required
  - Request fire Mutual Aid support through the DOC/expanded dispatch; and request non-fire resources through the Riverside OA EOC when needed
- Emergency Medical Care
  - MCI coordination with field providers and the Riverside Emergency Medical Services Agency (REMSA)
- Air Resources
  - Types
    - Rotary Wing
    - Fixed Wing
  - Purpose of use
    - Rescue and Aerial Reconnaissance
  - Track and document costs and activities related to the response.

**Hazmat****Fire Department Hazardous Materials Team**

- Coordinate response operations for hazardous materials incidents, including chemical, radiological, and petroleum incidents
- Maintain contact with the Incident Commander and/or DOC through the ECC
- Maintain contact with supporting departments and other allied-agencies, such as environmental health, private clean up agencies, law enforcement/traffic control
- Make notifications to appropriate state and federal agencies, such as the California State Warning Center (CSWC), Department of Fish and Wildlife (DFW) and Cal-EPA
- Track and document costs and activities related to the response

**Environmental Health (EH)**

- Provide for the collection and analyses of environmental health related data in the disaster area
- Establish response procedures to mitigate environmental health related issues
- Monitor to ensure proper sanitation services with regards to food handling, mass feeding, medical and human waste disposal in emergency shelters and other emergency facilities in the disaster area
- Coordinate with Waste Resources for the proper disposal of debris in the disaster area
- Coordinate with Riverside County Fire for the response to hazardous materials incidents
- Respond to reports of standing water and vector control if impacted areas fall within EH service area or if mutual aid is requested by other vector control districts
- Respond to reports of wells and sewage spills
- Track and document costs and activities related to the response

**Law Enforcement  
Evacuations &  
Re-entry****Sheriff's / Coroner Department****Security**

- Mobilize personnel and equipment from supporting agencies (e.g., jurisdictional City Police Departments, District Attorney Investigators, Probation Department, State and Federal law enforcement agencies)
- Receive and disseminate warning information to the general public
- Deploy personnel and equipment to locations needed to accomplish primary objectives
- Coordinate evacuation of hazardous areas and provide perimeter security and access control
- Provide security for essential facilities, services and resources
- Maintain the safety and security of persons in custody
- Implement aerial surveys to provide accurate information on hazards, victims, conditions, damage assessment, and other vital information
- Coordinate the establishment of emergency traffic routing and ingress/egress procedures with the California Highway Patrol or jurisdictional agency
- Investigate and report on all violent, sudden or unusual deaths of persons directly related to flooding

- Handle emergency 9-1-1 calls for service as well as wireless calls, non-emergency, and allied agency calls

#### **Evacuations and Re-Entry**

- Establish evacuation strategy for impacted area(s)
- Coordinate evacuation alert and warning to allow people maximum time to evacuate
- Coordinate evacuation transportation routes with local and state agencies
- Ensure shelter locations and evacuation routes are aligned
- Coordinate with the Riverside OA/EOC Logistics Section to obtain required supplies, equipment, and personnel for evacuation
- Coordinate the location for evacuation assembly points
- Coordinate with the EOC to ensure communications are available between key evacuation locations and evacuation vehicles
- Coordinate animal evacuation resources with DAS
- Coordinate with ICP/EOC, to determine evacuation versus shelter-in-place
- Coordinate with other local authorities and the EOC, to ensure that the public, including people with disabilities, are aware of the timeline, stages, and major routes and means of evacuation
- Coordinate with EOC for specialty vehicles (e.g., Para-transit vehicles) that will be required to support the evacuation
- Coordinate with EOC to plan evacuee re-entry strategies, which includes all of the tasks listed above
- Maintain road closures
- Coordinate with Building and Safety to determine which structures may be safely re-occupied
- Track and document costs and activities related to the response

#### **Air Assets**

EMD will coordinate with Sheriff's Department to include the process of acquiring aerial assets for damage assessments

#### **Department of Animal Services (DAS)**

##### **DAS will:**

- Provide animal control services within the unincorporated areas and contract cities to coordinate with local County regional, State, and federal agencies for mutual aid assistance
- Assess animal care needs
- Identify animal response requirements
- Develop and provide PIOs with information to disseminate to the public through the JIC
- Coordinate the field response for animal evacuation, rescue or recovery
- Coordinate rescue and transport of animals from impacted areas
- Coordinate the sheltering response for lost or abandoned animals
- Coordinate the search of impacted areas for missing or dead animals

*Animal and Livestock  
Care*

*Construction and  
Engineering*

- Coordinate with other Co Depts to prepare for and respond to livestock related issues that may result from flooding or excess rain
- Track and document costs and activities related to the response

**TRANSPORTATION AND LAND MANAGEMENT AGENCY** is the umbrella agency for six County Departments (Planning, Building & Safety, Transportation, Code Enforcement, Environmental and the Administrative Services Department). The construction and engineering response during a flood or El Niño will be coordinated by TLMA.

