

ORANGE COUNTY

OPERATIONAL AREA AGREEMENT

**OF THE COUNTY OF ORANGE
AND POLITICAL SUBDIVISIONS**

October 3, 1995

Including Addendums:

- 1. Clarification of Operational Area, OA Executive Board, and Operational Area Coordinator Roles and Responsibilities adopted by Operational Area Executive Board November 6, 1996.**
- 2. Policy and Procedure on Operational Area Administration Financing (including 1997/98 Grant Distribution) adopted by Operational Area Executive Board August 20, 1997.**
- 3. Policy and Procedure on Operational Area Emergency Operations and Mutual Aid Financing (including Orange County Operational Area Mutual Area Plan) adopted by Executive Board August 20, 1997.**

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**OPERATIONAL AREA AGREEMENT
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

THIS AGREEMENT is entered into this _____ day of _____, 1995, which date is enumerated for purpose of reference only, by and between the County of Orange, hereinafter referred to as "COUNTY," and all other Political Subdivisions within Orange County, as defined in Government Code Section 8557 (c) of The California Emergency Services Act, Government Code Section 8550 et seq., (" The Emergency Services Act"), which are signatories hereto, hereinafter referred to as "SUBDIVISIONS", collectively referred to as the "Parties".

W I T N E S E T H:

WHEREAS, it is the intent of the Parties hereto, in accordance with The Emergency Services Act and The Standardized Emergency Management System Regulations, Title 19 California Code of Regulations Section 2400 et seq., to coordinate preparedness and response efforts for the safety of persons and property from the effects of natural, man-made, or war-caused disasters, hereinafter referred to as "emergencies;" and,

WHEREAS, the purpose of an Operational Area , as defined in Government Code Section 8605 and Title 19 California Code of Regulations Sections 2403 and 2409, is to manage and coordinate information, resources, and priorities between the COUNTY and all Subdivisions in the geographic area of the County, and to serve as the coordination and communication link with the regional level of the State; and

WHEREAS, the declared purposes of this Agreement are to provide for the establishment and direction of the Operational Area; the cooperative and mutual handling of the duties and responsibilities of the Operational Area lead Agency; the coordination of the emergency functions of the Operational Area with all other public agencies, corporations, organizations, and affected private persons; and the preparation and implementation of plans for the protection of persons and property within the Operational Area in the event of an emergency; and

WHEREAS, any expenditures made in connection with such 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 Operational Area.

NOW THEREFORE, the Parties hereto agree as follows:

A. EXISTING AGREEMENTS: Nothing contained in this Agreement shall be construed as superseding or modifying any existing agreements, including mutual aid agreements, except this Agreement supersedes the existing UNIFIED ORANGE COUNTY-CITIES EMERGENCY MANAGEMENT AGREEMENT dated July 14, 1981; and nothing herein shall be construed as preventing any Party from entering into or modifying mutual aid agreements.

- B. OPERATIONAL AREA ESTABLISHED:** The entire geographic area of Orange County constitutes an Operational Area for the purposes of emergency mitigation, preparedness, response, and recovery, as required by Title 19 California Code of Regulations Section 2409.
- C. CITY-COUNTY EMERGENCY MANAGEMENT PLANNING BOARD:** For the purposes of COUNTY Ordinance No. 3915 Section 3-1-5 of the Codified Ordinances of the County of Orange, as presently existing or as hereafter amended, the Council created under this Agreement constitutes the City County Emergency Management Planning Board and this Agreement defines its membership, powers, duties, divisions, services and staff.
- D. LOCAL AUTHORITY:** In the event of an actual or threatened emergency, each jurisdiction shall retain the authority provided for by law respecting its jurisdiction.
- E. DEFINITIONS:** The following terms as used in this Agreement shall, unless the context clearly indicates otherwise, have the respective meanings herein set forth below:
- (1) **Operational Area Coordinator** shall mean that position affiliated with a public agency as designated in Section G of this Agreement, to provide direction and coordination of the Operational Area during times of emergency.
 - (2) **Emergency** shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the County caused by such conditions as air pollution, civil disturbance, sudden and severe energy shortage, drought, or earthquake or other conditions, the Governor's warning of an earthquake or volcanic prediction, epidemic, fire, flood, hazardous material release, plant or animal infestation or disease, riot, storm, or 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 a Subdivision or County, requiring the combined forces of the Operational Area to manage.
 - (3) **Unified command** shall mean a unified team effort which allows all agencies with, either geographical or functional responsibility, to manage an emergency by establishing a common set of emergency objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.
- F. OPERATIONAL AREA COUNCIL, EXECUTIVE BOARD AND SUBCOMMITTEES:**
- (1) **Operational Area Council.** Title 19 California Code of Regulations Section 2400 *et seq.* establishing the Standardized Emergency Management System hereinafter referred to as SEMS, allows the COUNTY and all SUBDIVISIONS to have representation in the Operational Area. Therefore, the Operational Area Council, hereinafter referred to as the "Council", is hereby created to include the signature Parties to this Agreement. The Parties acknowledge that the Council is

not a separate legal entity and that it is not their intention to form a joint powers authority.

- a. **Membership.** All SUBDIVISIONS in the County of Orange ,including cities, school and special districts, and the COUNTY, by approval and execution of this Agreement, are members of the Council. Each Council Member shall designate a representative and an alternate from its governing body to serve as it's representative.
- b. **Responsibilities.** The members of the Council shall have authority over the major policy issues of the Operational Area, as determined by the Executive Board, including the adoption of and amendments to this Agreement and adoption of any Operational Area fees. However, whenever a majority of all members of the Council determine that an issue should be brought before the Council, it shall be done so irrespective of the fact that the Executive Board has failed to identify it as a major policy issue as set forth in the first sentence of this subsection. It is not the intent of this Agreement that there be regular meetings of the Council. The Executive Board shall submit major Operational Area policy issues to Council members for consideration at their respective governing body meetings. The approval by a majority of the governing bodies of all Council members shall be sufficient for adoption of any Operational Area business, including the amendment of this Agreement, and adoption of any Operational Area fees.
- c. **Representatives Meeting.** Should it be necessary for the Council to meet, the representative or alternate of each member of the Council, shall be entitled to one vote. The representatives present shall, by majority vote, select a Chair Pro Tem from among the representatives present. A majority of all representatives of the members of the Council shall constitute a quorum for the transaction of business relating to the Operational Area. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area. In the event a tie vote occurs, in order to break the tie, the vote of the Chair Pro Tem shall not be counted. The representatives of the Council may meet as necessary as determined by the Executive Board or as requested by a majority of the members of the Council.

(2) **Operational Area Executive Board.**

- a. **Creation of the Operational Area Executive Board.** The Council shall have an Executive Board, hereinafter referred to as Executive Board, consisting of eleven voting members.

- 1) **Members.** Members are as follows:
 - a) A member of the COUNTY Board of Supervisors
 - b) A representative from the Orange County City Engineers' and Public Works Directors' Association
 - c) The Orange County Fire & Rescue Mutual Aid Coordinator
 - d) A representative from the Orange County Fire Chiefs' Association
 - e) The Orange COUNTY Sheriff-Coroner- Law Enforcement Mutual Aid Coordinator
 - f) A representative from Independent Special Districts of Orange County
 - g) A representative from the Orange COUNTY Health Care Agency- Health Care Mutual Aid Coordinator
 - h) A representative from the Orange County Police Chiefs' and Sheriff Association
 - i) A representative selected jointly from the Orange County-City Manager's Association and the League of Cities.
 - j) A representative selected jointly by the Orange County Superintendent of Schools, Community Colleges and School Districts
 - k) A representative from the COUNTY Environmental Management Agency- Public Works Mutual Aid Coordinator
- 2) **Terms, Alternates and Voting.** Executive Board members shall be appointed by their respective organization every two years and shall serve at the discretion of their organization for two years. An alternate shall also be designated to serve the same term for each Executive Board member appointed. Each Executive Board member, or alternate in the absence of any voting member, shall be entitled to one vote. A majority of the Executive Board shall constitute a quorum for the transaction of business relating to the Operational Area. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any

other action deemed appropriate to carry forward the objectives of the Operational Area. In the event a tie vote occurs, in order to break the tie, the vote of the Chair shall not be counted.

3) **Operational Area Executive Board Chair and Vice-Chair.** The Chair and Vice Chair shall be elected every two years by the Executive Board. In the absence of both the Chair and the Vice Chair, the members of the Executive Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.

4) **Meetings.** The Executive Board shall meet quarterly or as designated by the Executive Board Chair.

b. **Responsibilities/Policy/Advisory Duties.** The Executive Board shall have responsibility for the overseeing the actions of the Operational Area Manager in the daily operations and administration of the Operational Area. The Executive Board shall also have responsibility for the development, establishment and implementation of the policies of the Operational Area, and shall keep the Council informed of its actions. The Executive Board shall determine which major policy issues of the Operational Area issues require Council members' approval and shall seek such approval. However, whenever a majority of all members of the Council determine that an issue should be brought before the entire Council, it shall be done so irrespective of the fact that the Executive Board has failed to identify it as a major policy issue as set forth in this subsection.

1) **Policy and Operational Area Emergency Plan.** The Executive Board is responsible for the establishment of Operational Area policy and the development and implementation by December 1, 1996, of the Operational Area Emergency Plan, including mitigation, preparation, response and recovery, and for the ongoing exercise and maintenance of the plan as required by SEMS.

2) **Operational Area Budget and Operating Staff.** The Executive Board shall have the responsibility to direct the development of and approve the Operational Area annual operating budget and staffing utilizing resources made available to the Operational Area by the State Office of Emergency Services through the Federal Emergency Management Assistance Program, and to monitor the expenditures of the Operational Area. This shall include the responsibility to seek grants from other sources to sustain the preparedness and response efforts of the Operational Area as further detailed in Section L of this Agreement, and, if necessary, to recommend for adoption by the members of the Council, any

Operational Area fees to sustain the Operational Area. In the event the Executive Board recommends adoption of fees, the Executive Board shall be responsible for directing the development of and submitting the Operational Area annual budget and staffing to the members of the Council for approval.

- 3) **Laws, Rules, Legislation and Regulations.** The Executive Board shall review and recommend for action or adoption by the members of the Council, emergency and mutual aid plans, agreements, ordinances, resolutions, and any rules and regulations necessary to implement such plans and agreements. The Executive Board shall also study, review, and make recommendations on State and Federal legislation and policy as appropriate, and on matters referred to it in writing by Council members.
- 4) **Recovery Operations.** During the recovery phase of an emergency, the Executive Board shall provide advice to the members of the Council regarding rebuilding and cost recovery. The Executive Board shall direct the Operational Area Manager, as designated in Section H of this Agreement, to coordinate with the State Office of Emergency Services as needed in this process.
- 5) **Successor to the Operations Coordinator.** Due to the changing circumstances and requirements of emergencies, especially in transition from the response to and recovery from an emergency, the Executive Board is hereby given authority to appoint an Operational Area Coordinator to succeed the initial response Operational Area Coordinator designated pursuant to Section G (1) of this Agreement.

c. Subcommittees and Technical Advisory Groups.

- 1) **Establishment, Support and Coordination.** The Executive Board may establish standing and ad hoc Subcommittees and Technical Advisory Groups to complete its work and to ensure communication and coordination between all interested persons or groups, including but not limited to the COUNTY, SUBDIVISIONS, Orange County Emergency Management Organization, Communications Systems, Transportation, Care and Shelter. Subcommittees and Technical Advisory Groups may each elect a Chairperson and shall provide appropriate staff support from their members. The Operational Area Manager shall provide coordination between these Subcommittees or Technical Advisory Groups and the Executive Board only.

- 2) **OCEMO.** There is hereby established a standing Subcommittee to the Executive Board, the Orange County Emergency Management Organization, hereinafter referred to as "OCEMO". All Council members shall be expected to participate in OCEMO, to the maximum extent possible, with the understanding that the cooperative establishment of the Operational Area Plan, policies and procedures, training and exercises is necessary to ensure that the Operational Area Plan, policies, procedures, training and exercises meet the emergency needs of the SUBDIVISIONS, COUNTY, and Operational Area.
- a) **Members.**
1. **Standing Members.** Standing members include the emergency services coordinators designated annually in writing to the Operational Area Manager by each Party which is a signatory to this Agreement. The COUNTY Emergency Manager shall be the COUNTY Standing member.
 2. **Approved Members.** Designated representatives from other public, non-profit and private emergency response, recovery and management agencies may actively participate as approved members in OCEMO Committees. These agencies may include: Orange County Disaster Recovery Alliance, Volunteer Agencies Active In Disasters, American Red Cross, Volunteer Emergency Preparedness Organization, utilities, military bases, universities and colleges, and the State Office of Emergency Services. Membership shall be granted by the Executive Board annually, upon recommendation made by majority vote of standing members of OCEMO.
 3. **Associate Members.** Members of other organizations may participate as non-voting Associate members.
- b) **Voting.** Each of the Standing and Approved members shall be entitled to one vote. The Representative Board shall determine the issues which require approval of the voting members of OCEMO. However, whenever a majority of all members of OCEMO determine that an issue should be brought before the entire OCEMO membership, it shall be done so irrespective of the fact that the Representative

Board has failed to identify it as an issue. It is not the intent of this Agreement that there be regular meetings of OCEMO. Any member of OCEMO may attend and be heard at the Representative Board meetings and participate in Representative Board committees. The Chair may convene a meeting of OCEMO and/or conduct a vote by proxy. Unless otherwise provided herein, a vote of the majority of those qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area.

- c) **Chair and Vice-Chairs.** The Chair, First and Second Vice Chair shall be elected annually by the Representative Board and shall serve both as the officers of the Representative Board and OCEMO. In the event a tie vote occurs, the vote of the Chair shall not be counted. In the absence of all officers, the members of the Representative Board present shall, by majority vote, select one of the members present to act as Chair Pro Tem.

- d) **Representative Board.** OCEMO shall have a Representative Board, hereinafter referred to as "Representative Board".
 - 1. **Membership.** The membership of the Representative Board shall be comprised of the following standing members:
 - a. The COUNTY Emergency Manager/
Operational Area Manager
 - b. The Cities' Emergency Services
Coordinators
 - c. One representative selected jointly by the
Orange County Superintendent of Schools,
Community Colleges and School Districts
 - d. One representative selected jointly by the
Water and Irrigation Districts
 - e. A representative from the Orange County
Transportation Authority

- f. One representative selected jointly by the Sanitation Districts
 - g. One representative selected jointly by the Sanitary Districts
 - h. A representative from the Parks and Recreation District
 - i. A representative selected jointly by the Library Districts
 - j. A representative from the Cemetery District
 - k. A representative from the Vector Control District
 - l. A representative from the Storm District
 - m. A representative selected jointly by the Community Services Districts
2. **Voting.** Each of the Representative Board members shall be entitled to one vote. A majority of the Representative Board shall constitute a quorum for the transaction of business relating to OCEMO. Unless otherwise provided herein, a vote of the majority of those present and qualified to vote shall be sufficient for the adoption of any motion, resolution or order and to take any other action deemed appropriate to carry forward the objectives of the Operational Area.
3. **Committees.** The Representative Board may establish Committees to accomplish the OCEMO duties. All OCEMO members are expected to participate in the Committees to the maximum extent possible.
- e) **Executive Council.** The OCEMO Executive Council shall consist of the OCEMO Chair, First and Second Vice Chair, the immediate past Chair, and the COUNTY Emergency Manager/Operational Area Manager. The Executive Council may meet at the request of the Chair to develop agendas and plans, and to analyze issues to be presented to the OCEMO Representative Board.

- f) **Staff Support.** The COUNTY shall provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.
- g) **Purpose.** As a Subcommittee responsible to the Executive Board, the purposes of OCEMO include the following:
1. **Operational Area Plan.** Development and maintenance of the Operational Area Emergency Plan as described in SEMS and approved by the Executive Board.
 2. **Standard Operating Procedures.** Development and maintenance of Operational Area standard operating procedures and Operational Area Emergency Operations Center procedures and guidelines for use during emergencies, reviewed and approved by the Operational Area Mutual Aid Coordinators.
 3. **Emergency Training and Exercises.** Coordinate an annual Operational Area exercise as required by SEMS and coordinate training of personnel who are part of the Operational Area Emergency Organization.
 4. **Efficiency and Effectiveness.** Identify, examine and develop plans and programs of concern to all SUBDIVISIONS and the COUNTY, and coordinate the development of appropriate plans and programs leading toward an integrated Operational Area approach to preparedness for emergencies, including use of cost efficient and effective, coordinated public education and individual emergency preparedness programs.
 5. **Legislation.** Review and report on legislation impacting emergency plans and programs and propose concepts for new legislation for consideration by the Executive Board.
 6. **Plans and Agreements.** Review proposals of emergency mutual aid plans and agreements and

make recommendations on approval of such proposals to the Executive Board.

7. **After Action Reports.** Develop after action reports for the Executive Board, following emergencies in which the Operational Area is activated.
 8. **Other.** Other duties and responsibilities as delegated by the Executive Board.
- h) **Meetings.** The Representative Board shall meet every other month. Special meetings of the Representative Board may be called by the Chair. Committees shall meet twice a month until the Operational Area Emergency Plan and procedures, exercise schedule and training, as required by SEMS are completed, and as necessary thereafter.
 - i) **Finances.** OCEMO has no authority to bind the COUNTY or any SUBDIVISION to any financial arrangement.
- d. **Operational Area Executive Board Emergency Advisory Capacity.** The Executive Board may be convened by the Chair to review the potential or actual emergency situation and make and receive appropriate recommendations from the Operational Area Coordinator, as designated below, and Council members.

G. CREATION AND POWERS AND DUTIES OF OPERATIONAL AREA COORDINATOR:

- (1) **Operational Area Coordinator.** By this Agreement, Council designates an Operational Area Coordinator, hereinafter referred to as "Coordinator" Based on the type of disaster described below, the initial response Coordinator shall be the incumbent of the position designated below:
 - a. **Law Enforcement Mutual Aid Coordinator.** The Law Enforcement Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where evacuation, law and order are of the highest priority as related to earthquake, tsunami, nuclear power plant emergency, civil disturbance, terrorism, or act of war.
 - b. **Fire and Rescue Mutual Aid Coordinator.** The Fire and Rescue Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where the life or safety of the public is threatened due to fire, mass casualty emergency, or hazardous materials release.

- c. **Public Works Mutual Aid Coordinator.** The Public Works Mutual Aid Coordinator is designated as the initial response Coordinator for emergencies where public works or environmental protection resources shall be the primary method used for mitigation and recovery such as during flood, storm, dam failure or oil spill.
 - d. **Health Care Mutual Aid Coordinator.** The Health Care Mutual Aid Coordinator is designated as the as the initial response Coordinator for emergencies where there is a threat of an epidemic or a declared epidemic.
 - e. **Alternates to the Operational Area Coordinator.** Each incumbent of a position eligible to act as the initial response Coordinator shall annually designate, in writing by name and in order of succession, a minimum of two alternates. This designation shall be filed with the Operational Area Manager as described in Section H of this Agreement, no later than July 1st of each year.
 - f. **Line of Succession.** In the event that neither the designated initial response Coordinator nor either of the designated alternates is available to serve in the capacity of the initial response Coordinator, the following line of succession shall be used to ensure continuity of Operational Area operations during times of emergency:
 - 1) **Law Enforcement Mutual Aid Coordinator and two designated alternates.**
 - 2) **Fire and Rescue Mutual Aid Coordinator and two designated alternates.**
 - 3) **Public Works Mutual Aid Coordinator, and two designated alternates.**
 - 4) **Health Care Agency Mutual Aid Coordinator and two designated alternates.**
- (2) **Unified Command and Joint Operational Area Coordinator.** Where appropriate, the Coordinator shall use a unified command, which is standard procedure for emergencies which involve multiple jurisdictions or professional disciplines.
- (3) **Successor to the Initial Response Operations Coordinator.** Due to the changing circumstances and requirements of emergencies, especially in transition from the response to and recovery from an emergency, the Executive Board is hereby given authority to appoint successor Operational Area Coordinator(s) to succeed the initial response Operational Area Coordinator designated pursuant to Section G (1) of this Agreement. The successor Coordinator(s) shall have the

same powers and duties as the initial response Coordinator, as specified in Section G (4) of this Agreement.

- (4) **Powers and Duties.** The Coordinator shall direct and coordinate the Operational Area during times of emergency. The Coordinator shall have the following duties and powers:
- a. **Direction and Coordination.** Serve as key decision maker, in the Operational Area Emergency Operations Center providing direction and coordination necessary to accomplish the purposes of this Agreement and responsibilities of the Operational Area Lead as specified in Title 19 California Code of Regulations Section 2409 (e).
 - b. **Operational Area Representative.** Represent the Operational Area in all dealings with the public or private agencies on matters pertaining to emergencies as defined herein.
 - c. **Emergency Public Information.** Appoint a Public Information Officer to coordinate the dissemination of all emergency information, press releases, and public statements, to prevent conflicting information, misinformation, and the initiation of rumors, as appropriate to the type of emergency confronting the Operational Area.
 - d. **Emergency Proclamations.** Each SUBDIVISION shall retain the powers and responsibilities granted by law to proclaim an emergency in its jurisdiction, according to procedures set forth by the jurisdiction. The COUNTY Board of Supervisors shall retain the powers and responsibilities granted by law to proclaim an emergency in the County geographic area, according to procedures set forth in COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange and COUNTY Board of Supervisors Resolution 95-386, as presently existing or as hereafter amended.