**Transportation Department will:**

- Conduct debris clearance from multi-modal transportation infrastructure (such as roads, bridges, railroads)
- Conduct closure or repair of damaged segments of the multi-modal transportation infrastructure (Closures will be coordinated with Sheriff and Fire)
- Repair and restoration of County road infrastructure
- Assist with permitting for utility owners and others who own and operate facilities within road right-of-way
- Determine the safety and functionality of key facilities (public and private) that need to be demolished or stabilized to facilitate search and rescue and/or protect the public's health and safety
- In coordination with Waste Resources and Building and Safety, develop and initiate emergency collection, sorting, and disposal routes and sites for debris clearance from public and private property
- Determine the levels of damage to the following systems: transportation, bridges, water control structures, dams, levees, public water supplies and facilities, electrical, natural gas, sewage, hazardous materials and hazardous waste sites (generation, distribution, collection, storage, and disposal)
- Provide personnel for Field Operation response teams and facilities (e.g., Rapid Impact Assessment, Rapid Response, Safety Assessment, Damage Survey, Staging Areas, Local Assistance Centers, Joint Information Centers)
- Work with contract debris removal agency
- Coordinate with supporting departments for resource assessments and acquisitions or through EOC, if activated
- Track and document costs and activities related to the response

**Planning Department will:**

- Expedite land use permits for agriculture, rural, rural community, open space, community development projects as directed by the BOS for any damage caused by an El Niño or a severe weather related event. Recommendations for fee waivers will also be presented for BOS consideration, as appropriate.

The Planning Department geologist will:

- Update and revise safety elements for the Planning Department and other Co Depts
- Perform earth resource studies for comprehensive planning including such factors as safety conservation, slope stability, and open space elements of the county general plan and its constituent area general plans.
- Provide technical direction to planners doing field investigations along with reviews

- of geological hazard reports
- Provide legal assistance and serve as a consultant in geology to various Co Depts, as needed
- Update and revise safety elements for the Planning Department and other Co Depts
- Provide technical direction to Planners and others doing field investigations and review and analyses of geological hazard reports; evaluate and review reports for soil conditions and soils engineering in relation to private sewage disposal systems
- Review, evaluate, and field check grading and building plans for proposed industrial, commercial, and residential developments, and correlate them with geological studies and investigations to identify hazards such as slide areas and earthquake faults All departments will
- Track and document costs and activities related to the response

**Code Enforcement Department will:**

- Assist Building and Safety on all dangerous or substandard buildings and open excavations
- Expedite the process for business, construction or grading permits
- Assist in ensuring that property owners properly dispose of damaged vehicles and excessive outside storage
- Assist in the verification of any employee of a government agency or public utility, contractors for proper credentials
- Assist in the oversight of any grading within a sensitive area or excavations over 50 cubic yards that requires a permit
- Track and document costs and activities related to the response.

**Building and Safety will:**

- Provide rapid assessment evaluations and post placards on buildings that are unsafe to occupy
- Assist first responders in the windshield assessment
- Evaluate structures for habitability (green, yellow and red placards)
- Provide engineers to assist in the structural evaluation of public structures
- Enforce state laws as they pertain to both commercial and residential structures
- Coordinate with utility companies outside of the right-of-way
- Review and permit any proposed temporary shoring plans for private property
- Review proposed grading plan restorations

**Flood Control and Water Conservation District will:**

- Conduct debris clearance from infrastructure owned and operated by the District
- Conduct inspection, repair and/or restoration of damaged segments of District infrastructure (e.g., storm water collection, dams, levees, water control structures)
- Determine the safety and functionality of key District facilities that need to be demolished or stabilized to facilitate search and rescue and/or protect the public's health and safety
- Develop and initiate emergency collection, sorting, and disposal routes and sites for debris clearance from public and private property as necessary to protect District facilities and/or address impacts from District facilities if available and not already committed to District facility inspection and/or response activities, provide personnel for several Field Operation's response teams and facilities (e.g., Rapid

Impact Assessment, Rapid Response, Safety Assessment, Damage Survey, Staging Areas, Local Assistance Centers, Joint Information Centers, etc.)

- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the District facility needs listed above
- Track and document costs and activities related to the response.