H. CREATION OF POSITION AND POWERS AND DUTIES OF OPERATIONAL AREA MANAGER:

- (1) **Operational Area Manager.** The position of the Operational Area Manager is hereby created. The Operational Area Manager shall be the COUNTY Emergency Manager as specified by COUNTY Ordinance No. 3915, Section 3-1-6 of the Codified Ordinances of the County of Orange and COUNTY Board of Supervisors Resolution 95-386, as presently existing or as hereafter amended.
- (2) **Powers and Duties.** The Operational Area Manager shall have the following powers and duties:

- a. **Staff to the Operational Area Executive Board.** Serve as staff to the Executive Board, maintain close liaison with the Executive Board, and coordinate all activities of assigned Operational Area staff with the Executive Board.
- b. **Daily Coordination and Assistance.** Direct the daily coordination and cooperation between the Operational Area staff and the Operational Area Emergency Organization, and Executive Board Subcommittees, including OCEMO. Resolve questions of authority and responsibility that may arise between them, and work closely with and assist the Executive Board, as required.
- c. **Emergency Operations Center Maintenance.** Maintain the Operational Area Emergency Operations Center in a constant state of readiness, providing staff as needed to support the Emergency Operations Center operations during times of emergency in order to coordinate emergency information between the COUNTY and all SUBDIVISIONS, state and federal agencies, and volunteer organizations.
- d. **Notification of Emergency Operation Center Activation.** Notify the Executive Board and Board of Supervisors of an Emergency Operations Center activation as soon as practical, and keep the Executive Board and Board of Supervisors informed on all aspects of a current emergency situation as soon as information becomes available.
- e. **OCEMO Support.** Provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.
- f. **Budget and Staffing.** Develop an annual operating budget and staffing recommendations and monitor the Operational Area expenditures at the direction of and for the approval of the Executive Board.
- g. **After Action Reports.** Coordinate with OCEMO the development of after action reports for the Executive Board, following emergencies in which the Operational Area is activated.

I. OPERATIONAL AREA EMERGENCY PLAN: Under the direction of the Executive Board, OCEMO shall be responsible for ensuring the development and maintenance of the Operational Area Emergency Plan, which shall provide for the effective mobilization of all of the resources of the Operational Area, both public and private, to meet any condition constituting an emergency; and shall provide for the organization, powers and duties, and staff of the Operational Area Emergency Organization as described in Section M of this Agreement.

- (1) **Compliance.** The Operational Area Emergency Plan shall comply with applicable local, state and federal planning criteria, analyze the risks faced by the

Operational Area, assign functional responsibilities to Mutual aid organizations, COUNTY agencies/departments, SUBDIVISIONS, and personnel, and assign lines of succession for the members of the Operational Area Emergency Organization.

- (2) **Functional assignments.** The Operational Area Emergency Plan shall include the functions assigned to the mutual aid organizations, COUNTY agencies/departments and SUBDIVISIONS, and it shall be the responsibility of the agency/department heads and SUBDIVISIONS to appoint coordinators who shall report to the Emergency Operations Center and carry out the assigned duties as appropriate.
- (3) **Adoption.** The Emergency Plan shall not be effective until adopted by the Executive Board and a majority of all Council members.

J. COUNTY SPECIFIC RESPONSIBILITIES. The COUNTY shall act as the Operational Area Lead Agency. The Operational Area Lead Agency shall have the following responsibilities to the Operational Area in addition to those member responsibilities specified under Section K of this Agreement:

- (1) **24 Hour Contact Point.** The COUNTY shall provide the 24 hour contact point for the Operational Area and act as lead in activating the Operational Area Emergency Operations Center, hereinafter referred to as "OAEOC".
- (2) **Operational Area Emergency Operations Center.** The COUNTY Emergency Operations Center located at 2644 Santiago Canyon Road, in Silverado, California and Alternate Emergency Operations Center, as designated, shall serve as the OAEOC.
- (3) **Initial EOC Activation Staffing.** The COUNTY shall provide initial OAEOC activation staff. SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing.
- (4) **EOC Maintenance.** COUNTY Emergency Management staff shall be responsible for ensuring the OAEOC is maintained in a state of constant readiness.
- (5) **Operational Area Council Executive Board Support.** The COUNTY shall provide support to the Executive Board for agendas and minutes for meetings and coordinating follow up only. Staff support to Subcommittees and Technical Advisory Groups shall be provided by Council members and their representatives.
- (6) **OCEMO Support.** The COUNTY shall provide support to the OCEMO Representative Board for agendas and minutes only. Staff support to OCEMO Committees shall be provided by OCEMO members.

K. OPERATIONAL AREA COUNCIL MEMBER RESPONSIBILITIES: Members of the Operational Area Council shall have the responsibilities as set forth below:

- (1) **Participation.** Actively participate as a member in the Council, Executive Board if designated, Subcommittees and Technical Advisory Groups including OCEMO, and in the Operational Area Emergency Organization, including providing staff to support the work of the Executive Board, Subcommittees and Technical Advisory Groups.
- (2) **Emergency Plan and Organization.** Maintain an emergency plan and organization to provide for the emergency needs in the SUBDIVISION according to SEMS, and coordinate with and, where able, support other SUBDIVISIONS, the COUNTY, and the OAEOC.
- (3) **Emergency Management Program.** Develop an emergency management program which shall provide for the needs of the SUBDIVISION, which shall be complementary to and compatible and coordinated with the needs of the Operational Area in the event of an emergency.
- (4) **Emergency Assistance.** Provide assistance during an emergency:
 - a. **Capabilities and Agreements.** SUBDIVISIONS shall offer assistance within the limits of capabilities and according to applicable mutual aid agreements.
 - b. **EOC Staffing.** SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing.
- (5) **Resource list.** Maintain a current resource listing of the facilities, equipment and supplies available in the jurisdiction for use in the event of an emergency.
- (6) **Cooperation.** Promote cooperation among all SUBDIVISIONS in order to improve the overall Operational Area emergency management program.
- (7) **Training and Exercises.** Assure training and exercises within the SUBDIVISION and Operational Area, maintain a thorough knowledge of the Operational Area Emergency Plan and ensure that the supporting services and key personnel are properly trained and organized to meet all of their responsibilities in the event of an emergency.
- (8) **Emergency Notifications.** Ensure that internal and Operational Area emergency notification lists are kept current.
- (9) **Procedures.** Develop SUBDIVISION procedures which outline the steps necessary to complete tasks as a member of the Operational Area.

- (10) **Critical Personnel.** Identify at least two alternates for each person deemed critical to SUBDIVISION and Operational Area operations, either to serve in the capacity of the primary contact when (s)he is not available, or to facilitate 24 hour operation when needed in times of emergency.

L. OPERATIONAL AREA EXPENSES AND REVENUES

- (1) **Minimum costs/efficiency.** All costs shall be kept to a minimum, and efficiencies in use of staff, materials, etc. shall be a priority.
- (2) **Costs of Operational Area EOC Emergency Activation.** The COUNTY declares its willingness to provide the Operational Area 24 hour contact point, the OAEOC and initial OAEOC staffing, and to activate the OAEOC as required by SEMS as set forth in Section N (4) of this Agreement. The COUNTY shall exercise prudence in the staffing and level of activation, and shall deactivate the OAEOC when requested by SUBDIVISION(s) or as soon as practical, as allowed by law. The COUNTY is to act as a member of the Operational Area only and shall not be solely responsible for the costs of activating the OAEOC. The Executive Board shall be responsible for the development of policy and procedures similar to other mutual aid agreements where in SUBDIVISION(s) requiring activation of the OAEOC shall be responsible for reimbursement of the COUNTY and other SUBDIVISIONS for the cost of activation, if the COUNTY does not activate the OAEOC for its use, and cannot legally declare an emergency for the purposes of reimbursement from the State or Federal governments.
- (3) **Operational Area Administrative Expenses.** The Executive Board shall be responsible for acquisition and distribution of Emergency Management Assistance grant funds, and any other funds, to cover the administrative costs of the Operational Area, including any reimbursement to the COUNTY for services requested of the COUNTY pursuant to this subsection. The Executive Board shall be responsible for determining the potential source of, and for acquiring funds or staff time to match the grant(s). The COUNTY shall provide administrative staffing for the Operational Area, as determined by the Executive Board and/or Council in the annual budget, to carry out the duties as delineated in Section H of this Agreement. The COUNTY is to act as a member of the Operational Area only and shall not be solely responsible for the costs of administering the Operational Area.
- (4) **Emergency Expenses.** During emergencies, all Parties shall be expected to participate, according to mutual aid and other agreements, and to the maximum extent possible, with the understanding that during an emergency the priority is life, safety, property and the environment, regardless of which jurisdiction is impacted.
- (5) **Emergency Aid to Parties.** Nothing herein shall be construed to restrict or control any Party's right or ability to apply for or receive emergency aid, loans or

grants from any source including the State and Federal government. Neither any Party nor the Operational Area shall have any claim upon or interest in any emergency aid funds obtained by any other Party for its emergency expenses, with the exception that SUBDIVISIONS may be responsible for reimbursement of OAEOC activation costs as set forth in Section (L) of this Agreement.

M. DESCRIPTION, FUNCTION AND DUTIES OF THE OPERATIONAL AREA EMERGENCY ORGANIZATION

- (1) **Description.** All officers and employees of the Parties, 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 pressed into service under the provisions of COUNTY Ordinance No. 3915 Section 3-1-6 of the Codified Ordinances of the County of Orange as presently existing or as hereafter amended, shall constitute the Operational Area Emergency Organization, and shall be charged with duties incidental to the protection of life and property in the Operational Area during times of emergency.
- (2) **Functions and Duties.** The functions and duties of the Operational Area Emergency Organization shall be distributed among such Mutual aid organizations, COUNTY agencies/departments, SUBDIVISIONS, and staff as the Operational Area Emergency Plan shall prescribe. The form of the organization, titles and terminology shall conform to SEMS.

N. ACTIVATION OF THE OPERATIONAL AREA EMERGENCY OPERATIONS CENTER

- (1) **Location.** The COUNTY Emergency Operations Center located at 2644 Santiago Canyon Rd., Silverado, California, or alternate as designated, shall serve as the OAEOC. Communication connection to the OAEOC shall be the responsibility of each SUBDIVISION and Mutual aid Coordinator or their representative.
- (2) **Virtual Operational Area EOC.** The OAEOC shall be used as the communication and coordination center and in so far as possible, function as a virtual OAEOC, utilizing any available telecommunication resources so that Parties may communicate without collocation. However, to ensure communication, it may be necessary for representatives and any support staff they may require to be present at the OAEOC. SUBDIVISIONS not present shall be responsible for establishing direct contact with the OAEOC.
- (3) **Staff for the Operational Area Emergency Operations Center**
 - a. **OAEOC Maintenance.** COUNTY Emergency Management staff shall be responsible for ensuring the OAEOC is maintained in a state of constant readiness.

- b. **Initial Activation and Beyond.** The COUNTY shall provide initial OAEOC activation staff. SUBDIVISIONS with available resources shall provide secondary and relief OAEOC staffing. emergency management or other mutual aid shall be used to staff the OAEOC as necessary.
- c. **Mutual Aid Coordinators.** Mutual Aid Coordinators may be present in the OAEOC, but if not present, shall be responsible for establishing direct contact with the OAEOC.