#### ***Debris Management***

##### **Department of Waste Resources (DWR)**

DWR is responsible for the efficient and effective landfilling of non-hazardous county waste and the lead for debris management and will:

- Coordinate debris management for public and private entities
- Coordinate the repair and restoration of key facilities and systems following a disaster/emergency.
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs
- Develop and coordinate pre-scripted announcements with PIO regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.
- Determine the transportation requirements necessary to conduct debris removal operations
- Assist in obtaining transportation assistance as needed in the removal and disposal of disaster debris
- Conduct an assessment on the capability and availability of resources in the County of Riverside
- Coordinate with all supporting agencies to ensure the adequate resources are available to conduct recovery operations
- Track and document costs and activities related to the response.

#### ***Mass Care & Shelter***

##### **Department of Public Social Services (DPSS)**

DPSS is the lead agency for mass care and shelter operations, but currently this effort is accomplished in coordination with EMD and the American Red Cross. DPSS will coordinate with other Co Depts to address any resource needs identified for Whole Community residents during mass care and shelter events.

DPSS will:

- Assess mass care needs (potential number of people affected/displaced)
- Coordinate shelter operations including feeding
- Provide Public Information Officer (PIO) with information to disseminate about mass care services
- Staff the Riverside Care and Shelter Branch positions in the Riverside Operational Area (OA) Operations Section
- Track and document costs and activities related to the response.

##### **Economic Development Agency will:**

- Identify County owned/leased facilities for alternate work locations, sheltering, storing supplies/services, feeding
- Coordinate with the Housing Authority to identify short/long term housing
- Coordinate with the Real Estate Division to identify non-County owned or leased facilities alternate work locations, sheltering, storing supplies/services, feeding

#### *Public Information*

- Track and document costs and activities related to the response.

The County PIO will staff the PIO function in the EOC and if necessary, activate a Joint Information Center (JIC). The County PIO will coordinate public information through various means, such as:

- Press Releases
- Public Service Announcements
- Press Conference (Develop talking points for the media)
- Social Media
- Websites
- Track and document costs and activities related to the response.

#### *Food & Agriculture*

The Agricultural and Environmental Health departments coordinate the Food and Agricultural function. Each department will:

- Assign responsibilities and incident-related priorities
- Monitor incident response and recovery actions
- Identify and protect the population at risk
- Assess the extent of residual biological, chemical, or radiological contamination, then decontaminate and dispose as necessary
- Collaborate and coordinate with appropriate federal counterparts
- Direct or assist in response actions including quarantine, surveillance, investigations, disposal and destruction
- Track and document costs and activities related to the response.

#### *Public Health and Medical*

##### **Department of Public Health will:**

- Coordinate with EMD to support the health and medical emergency response activities
- Analyze data related to the incident to help determine policy decisions
- Issue health directives under the authority of the Public Health Officer
- Provide health related education and outreach
- Track and document costs and activities related to the response.

#### *Resource Management*

##### **Purchasing / Supply Services /Fleet**

##### **To ensure the response staff have the needed supplies County Purchasing will:**

- Coordinate with supporting departments for resource assessments and acquisitions to determine the need for new vendor for response activities
- Review resources including personnel, supplies, and equipment allocation
- Obtain resources that are not provided by the OA/EOC sections or other departments
- Initiate mutual aid for necessary resources
- Coordinate with County Counsel in situations where commandeering of resources may be needed
- Track and document costs and activities related to the response.

#### *Multi-Agency Coordination System*

During an El Niño event, there will be a high demand for common resources throughout Southern California and local OAs will be competing for the same resources. Existing MOUs may not be fulfilled. During situations where resources are

(MACS)

scarce, it is the responsibility for MACS to facilitate the allocation and prioritization of resources most critical to accomplish the overall mission.

**All County Departments and Agencies:**

- Coordinate all information and situation awareness with EMD Duty Officer or County EOC when activated.
- Track and document costs and activities related to the incident.

**Utility Companies**

*Utility Companies*

The EOC will have agency representatives from each of the major utilities companies (e.g., power, gas, communication, transportation and water companies) to address and implement strategies to restore services to the public.