(4) **Required Activation:**

- a. **Support to Emergency.** The Operational Area functions as support to the local government and field response and does not command the emergency response directly.
- b. **Conditions.** Activation of the OAEOC is required by SEMS, Title 19 California Code of Regulations Section 2409 (f), under the following conditions:
 - 1) **On Request.** “A local government within the Operational Area has activated its EOC and requested activation of the Operational Area to support their emergency operations.”
 - 2) **Two City Local Emergency.** “Two or more cities within the Operational Area have declared or proclaimed a local emergency.”
 - 3) **COUNTY and City Local Emergency.** “The County and one or more cities have declared or proclaimed a local emergency.”
 - 4) **Request for Governor’s Proclamation.** “A city, city and County, or County has requested a governor’s proclamation of a state of emergency, as defined in Government Code 8558(b).”
 - 5) **State of Emergency.** “A state of emergency is proclaimed by the governor for the County or two or more cities within the Operational Area.”
 - 6) **Request for Outside Resources.** “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.”

- 7) **Request for Operational Area Resources.** “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 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.”

c. **Activation Levels.** The OAEOC activation levels are described below:

- 1) **Activation Level One.** Level One shall mean activation of the OAEOC at a minimum level with COUNTY emergency management staff to prepare the OAEOC and notify the Operational Area Emergency Organization and coordinate information among the members of the Operational Area and with Regional State officials as required by SEMS.
- 2) **Activation Level Two.** Level Two shall mean partial activation of the OAEOC, staffed by the Operational Area Coordinator or alternate, COUNTY emergency management personnel, along with personnel from COUNTY agencies/departments and other personnel selected to meet the functional needs of the emergency Operational Area Emergency Organization during times of emergency.
- 3) **Activation Level Three.** Level Three shall mean full activation of the OAEOC, including all personnel as indicated at level two plus the Executive Board, who shall serve as the Policy Group to advise the Coordinator on the use of resources in response to the disaster, establish policies, rules and regulations regarding the disaster and the subsequent recovery operations, and prioritize resources to effectively mitigate the disaster.

O. EFFECTIVE DATE: This Agreement shall become effective upon the approval and execution by the COUNTY Board of Supervisors and at least one SUBDIVISION. Any SUBDIVISION in Orange County may become a Party hereto by executing this Agreement. Notice shall be provided to the COUNTY upon a SUBDIVISION’s execution of this Agreement as indicated in Section T of this Agreement.

P. WITHDRAWAL: Any Party may withdraw from this Agreement by providing written notice to the COUNTY. Said notice shall be given 30 days before withdrawal from this Agreement.

Q. SUSPENSION OF VOTING PRIVILEGES: In the event Operational Area fees are adopted, a Party’s failure to pay said fees within 60 days after said fees become due, shall result in the immediate suspension of that Party’s voting privileges in matters considered by any body,

board, subcommittee, committee, or group established by this Agreement. Voting privileges shall be restored upon payment.

R. INDEMNIFICATION: Each Party shall defend, indemnify and hold harmless the other Parties, and their officers, agents, employees and representatives from any and all losses, liability, damages, claims, suits, actions, administrative proceedings, demands, and litigation, and all expenses and costs relating to acts or omissions of the indemnitor, its officers, agents, employees, or representatives arising out of or incidental to performance under this Agreement. No Party assumes liability for the acts or omissions of persons other than that Party's respective officers, agents, employees or representatives.

S. COUNTERPARTS: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument.

T. AMENDMENT: This Agreement may not be amended or modified except in a writing executed by a majority of all Parties.

ORANGE COUNTY

OPERATIONAL AREA AGREEMENT

Clarification of Operational Area, Operational Area Executive Board, and Operational Area Coordinator Roles and Responsibilities

Addendum 1

CLARIFICATION OF OPERATIONAL AREA ROLES AND RESPONSIBILITIES

The Operational Area Agreement and Emergency Plan are based on the policies established by the SEMS Regulations; in regard to the role of the Operational Area Coordinator (OAC), Operational Area Executive Board (Executive Board), Operational Area Council (OA Council) and overall Operational Area (OA) operations.

OPERATIONAL AREA- PURPOSE, RESPONSIBILITIES AND AUTHORITIES

WHERE

SEMS Regulations
2403 (3)

WHAT

OA level manages and/or coordinates information, resources, and priorities among local government within the OA and serves as coordination and communication link with Region.

SEMS Regulations
2409 (e) (3)

The lead agency of the OA shall:
Use multi-agency or interagency coordination to facilitate decisions for overall OA level emergency response activities.

Contrast of Authorities between Field Response and OA

SEMS Regulations
2405 Field Response Level (1) (A)

Command is the directing, ordering and controlling of resources by virtue of explicit legal, agency, or delegated authority.

SEMS Regulations
2409 (a)

OA Level is used by the county and political subdivisions for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operations centers and the operations centers of the political subdivisions.

SEMS Regulations
2409(e) (1) and (2)

The lead agency of the OA shall:
Coordinate information, resources and priorities among the local governments and between the regional level and local government level.
“Coordination of Fire and Law Enforcement resources shall be accomplished through their respective mutual aid systems”.

OA Emergency Plan
Management Section Annex A
pg 2

The OA is a communication and coordination point that provides support for Mutual Aid Coordinators, OA members and the State. It does not command or control emergency operations.

ALSO:

OA Emergency Plan
Management Section Annex A
pg 7 III D 4 a

EXECUTIVE BOARD RESPONSIBILITIES AND AUTHORITIES

The Executive Board is responsible for working with the OAC in setting OA policy and priorities, is notified, convened and co-located with the OAC in the Command Center, is responsible to represent their appointing organizations and the expertise, resources and policies of their organizations and to convene a MACS as appropriate.

WHERE

OA Emergency Plan
Management Section Annex A
Enclosure A-1 pg 1 II A 2

OA Agreement
pg 4 F (1) c

ALSO:

OA Emergency Plan
Management Section Annex A
pg 5 III A 5

AND:

OA Emergency Plan
Management Section Annex A
Enclosure A-1 pg 15 IV A

OA Agreement
pg 3 F (1) b
AND:
pg 5 F (2) b

OA Agreement
pg 4 F (2) a

OA Agreement
pg 5 F (2) b

OA Agreement
pg 5 F (2) b 4)

OA Agreement
pg 7 F (2) b 5)
AND:
pg 14 G (3)

OA Emergency Plan
Management Section Annex A
pg 9 III 4 d

WHAT

Support the OAC by providing policy and priority advice and by convening a MACS as appropriate.

Convene the OA Council (Multi-Agency Coordination System).

Identify OA policy issues for submittal to OA Council.

Represent expertise and interests of Mutual Aid, jurisdictional, and professional disciplines.

Oversee OA Manager
Develop OA policies and Emergency Plan
Develop OA Budget
Review and impact legal requirements

Advise OA Council on Recovery

Appoint successor to the initial response OAC.

OAC responsibilities may be transferred at the discretion of the Executive Board. Due to changing requirements of emergencies, the Executive Board may appoint successor OAC(s).

EXECUTIVE BOARD RESPONSIBILITIES AND AUTHORITIES, CONT.WHERE

OA Agreement
pg 12 F (2) d

WHAT

Review the emergency situation and make and receive appropriate recommendations to the OAC and OA Council.

OA Agreement
pg 16 H (2) d

Be notified and keep apprised of the emergency situation.

OA Agreement
pg 21 L (3) c

Mutual Aid Coordinators may be present, but if not present, shall be responsible for establishing direct contact with the OA EOC.

ALSO:

OA Emergency Plan
Management Section Annex A
pg 7 III D 3 c

OA Emergency Plan
Management Section Annex A
AND:
Enclosure A-3 pg 4

Executive Board is convened in the Command Center with the OAC to ensure communication and coordination.

OA Emergency Plan
Management Section Annex A
Enclosure A-4 pg 3 and continuing

Executive Board is notified of activation of the EOC, is kept apprised of the situation and is convened by the Chair as appropriate.

OA Agreement
pg 23 N (4) c 3)

Activation Level Three shall mean full activation the OA EOC, including the Executive Board, to advise the OAC on the use of resources in response to the disaster, establish policies, rules and regulations regarding the disaster and the subsequent recovery operations and prioritize resources to also effectively mitigate the disaster.

ALSO:

OA Emergency Plan
Management Section Annex A
pg 8 III D 4 c 3) which continues:

The Executive Board and OAC will be responsible for establishing a MAC including representatives of affected jurisdictions as appropriate.

OA Emergency Plan
Management Section Annex A
Enclosure A-1 pg 6 III C

Description of duties

Appendix A-2

Executive Board EOC Checklist

OAC RESPONSIBILITIES AND AUTHORITIES

The OAC is responsible for direction of the OA EOC, for working with the Executive Board in setting OA policies and priorities, and ensuring coordination and communication of policy decisions, resource needs and priorities between OA members and the State throughout the emergency.

WHERE

OA Emergency Plan
Management Section Annex A
Enclosure A-1, pg 1 II A 1

WHAT

OAC is responsible for management of the OA EOC and overall coordination and communication between the OA members and the state.

OA Agreement
pg 14 G (2)

Where appropriate, the Coordinator shall use a unified command, which is standard procedure for emergencies which involve multiple jurisdictions or professional disciplines.

ALSO:

Operational Area Emergency Plan
Management Section Annex A
pg 4 III A 3 e

OA Agreement
pg 14 G (4) a

Direct and coordinate the Operational Area, serve as key decision maker in the OA EOC, providing direction and coordination necessary to accomplish the purposes of the OA Agreement and responsibilities of OA lead agency as specified by SEMS Regulations 2409 (e) see citation above).

OA Emergency Plan
Management Section Annex A
pg 2 III A

The OA emergency organization is managed by the OAC who reports to the OA Council. The OAC is supported by advice from the Executive Board and affected jurisdictions in a MACS.

OA Emergency Plan
Management Section Annex A
pg 4 III A e, following paragraph

The initial response OAC authorizes full activation of the OA EOC and responds when appropriate to serve as key coordinator; providing direction and coordination necessary to accomplish the responsibilities of the OA EOC.

OA Agreement
pg 23 N (4) c 3)

Activation Level Three shall mean full activation of the OA EOC, including the Executive Board, to advise the OAC on the use of resources in response to the disaster, establish policies, rules and regulations regarding the disaster and the subsequent recovery operations and prioritize resources to also effectively mitigate the disaster.

ALSO:

OA Emergency Plan
Management Section Annex A
pg 8 III D 4 c 3) which continues:

The Executive Board and OAC will be responsible for establishing a MAC including representatives of affected jurisdictions as appropriate.

OAC RESPONSIBILITIES AND AUTHORITIES, CONT.

WHERE

OA Agreement
pg 14 G (4) b

OA Agreement
pg 15 G (4) c

ALSO:

OA Emergency Plan
Management Section Annex A
Enclosure A-1pg 4 IIIB

AND:

Appendix A-1

WHAT

Represent the OA in dealings with public or private agencies.

Appoint OA Public Information Officer.

Description of duties.

OAC EOC Checklist.

ORANGE COUNTY

OPERATIONAL AREA AGREEMENT

Addendum 2

ORANGE COUNTY OPERATIONAL AREA POLICY AND PROCEDURE**Subject:**

Operational Area Administration Financing (including Use of Emergency Management Assistance Program Grant).

Reference:

Operational Area Agreement Section L (2), page 19.

Background:

The Operational Area Executive Board is responsible to prepare a strategic plan and budget for the Operational Area annually, including how the Operational Area will be financed and use of any grant funds.

Policy:

All grant funds received will be used for the benefit of the Operational Area. Administrative services for the Operational Area will have the first priority for grant funding, as approved by the Operational Area Executive Board. Remaining grant funds will be distributed by the Operational Area Executive Board, consistent with the requirements of the grant funding agency. The goal of any distribution of grant funds shall be to maximize funds for program implementation and minimize costs for accounting and administering the grants.

Procedure:

1. The Operational Area Manager shall present an annual administrative budget for review and approval of the Operational Area Executive Board based on the Board's approved strategic plan.
2. The Operational Area Manager shall present a report on any grant funds available and the requirements to receive the grant.
3. The Executive Board shall have responsibility to approve the budget.
4. The Executive Board shall determine how grant funds will be distributed, with first priority being given to the administrative budget.
5. Grant funds available after Operational Area administrative costs are covered shall be distributed at the discretion of the Board, consistent with the requirements of the grant funding agency.

1997 Proposed EMA Grant Funds Distribution 6/20/97

The proposed Operational Area EMA Grant Guidelines are as follows. The assumption is that this grant requires a dollar for dollar match by each organization receiving funds.

1. Only the Operational Area Lead Agency and the 31 cities are eligible to apply for EMA funding.
2. To become an eligible city, the city representative must attend at least half of the OCEMO meetings per year.
3. To become an eligible city, the city must activate its EOC annually either for an actual occurrence or an exercise.
4. To become an eligible city, the city must participate in an Operational Area functional exercise at least once a year.
5. If in the future, funding cuts occur, the OA Lead Agency will receive and is required to match no more than 50% of the total allotment for Orange County. In FY 1997/98 the OA Lead Agency is anticipated to receive \$115,773 of an estimated \$246,319 allocation.
6. All total city EMA funds will be divided by city population between the cities that are participating in the EMA funding program. Cities must complete the Orange County Operational Area EMA Application Form. Each approved city must complete the Orange County Operational Area EMA activities Form which must be attested to by the City Manager or designee. These forms must be submitted to the OA Executive Board and approved to receive EMA funding.
7. Funding is available regardless of membership status in the Operational Area.
8. The hours to be devoted to emergency management will be determined by state guidelines. The State has required that a city must have at least a 50% employee (20 hours per week) devoted to emergency management. Should the State or FEMA eliminate this criteria, each city should at least identify an employee who will be responsible for the above criteria.

**Orange County Operational Area EMA Application Form
For the period October 1, 1999-September 30, 2000**

It is hereby agreed that the City of _____ shall meet the following requirements to receive an Emergency Management Assistance Program Grant:

1. The city representative, _____, will attend at least half of the OCEMO meetings per year.
2. The city will activate its EOC this year for an exercise, unless it is activated for an actual emergency.
3. The city will participate in the Operational Area functional exercise this year.
4. The City will receive a per capita allocation of the total funds available to cities, dependent upon the number of cities that are participating in the EMA funding program. The city will complete the Orange County Operational Area EMA activities Form which must be attested to by the City Manager or designee. The form will be submitted to the OA Executive Board and approved before any EMA funding will be received.

City Manager Signature: _____ Date: _____

**Orange County Operational Area EMA Activities Form
For the period October 1, 1998 - September 30, 1999**

The City of _____ certifies that it has met the following requirements to receive an Emergency Management Assistance Program Grant:

- 1. The city representative attended at least half of the OCEMO meetings per year.
Name: _____
Meetings Attended (Dates): _____

- 2. The city activated its EOC this year for an exercise on _____,
Or the city activated its EOC for an actual emergency on _____.

- 3. The city participated in the Operational Area functional exercise this year by:
(check all that apply)
 activating its EOC
 providing staff for the OA EOC
 providing staff for other jurisdiction's EOCs
 providing controllers, simulators or evaluators
 participating in the OA Exercise Design Committee

- 4. The City anticipates receipt of \$ _____, per the allocation letter received. This is a per capita allocation of the total funds available to cities, dependent upon the number of cities that are participating in the EMA funding program.

- 5. The city has met the state requirement for hours to be devoted to emergency management. (The State has required that a city must have at least a 50% employee [20 hours per week] devoted to emergency management.), or (if there are no state requirements), the city identified _____ as the employee who was responsible for the above criteria.

Submittal of this form is a request for approval by the OA Executive Board for disbursement of the allocated EMA funding.

Attest: _____
(City Manager or Designee)

Date: _____

ORANGE COUNTY

OPERATIONAL AREA AGREEMENT

MUTUAL AID PLAN

Addendum 3

ORANGE COUNTY OPERATIONAL AREA POLICY AND PROCEDURE

Subject:

Operational Area Emergency Operations and Mutual Aid Financing

Reference:

Operational Area Agreement Section L (2), page 19.

Background:

The Operational Area Executive Board is responsible to approve plans and procedures for the Operational Area emergency operations. It was identified that a policy to ensure OA EOC costs are controlled and allocated would be advantageous to all of the Operational Area members. In addition, it was determined that a mutual aid policy which allowed sharing of human resources beyond those covered by currently existing mutual aid agreements would be desirable both in staffing the OA EOC and other emergency response locations and organizations.

Policy:

Mutual Aid is requested and provided because it is needed to respond to an emergency, not because it is anticipated that local government will be reimbursed by state or federal disaster funds.

Any legally required Operational Area EOC activation lasting less than 12 hours will be provided at no cost to the requesting jurisdiction. Beyond this initial 12 hour activation period, all personnel and equipment costs associated with the emergency shall be the responsibility of the requesting agency, including direct, indirect and equipment costs.

Reimbursement claims will be handled by the responding jurisdiction invoicing the requesting jurisdiction for all actual costs, including direct, indirect and equipment costs. Individuals providing Mutual Aid will be responsible for maintaining their own logs time sheets, travel claims and other documentation necessary for reimbursement, this documentation will be submitted to the agency who will invoice the requesting jurisdiction.

Upon notification of the request for the activation of the OA EOC, the Operational Area Manager shall discuss the level of activation and staffing with the requesting jurisdiction. After activation, the requesting jurisdiction will also be responsible for determining whether a second shift will be necessary and the level of activation and staffing required.

Procedure:

1. The Operational Area activation procedure is found in Appendix D-1 of the Operational Area Emergency Plan.
2. The Operational Area Mutual Aid Plan is attached.

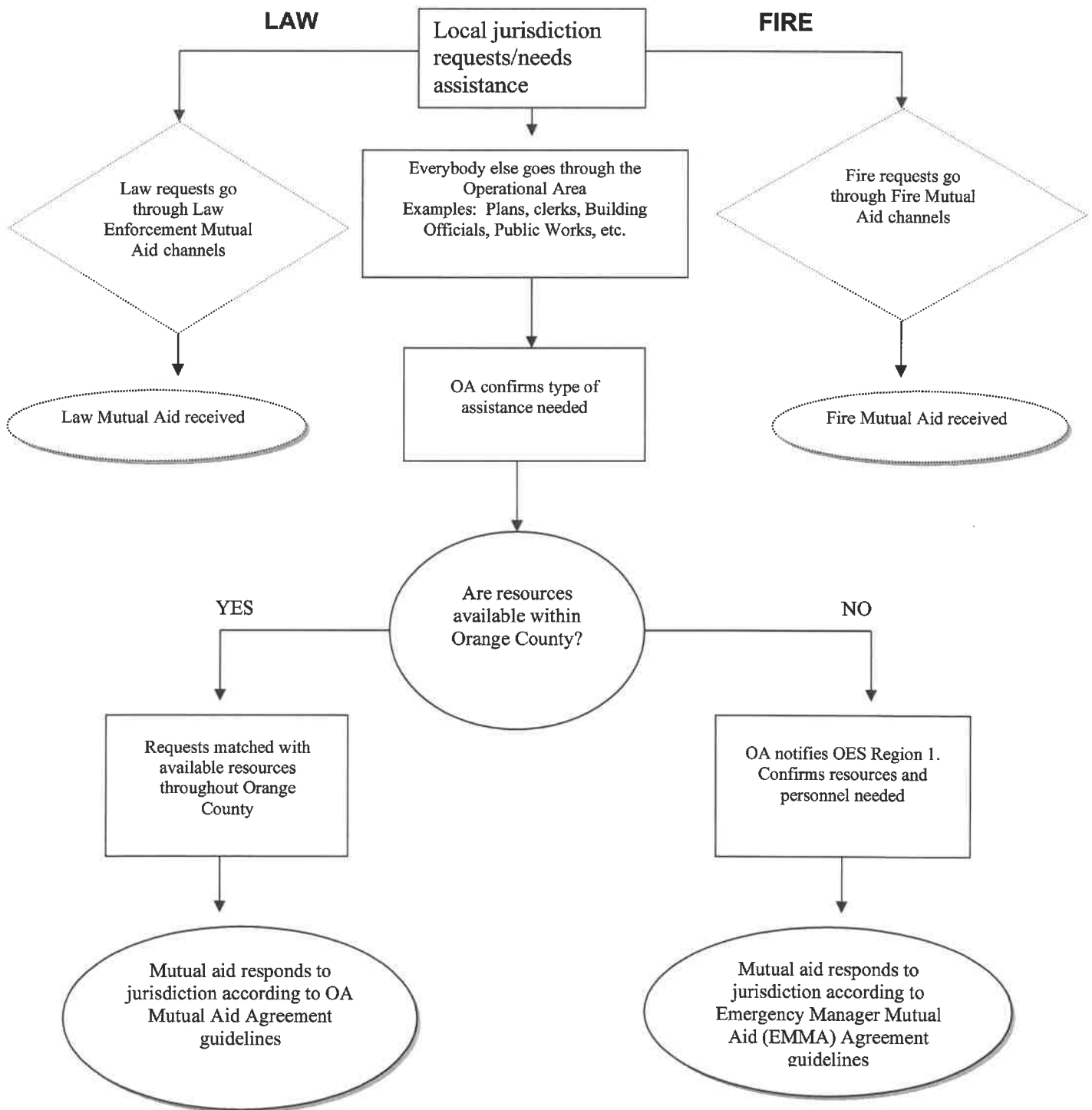
ORANGE COUNTY

OPERATIONAL AREA

MUTUAL AID PLAN

APPROVED: August 20, 1997

OPERATIONAL AREA MUTUAL AID DIAGRAM



OPERATIONAL AREA MUTUAL AID POLICY

This policy has three parts: Part One outlines the policy and procedures; Part Two contains more specific checklists; and Part Three contains forms.

PART ONE

I. Introduction

A. Purpose

The purpose of the Operational Area Mutual Aid Policy (OAMA) is to support disaster operations in the Operational Area EOC and effected Orange County jurisdictions by coordinating and providing mutual aid assistance as requested and necessary.