**Utility Representatives in the EOC will:**

- Designate a liaison for communication with EOC
- Provide background, technical, and/or scientific information and/or subject matter experts to the County
- Provide situation status updates on outages, shortages, energy disruptions, and restoration operations
- Coordinate efforts between the Utilities Unit and the Water Agencies, including Water and Dam Emergency Response (WADER) committee and California Water/Waste Water Agency Response Network (CalWARN)
- Establish priorities and staffing for short- and long-term operational periods.
- Serve as the utility liaison to Federal, State, and/or regional government entities, as requested
- Prioritize and initiate recovery efforts to restore, repair, and mitigate the impact of the public works and engineering needs to critical transportation routes
- Provide situational updates regarding road status and route operations
- Coordinate posting signs, erecting barricades, towing stranded vehicles, and removing debris
- Collect disaster safety assessment reports for street damage and impairment
- Obtain Federal/State property safety assessments from the appropriate agencies (e.g., Caltrans for State bridges and freeways)
- Support traffic control measures, which may include directing resources for detours, shelters, routes, security, trespassing, etc.
- Relay EOC Action Plan priorities to field units for the coordination and mobilization of personnel and equipment for the immediate clearance and/or repair and reconstruction of critical streets, roads, bridges, and tunnels
- Coordinate with transportation agencies to remove debris and assist with road restoration
- Coordinate with supporting departments for resource assessments and acquisitions
- Review resources including personnel, supplies, and equipment allocation
- Initiate mutual aid for necessary resources

*Volunteer &  
Donations  
Management*

**Human Resources will:**

- Implement the Report to work/Disaster Service Worker Program
- Register, vet and assign Convergent Volunteers – Convergent Volunteers are members of the community and not affiliated with a recognized volunteer organization
- Based on the situation and identified needs, assemble a Volunteer Coordination

**Continuity of  
Government**

Team to assess the situation and recommend actions regarding donations and volunteer management

- Provide and support phones and computers used by the Hotline
- Coordinate with EMD to assign a Voluntary Organizations Active in Disasters (VOAD) representative to serve as the Volunteer Management Coordinator
- Provide coordination through the Joint Information Center to notify the contributing public of specific goods and volunteer skills that are needed
- Track and document costs and activities related to the response.

**EMD will:**

- Coordinate and assign affiliated volunteers – Affiliated volunteers have been vetted by recognized volunteer organizations ( e.g. RACES, Disaster Corp)
- Coordinate with HR to assign a VOAD representative to serve as the Volunteer Management Coordinator

**All Co Depts and Agencies:**

Coordinate all information and situation awareness with EMD Duty Officer or County EOC when activated.

Government at all levels is responsible for providing continuity of effective leadership and authority, directing emergency operations and managing recovery operations. To this end, it is essential that the County of Riverside and all cities within the Riverside County Operational Area continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute themselves in the event incumbent officials and other personnel are unable to serve.

## **VI. RECOVERY**

**RECOVERY PHASE**

**Recovery**

Recovery efforts will include activities that will restore services/systems, assess the damage throughout the county, identify programs that offer assistance to residents that have sustained loss or damage and support post hazard mitigation. All Co Depts will track and document costs and activities related to the response.

EMD is lead in the recovery efforts during/after an event. EMD will coordinate with all Co Depts and OA stakeholders and address the following:

- Assist the OA and its residents in the transition from response to recovery
- Ascertain the need, recommend and oversee the proclamation process
- Initiate recovery planning meetings with appropriate individuals and agencies
- Determine the impacts of the emergency requiring recovery efforts
- Coordinate state briefing meetings with all eligible agencies
- Develop an OA recovery plan to meet the specific needs determined by the emergency. Assist local agencies with ongoing recovery efforts as necessary
- Collect and compile initial damage estimates from the OA and provide to Cal OES
- Establish an unmet needs committee in conjunction with the Community Programs Unit within the Logistics section

- Assist with assessment teams to document and/or verify public and private damage
- Complete and submit required project worksheets
- Coordinate and facilitate applicant briefing workshops
- Participate and host preliminary damage assessment teams as necessary
- Assess damage of jurisdictional owned resources and infrastructure and report and update damages and values to the OA EOC
- Provide technical assistance and advice on recovery and mitigation activities, to both residents and public agencies, as appropriate
- Refer to FEMA's 'A Guide to Recovery Programs'  
<http://www.fema.gov/pdf/rebuild/ltrc/recoveryprograms229.pdf>
- In coordination with Co Depts, assist in the education of the public on the permit process for construction, enlarging, altering, repairing, or demolishing a building or structure or installing or altering any equipment

#### *Cost Recovery*

#### **Cost Recovery**

**To ensure that the County can re-coup any reimbursement for flood response activities, all Co Depts will document their involvement with the response. All Co Depts will:**

- Maintain logs for all of the response activities with a log for each employee
- Capture all expenditures (e.g., supplies, services and staff time) for the flood response
- Take photos of damage, loss and staff working
- Document the immediate need for resource requests (e.g., public safety, life safety, etc.)