B. Objectives

1. Provide emergency response and management personnel to support local jurisdictions and the Operational Area.
2. Coordinate reception, assignment and training of assigned personnel.
3. Maintain the Operational Area Mutual Aid Policy.
4. Coordinate training for Operational Area response personnel through SEMS training, emergency management course work, exercises and actual emergency response.

II. Background

In 1995, an Operational Area was formed by the Orange County Board of Supervisors to meet the needs and requirements of the Standardized Emergency Management System (SEMS). All cities, special districts and the County in the County of Orange were included as potential members in this agreement, each carrying an equal vote. One of the understandings inherent in this agreement is that all political subdivisions face the potential for emergencies that exceed their capability to respond. Further, it is recognized that the protection of life, property and environment are of first importance, regardless of which jurisdiction is impacted. This policy is designed to provide detailed procedures for use of mutual aid resources within Orange County in the event of an emergency.

III. Authorities

- California Master Mutual Aid Agreement

- Sections 2400-2450 of Title 19, Division 2 of the *California Code of Regulations* (Standardized Emergency Management System)
- California Emergency Services Act
- *California Labor Code*, Section 3211.92 (Disaster Services Worker)
- Operational Area Agreement of the County of Orange and Political Subdivisions

IV. Assumptions

The Operational Area Mutual Aid Policy is based on the following assumptions:

- A. The main tenet of Mutual Aid operations is that there is full commitment of resources by the requesting jurisdiction prior to the initiation of a mutual aid request. This does not require actual exhaustion of all resources but it does anticipate full mobilization and commitment to the emergency.
- B. During a Board of Supervisor's Concurrence, a Governor's Proclamation of a State of Emergency or a Presidential Disaster Declaration, the OA Manager will designate an OAMA Coordinator. The OAMA Coordinator will facilitate coordination and assignment of OA resources.
- C. Requests for mutual aid will follow normal Mutual Aid channels consistent with the California Master Mutual Aid Agreement and SEMS.
- D. Other discipline specific Mutual Aid agreements established outside of this agreement shall take precedence over this agreement (fire, law, medical/health, etc.).
- E. Local government must use SEMS in order to be eligible for state funding of response related costs pursuant to activities identified in the California Code of Regulations. Associated costs incurred by the jurisdictions providing assistance may be eligible for reimbursement as part of "emergency protective measures." These measures are described in the National Disaster Assistance Act (NDAA) when a state of emergency has been declared, and by PL 93-288 when there is a Presidential Declaration.

V. Organization

The OAMA system is composed of emergency management and response personnel from local jurisdictions in the Orange County Operational Area.

- A. The County, cities and special districts will forward their requests for Mutual Aid to the Operational Area.
- B. The Operational Area will act as the coordination point for the County, cities and special districts within its boundaries.

- C. If a request for assistance cannot be met within Orange County, the request will be forwarded to the designated local OES Region Office.

VI. Policies and Procedures

A. General

1. Mutual Aid is requested and provided because it is needed to respond to an emergency, not because it is anticipated that local government will be reimbursed by state or federal disaster funds.
2. Any legally required Operational Area EOC activation lasting less than 12 hours will be provided at no cost to the requesting jurisdiction. Beyond this initial 12-hour activation period, all personnel and equipment costs associated with the emergency shall be the responsibility of the requesting agency, including direct, indirect, and equipment costs.
3. Mutual Aid between local jurisdictions will normally be free for the first 12-hour period, unless costs are otherwise agreed upon by both the requesting and the responding agencies. When Mutual Aid assistance between jurisdictions within the Operational Area exceeds the initial 12-hour response period, the requesting agency agrees to pay the responding agency at their actual cost, including direct, indirect and equipment costs.
4. Reimbursement claims will be handled by the responding jurisdiction invoicing the requesting jurisdiction for all actual costs, including direct, indirect and equipment costs. Individuals providing Mutual Aid will be responsible for maintaining their own logs, time sheets, travel claims, and other documentation necessary for reimbursement. This documentation will be submitted to their agency who will invoice the requesting jurisdiction.

B. Personnel

1. Minimum criteria for selection of personnel will be completion of the Introduction to SEMS course.
2. All Mutual Aid personnel will receive a general information sheet prior to being dispatched to an assignment. (See Part 3 of the Operational Area Mutual Aid Policy, Dispatch Checklist).
3. Upon arrival, the requesting jurisdiction will brief assigned personnel and provide a procedure manual, all paperwork, tools, and equipment necessary to perform OAMA tasks.
4. The requesting jurisdiction may provide identification badges to OAMA personnel upon their arrival. There is no requirement for special identification.

5. Consistent with the organizational structure of SEMS, the position of OAMA coordinator will be a part of the OA Logistics Section (Personnel Branch).

C. Liability

1. Mutual Aid personnel provided under the OAMA policy are public employees, who during disaster situations are considered Disaster Service Workers. Work-related injuries to OAMA personnel will be handled by the responding jurisdiction under Workers' Compensation that may include the Disaster Service Worker program. All public employees are considered Disaster Service Workers during disaster situations.
2. OAMA personnel act as agents of the requesting jurisdiction, who shall hold harmless the responding jurisdiction from all acts and omissions by their staff while in the services of the requester.
3. The coverage for damage to a personal or local jurisdiction's vehicle, when the vehicle is being used during an assignment, will be provided for by the requesting jurisdiction. Normal wear and tear is excluded. Any claim for damage may be included in reimbursement claims to the requesting jurisdiction.

D. Reimbursable Costs

1. Unless other arrangements are made, reimbursable time begins 12 hours after check in at the assigned Emergency Operations Center (or other assigned location). It includes all actual costs - direct, indirect and equipment costs.
2. Reimbursable travel begins 50 miles from point of departure, whether it is home or work.
3. The requesting jurisdiction is responsible for providing reasonable lodging or reimbursing the responding jurisdiction for lodging expenses. This includes food and reasonable miscellaneous expenses.

E. Procedures for Reimbursement

1. The requesting jurisdiction's Finance Section or designated agency will provide the responding personnel with all of the necessary forms for the responding jurisdiction's designated Finance Department to complete for reimbursement. Necessary instructions will be given to the responding personnel enabling them to keep accurate records.
2. The responding jurisdiction will provide expedient billing information to the requesting jurisdiction.
3. The requesting jurisdiction will process any requests for reimbursement through their Finance Section.

4. The responding jurisdiction is responsible for providing timely reimbursement for their own personnel.
5. The requesting jurisdiction will provide reimbursement to the responding jurisdiction, not to individuals.
6. Record keeping will be consistent with the conditions of the Natural Disaster Assistance Act (NDAA) and the Stafford Act (PL 93-288).

F. Training

1. All OAMA personnel available for assignment are to complete the Introduction to SEMS course or equivalent prior to being dispatched for Mutual Aid assistance. This course is available through local OES offices and the Operational Area.

VII. Responsibilities

A. All jurisdictions in the Orange County Operational Area are responsible for:

1. Reviewing and understanding the OAMA policy.
2. Identifying procedures and training staff to integrate mutual aid coordination into their emergency organization.
3. Participating in exercises at the local level and Operational Area level as well as completing necessary SEMS training.
4. Participating in the Mutual Aid program as defined by the Master Mutual Aid Agreement and this Policy.

VIII. Concept of Operations

A. Activation

1. The system can be activated for small, single-jurisdictional emergencies or for large-scale disasters involving multiple emergencies.
2. Local government requests for Mutual Aid are made to the Operational Area. The Operational Area is responsible for coordinating Mutual Aid within its area.
3. Mutual Aid requests that the Operational Area is unable to fill will be forwarded to the local designated OES Region Office.
4. During all levels of activation, local jurisdictions will coordinate information on resource utilization through the Operational Area EOC.

B. Deactivation

1. Prior to deactivation, each individual providing Mutual Aid will complete the requesting agency's deactivation paperwork, including an OAMA Exit Survey Form, and submit it to the requesting jurisdiction.
2. Each person assigned to Mutual Aid assistance will submit all reimbursement documentation to their agency's Finance Department/Finance Section. The responding jurisdiction will document all costs and invoice the requesting jurisdiction.
3. The requesting jurisdiction will process all claims for reimbursement. Reimbursement will be made directly to the responding jurisdictions, not to individuals. It is the responsibility of the responding jurisdiction to provide their personnel with timely reimbursement.
4. The OAMA Coordinator or the Logistics Section/Personnel Branch Coordinator will submit an After-Action Report, copies of the OAMA Exit Survey, and OAMA Evaluation Forms to the Operational Area Emergency Operations Center Manager with recommendations for improvements.

IX. Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) incorporates the five functions: management/command, planning/intelligence, operations, logistics, and finance/administration, consistently from the local government level to the state level. All phases of the OAMA system are to operate consistent with SEMS regulations.

X. Appendices

- California Master Mutual Aid Agreement
- Sections 2400 - 2450 of Title 19, Division 2 of the *California Code of Regulations* (Standardized Emergency Management System - SEMS)
- *California Labor Code*, Section 3211.92 (Disaster Service Worker)
- Natural Disaster Assistance Act, Chapter 7.5 of Division 1 of Title 2 of the Government Code
- Operational Area Agreement of the County of Orange and Political Subdivisions

PART TWO

Checklists

The following checklists are provided:

- Local Jurisdiction
- Operational Area
- OAMA Coordinator

Each checklist is further divided into the following format:

- Normal day-to-day operations
- Activation for jurisdictions requesting and responding to mutual aid requests
- Deactivation

I. Local Jurisdiction

A. Normal Day-to-Day Operations

- Review the OAMA plan and familiarize yourself with the procedures.
- Brief your local officials on the benefits of OAMA.
- Obtain authority to participate in the OAMA program from your local officials.
- Review personnel and union policies regarding overtime.
- Develop and regularly update, a filing system or data base where resources available for the OAMA program can reside and be immediately accessed.
- Work with your operational area to ensure you receive information on OAMA resources in the operational area.
- Develop emergency kits for your personnel in the event they are activated (include this document in each kit). Plan for them to be self-sufficient.
- Identify roles and procedures for personnel you may receive through activation of OAMA. (Include an orientation packet with necessary forms.)
- Incorporate the use of OAMA into local exercises and drills.
- Participate in operational area or regional exercises and drills that include the use of the OAMA plan.

B. Activation (Requesting Jurisdiction)

- Declare a local emergency.
- Identify the position to be filled when making your request for mutual aid.
- Complete OASIS Resource Request Form identifying positions or tasks to be performed; describe particular skills needed to fill the position for which mutual aid is being requested. Include where and when to report and to whom. **(See Resource Request Form in Part Three)**. Submit the request through your operational area.
- Negotiate the specific terms and condition of aid with the agency providing mutual aid.
- Ensure your logistics branch has arranged for lodging and local transportation for incoming personnel. **(See OAMA Dispatch Checklist in Part Three.)**
- Provide responding OAMA personnel with orientation packet including copies of time sheets, daily activity logs, and travel claim forms. Make certain copies are available for

additional incoming personnel. **(See OAMA Check-In and Check-Out Form in Part Three.)**

- Brief responding mutual aid personnel on: the situation, their duties, support staff, who they report to, and the anticipated duration of their assignment. **(See OAMA Personnel Check-In/Check-Out in Part Three.)**
- Conduct periodic review/evaluation of assignments and make necessary adjustments. Forward changes to the OAEOC. **(See Operational Area Resources Request Tracking Form in Part Three.)**

C. Activation (Responding Jurisdiction)

- Verify that the requesting jurisdictions have declared a local emergency.
- Establish ground rules for costs, duration, and personnel assignments from requesting agency.
- Forward information and specific details to responding personnel. **(See OAMA Dispatch Checklist Form in Part Three.)**
- Inform your operational area of the mission, duration, assignment and other particulars relating to OAMA resource requests.
- Maintain records of mutual aid resources sent.
- Establish contact with the OAMA Coordinator at the Operational Area, provide status updates when personnel are dispatched and released from their assignment.

D. Deactivation (Requesting Jurisdiction)

- Prior to deactivation ensure responding personnel have completed all necessary paperwork including an OAMA Exit Survey Form. Forward a copy of the exit survey to the operational area. **(See OAMA Exit Survey Form in Part Three.)**
- Complete an OAMA Evaluation Form and forward with a copy of the After Action Report to the operational area logistics section. **(See OAMA Evaluation Form in Part Three.)**
- Follow up on all open or unresolved actions. Confirm that responding jurisdictions have been notified of appropriate agency/department (include address and phone number) where information is to be forwarded.
- Forward copies of time sheets, daily activity logs and travel claim forms to your agency's finance officer for reimbursement processing.
- Conduct exit inspection of vehicles, assure travel routes are clear. Personnel rested prior to release.

E. Deactivation (Responding Jurisdiction)

- Prior to deactivation ensure responding personnel have completed all necessary paperwork including an OAMA Exit Survey Form. **(See OAMA Exit Survey Form in Part Three.)**
- Forward copies of time sheets, daily activity logs and travel claim forms to your agency's finance officer for reimbursement processing.
- Follow up on all open assignments. Forward status report to your operational area.

II. Operational Area

A. Normal Day-to-Day Operations

- Review the OAMA plan and familiarize yourself with the procedures.
- Work with your local jurisdictions and OEMS Regional Administrator to ensure you receive information on OAMA resources in your OES region.
- Develop and update regularly, a filing system or data base where the OAMA Program resources can reside and be immediately accessed.
- Provide the OES Regional Administrator with updated information on local jurisdictions and operational area resources.
- Identify roles and procedures for personnel you may receive through activation of OAMA.
- Participate in exercises and drills of the OAMA plan.

B. Activation (Requesting Operational Area)

- Verify local jurisdiction's emergency declaration.
- Assess needs of local jurisdictions and process their requests. **(See OAMA Needs Assessment Form in Part Three.)**
- Identify the positions or tasks that need to be filled in your request for mutual aid. Include where and when to report and to whom. **(See Operational Area Resource Request Form in Part Three.)**
- Review data base to determine what personnel best fit the request.
- Contact the local jurisdiction directly if they are in your operational area to request assistance. If assistance is needed from outside your operational area, process your request through your OES Regional Administrator.
- Forward a copy of your request to your OES Regional Administrator or regional EMMA Coordinator.
- Coordinate the negotiation of the specific terms and conditions of aid with the party that will provide it.
- Ensure arrangements have been made for lodging and local transportation for incoming personnel. **(See OAMA Dispatch Checklist Form in Part Three.)**
- Upon receiving mutual aid, ensure that personnel are briefed on the situation, their duties, whom they report to, and the duration. **(See OAMA Check-In and Check-Out Form in Part Three.)**

C. Activation (Responding Operational Area)

- Establish contact with the regional OAMA coordinator or logistics branch.
- Coordinate mutual aid requests from your OES Administrative Region to local jurisdictions.
- Ensure your OES Regional Administrator is informed of your personnel availability and other particulars, in the event that the situation becomes worse and more resources are needed.
- Receive instructions and forward specifics to responding personnel. **(See OAMA Dispatch Checklist Form in Part Three.)**
- Provide updated status reports on OAMA mutual aid to regional EMMA Coordinator or Logistics Branch. **(See Operational Area Resources Request Tracking Form in Part Three.)**

D. Deactivation

- Ensure personnel, prior to departure, complete an exit survey and forward a copy of the exit interview to the EMMA Coordinator at the REOC. **(See OAMA Exit Survey and OAMA Personnel Check-In/Check-Out Forms.)**
- Ensure all documentation (including copies of time sheets, travel claims, daily logs and other supporting documentation) has been received from the responding jurisdiction and forwarded to the accounting department for processing.
- Identify areas needing improvement and include comments with your after action report to your OES Regional Administrator. **(See OAMA Evaluation Form in Part Three.)**
- Update and correct information in your data base that was lacking or incorrect.

III. OAMA Coordinator

Requests for OAMA resources will be handled by the OAEOC's Logistics Section. Depending upon the escalation of resource requests, most requests will be handled by the Personnel Branch Coordinator. When activated the position of OAMA Coordinator will be located within the EOC's Logistics Section as part of the Personnel Branch at each level of SEMS.

The Personnel Branch or OAMA Coordinator is responsible for coordinating all emergency management personnel mutual aid requests received at or within their EOC, identifying sources of personnel support, requesting and assigning personnel as needs are identified.

A. Normal Day-to-Day Operation (Non-Active Status)

- Review the OAMA plan and familiarize yourself with the procedures and the OAMA Coordinator position and duties.
- Become familiar with emergency management and response personnel within your area. Be aware of the anticipated needs and skills of people within your area.
- Assist in the development and participate in an annual exercise of the OAMA plan.

B. Activation

Note: During a declared emergency, when activated the OAMA Coordinator reports to the Operational Area Emergency Operations Center. The OAMA Coordinator is then assigned to the Logistics Section-Personnel Branch.

- Check-in with the Operational Area EOC Manager and Logistics Section Chief.
- Obtain briefing on situation.
- Set up branch workstation, use kit materials and on-site supplies. Familiarize yourself with OAEOC location and personnel.
- Open and maintain branch logs.
- Establish contact with other levels of SEMS which are operational (local, operational area and region EOC's).
- Determine status of OAMA resource requests and needs. **(See OAMA Resource Needs Assessment Form in Part Three.)**
- Attend all EOC briefings and meetings.
- Coordinate with other branches and advise them of OAMA Coordinator position activation.

- Oversee recruitment process and placements. The OAMA Coordinator will ensure requesting jurisdictions have made lodging arrangements for OAMA mutual aid personnel deployed.
- Communicate with appropriate EOC to verify tracking number assignment, that recruited OAMA personnel have been assigned, OAMA Dispatch Checklist Form has been faxed, and estimated time of arrival, along with duration of assignment has been confirmed.
- Determine future personnel needs based upon situations which are predicted to occur.
- Maintain information regarding:
 - * Mutual Aid requests for personnel being processed.
 - * OAMA personnel assigned by agency/location
 - * OAMA personnel in standby status
 - * Mutual Aid requests not filled by category.
- Attend all planning meetings.
- Provide situation report and resource information to Logistics Branch Chief, and Planning/Intelligence Section. Update on a periodic basis or as the situation changes.
- Keep Logistics Section Chief apprised of OAMA personnel needed and potential emergency manager and response personnel needs. **(See Situation Summary Form in Part Three.)**
- Track OAMA personnel processed by the Logistics Branch. Controls must be established for the accountability of personnel used. When relieved from duty, personnel should be documented as released (include date and time). Maintain current status and overall placement at all times. **(See Operational Area Resource Request Tracking Form in Part Three.)**
- Maintain personnel files for OAMA personnel which the branch has recruited and conduct intake orientation. Verify that all OAMA mutual aid personnel deployed have been documented for Worker's Compensation coverage.
- Identify any operational problems and take corrective actions. If personnel issues exist consult with the Logistics Branch Chief and OAEOC Administrator to resolve.
- Ensure orientation packets are developed and provided to personnel assigned to you. Packets should include at a minimum: daily activity logs, travel claim forms, time sheets, OAMA Check-In/Check-Out Form and OAMA Exit Form.
- Distribute all forms for reimbursement to OAMA personnel assigned to your EOC level. Document all non-personnel costs. Coordinate distribution and return of cell phone, pagers and other field supplies. **(See OAMA Check-In/Check-Out Form in Part Three.)**

- Participate in action planning meetings, provide input to situation reports, share status information with Operations Section, Planning/Intelligence Section, and other branches as appropriate.
- Keep other levels of Logistics Section - Personnel Branch - OAMA Coordinators apprised of overall situation and status of resource requests.
- Evaluate the efficiencies and effectiveness of the Program. **(See OAMA Evaluation Form in Part Three.)**
- Conduct exit surveys of OAMA participants at your level and forward copies to the next appropriate level. **(See OAMA Exit Survey Forms.)**
- Brief your replacement.
- Complete After Action Comments. **(See OAMA Evaluation Form in Part Three.)**
- Develop long-range planning to identify potential problems and solutions.

C. Deactivation

- Deactivate the position and close out logs when authorized by Logistics Section Chief.
- Ensure all deactivated OAMA personnel at your level complete all paperwork including the Exit Survey Form prior to your release and departure. **(See OAMA Exit Survey Form in Part Three.)**
- Schedule and notify all personnel of the time and place for an internal critique. Ensure all personnel are notified of any After Action Critiques.
- Provide input to the internal after action critique. Document findings of internal after action critique. Develop recommendations for program improvement. Identify additional costs that need to be addressed in future activations of the system.
- Ensure all logs, action plans, and activity records are collected. Turn in all records to EOC Logistics Section Chief.
- Ensure personnel deactivated turn in all supplies. **(See OAMA Personnel Check-In/Check-Out Form.)**
- Ensure that any open actions are assigned to appropriate agency, OAEOC or REOC element for follow up.
- Complete After Action Report including local jurisdiction evaluations of personnel assigned to them and mutual aid personnel exit interviews. Provide OES Regional Administrator with copy of report.

- Update internal procedures from "lessons learned" in After Action Report.

PART THREE**Forms**

This section contains the minimum number of forms that are necessary for the OAMA Program. Additional forms may be developed as this program matures through use. Specific forms are referenced in the checklists in Part Two (in **bold** parenthesis).

Forms

- Operational Request for Jurisdiction Initial Damage Report
- Jurisdiction Status Report to Operational Area
- OAMA Resource Needs Assessment Form
- OAMA Dispatch Form
- OAMA Check-In and Check-Out Form
- OAMA Exit Survey Form
- OAMA Evaluation Form
- Resource Request Form (OASIS Form #160-1/93)
- Operational Area Resource Request Tracking Form (OASIS Form #17 - 1/93)

THIS IS A DRILL

THIS IS NOT A DRILL

**OPERATIONAL AREA REQUEST FOR JURISDICTION
INITIAL INCIDENT IMPACT REPORT**

*****IMMEDIATE RESPONSE REQUIRED FROM EMERGENCY SERVICES COORDINATOR*****

FROM: County of Orange Sheriff-Coroner/Emergency Management

Phone: 714) 628-7055 or 628-7060

FAX: (714) 628-7154

DUE TO _____ the Operational Area EOC has been activated as of
(date) _____ (time) _____. Immediate response to the following is required from all Orange County
Jurisdictions.

Date: _____ Time: _____
Jurisdiction Name: _____
Contact Name: _____ Phone: _____
Dir. of Emerg. Srvs. Name: _____ Phone: _____

THIS JURISDICTION'S EOC IS IS NOT ACTIVATED AT THIS TIME

EOC PHONE: _____ FAX: _____

THIS JURISDICTION HAS HAS NOT BEEN IMPACTED

Impact is: Major Moderate Minor Routine

Prognosis: No Change Worsening Improving

Details Attached: Fact Sheet Map Other _____

LOCAL EMERGENCY DECLARED OR BEING CONSIDERED: **Yes NO**

REQUEST FOR OPERATIONAL AREA EMERGENCY DECLARATION: **Yes NO**

REQUEST FOR GOVERNOR'S DECLARATION: **Yes NO**

REQUEST OA EOC BE ACTIVATED: **Yes NO**

REQUEST OA EOC TO STANDBY: **Yes NO**

THE FOLLOWING RESOURCES ARE:

NEEDED			AVAILABLE		
Fire	Public Works	Medical/Health	Fire	Public Works	Medical/Health
Police	Bldg. Inspectors	<input type="checkbox"/> Mental Health	Police	Bldg. Inspectors	<input type="checkbox"/> Mental Health
Dispatch	PIO	Shelter	Dispatch	PIO	Shelter
EOC Staff	Other _____		EOC Staff	Other _____	

FAX IMMEDIATELY TO OA EOC AT (714) 628-7154

THIS IS A DRILL

THIS IS NOT A DRILL

**JURISDICTIONAL STATUS REPORT
TO THE OPERATIONAL AREA**

*****IMMEDIATE RESPONSE REQUIRED BY OPERATIONAL AREA*****

CONTROL ONE SUPERVISOR
(714) 628-7008

OA EOC FAX
FAX: (714) 628-7154

Date: _____ Time: _____

Jurisdiction Name: _____

Contact Name: _____ Phone: _____

24 Hour Phone: _____ Phone: _____

Alternate Contact: _____ Phone: _____

Due to: _____ our EOC has been activated as of (date) _____ (time) _____. Immediate acknowledgment of the following report is required from the Operational Area.

THIS JURISDICTION HAS HAS NOT BEEN IMPACTED AT THIS TIME

Impact is: Major Moderate Minor Routine

Damage report and details are: Attached To be sent later

Prognosis: No Change Worsening Improving

Deaths: Yes No Unknown **Injuries:** Yes No Unknown

LOCAL EMERGENCY DECLARED OR BEING CONSIDERED: **Yes NO**

REQUEST FOR OPERATIONAL AREA EMERGENCY DECLARATION: **Yes NO**

REQUEST FOR GOVERNOR'S DECLARATION: **Yes NO**

REQUEST COUNTY EOC BE ACTIVATED: **Yes NO**

REQUEST COUNTY EOC TO STANDBY: **Yes NO**

THE FOLLOWING RESOURCES ARE:

NEEDED			AVAILABLE		
Fire	Public Works	Medical/Health	Fire	Public Works	Medical/Health
Police	Bldg. Inspectors	<input type="checkbox"/> Mental Health	Police	Bldg. Inspectors	<input type="checkbox"/> Mental Health
Dispatch	PIO	Other _____	Dispatch	PIO	Other _____

FAX IMMEDIATELY TO OA EOC AT (714) 628-7154

OAMA RESOURCE NEEDS ASSESSMENT

Please contact the next level of SEMS to determine possible personnel needs/availability. (Region to Operational Areas; Operational Area to local jurisdictions and special districts.)

Emphasize to personnel contracted this **does not** place them on standby. **THIS IS ONLY A QUERY.**
 Note: This is only a suggested list of position availability.

POSITIONS

Please indicate below the number of personnel available (a#) /or needed (n#) alongside of SEMS position. Additional availability or needs can be listed in the blank space.

<input type="checkbox"/> Local EOC Management _____ <input type="checkbox"/> Safety Officer _____ <input type="checkbox"/> Liaison Officer _____ <input type="checkbox"/> _____ <input type="checkbox"/> Local EOC Operations _____ <input type="checkbox"/> HazMat Branch Coordinator _____ <input type="checkbox"/> Field Rep. _____ <input type="checkbox"/> _____ <input type="checkbox"/> Local EOC Planning/Intelligence _____ <input type="checkbox"/> Situation Status & analysis Unit _____ <input type="checkbox"/> Advance Planning Unit _____ <input type="checkbox"/> Demobilization Unit Coordinator _____ <input type="checkbox"/> _____ <input type="checkbox"/> Local EOC Finance/Administration _____ <input type="checkbox"/> DSR Record-keeping Unit Coordinator _____ <input type="checkbox"/> _____ <input type="checkbox"/> Local EOC Logistics _____ <input type="checkbox"/> OAMA Coordinator _____ <input type="checkbox"/> _____ <input type="checkbox"/> Local EOC Public Information Officer _____ <input type="checkbox"/> Rumor Control Unit _____ <input type="checkbox"/> Media Liaison _____ <input type="checkbox"/> _____ <input type="checkbox"/> Local EOC Technical Advisor (Specialty) _____ <input type="checkbox"/> Damage Assessment Unit Leader _____ <input type="checkbox"/> Hazard Mitigation Assistant _____ <input type="checkbox"/> Recovery Process Unit Leader _____ <input type="checkbox"/> Human Resource Unit Leader _____ <input type="checkbox"/> _____	<input type="checkbox"/> OA EOC Management _____ <input type="checkbox"/> Safety Officer _____ <input type="checkbox"/> Liaison Officer _____ <input type="checkbox"/> _____ <input type="checkbox"/> OA EOC Operations _____ <input type="checkbox"/> Field Rep. _____ <input type="checkbox"/> _____ <input type="checkbox"/> OA EOC Planning/Intelligence _____ <input type="checkbox"/> Safety Officer _____ <input type="checkbox"/> Liaison Officer _____ <input type="checkbox"/> _____ <input type="checkbox"/> OA EOC Finance/Administration _____ <input type="checkbox"/> Time Unit _____ <input type="checkbox"/> Purchasing Unit _____ <input type="checkbox"/> Compensation Unit _____ <input type="checkbox"/> _____ <input type="checkbox"/> OA EOC Logistic _____ <input type="checkbox"/> OAMA/EMMA Coordinator _____ <input type="checkbox"/> _____ <input type="checkbox"/> OA EOC PIO _____ <input type="checkbox"/> Rumor Control Unit _____ <input type="checkbox"/> Medial Liaison _____ <input type="checkbox"/> _____ <input type="checkbox"/> OA EOC Technical Advisor (Specialty) _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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OAMA EXIT FORM

(Incident Name)

To assist us with the evaluation of the effectiveness of this program, please take a few minutes to fill out the following information. This information will be used to improve the Operational Area Mutual Aid Program for future disasters.

Name: _____ Title: _____

Agency: _____

Date Assignment began: _____ Release Date and Time: _____

Assigned position or function (if more than one please indicate): _____

Where your skills appropriate for your assignment? (if not indicate what skills/knowledge would be more effective)

What additional training or orientation would be helpful in performing this function?

What key topics should be covered in the After-Action Report?

Please add any additional comments on the back of this form. Thank you for taking the time to complete this form.

RETURN THIS FORM TO THE LOGISTICS SECTION

OAMA EVALUATION FORM

 (Incident Name)

To assist us with the evaluating the effectiveness of this program, please take a few minutes to fill out this questionnaire. The information provided here will be used to make improvements in the OAMA program for future response to disasters. Thank you for taking the time to complete this form.

EMERGENCY MANAGEMENT OR RESPONSE PERSONNEL ASSIGNED TO YOUR FACILITY

Name	Title	Agency
------	-------	--------

What types of emergency management assistance provided to your operations did you find most helpful?

What types of assistance did you find least helpful?

What functions of your agency would most likely be in need of OAMA support? Indicate whether it would be in the response or recovery operations?

How did you learn about the availability of OAMA assistance?

How well did the skills/knowledge of the person assigned to you match your needs?

What aspects of the mutual aid process worked well?

What aspects of the mutual aid process did now work well and how would you improve this process?

Which disaster response issues, functions, or roles do you believe the OAMA program should focus on for planning mutual aid response to future disasters?

Additional comments (Please use the back of this sheet or a second page)

Please mail or fax your response to the Operational Area Manager

OAMA DISPATCH CHECKLIST

NAME: _____ AGENCY _____

BUSINESS ADDRESS: _____ PHONE () _____

FAX () _____

PAGER/CELL PHONE () _____

CONTACT PERSON (for emergency purpose only)

NAME _____ Relationship _____ PHONE () _____

ASSIGNMENT INFORMATION

INSTRUCTIONS: The following information is to be completed by the requesting jurisdiction, faxed to the responder, and the Operational Area Logistics Section. The Operational Area will fax to the OES Region.

Date/Time Assignment begins _____ Release Date (anticipated) _____

Assignment/Agency _____ Position _____

Location _____ Address _____

Report to: _____ Phone No. () _____
(Person or Position)

Operational Area Contact _____ Phone No. () _____

Travel Arrangements: (When this part is completed fax to responding OAMA personnel)

To be made by _____ Responder _____ Requesting Jurisdiction

Transportation by _____ Car _____ Plane _____ Other _____

Directions (should include map with location marked and written directions)

Flight Schedule

Lodging Information

Facility _____ Confirmation No. _____

Address _____ Contact Person _____

Phone No. () _____

SPECIAL COMMENTS (see back side or second page)

OAMA CHECK-IN AND CHECK-OUT FORM

_____ (Incident Name)

NAME: _____ AGENCY _____ LODGING FACILITY ADDRESS: _____ Date duty began: _____ Assignment (position or function; list all with corresponding beginning and release times) _____ _____ Location: _____ _____	PHONE () _____ FAX () _____ PAGER/CELLPHONE () _____ Release date and time: _____
--	---

EQUIPMENT AND SPECIAL ITEMS CHECK OFF

Items	Date Issued	Date Returned
EQUIPMENT		
Identification Badge	_____	_____
Cellular Phone	_____	_____
Pager	_____	_____
Computer	_____	_____
Parking Pass	_____	_____
Other Passes	_____	_____
_____	_____	_____
_____	_____	_____
Credit Cards (s)/No.	_____	_____
_____	_____	_____
_____	_____	_____
Car and Keys	_____	_____
Vehicle No. _____	_____	_____
Other Equipment	_____	_____
_____	_____	_____
FORMS		
Orientation Packet	_____	_____
Time Sheets	_____	_____
Daily Activity Logs	_____	_____
Expense	_____	_____
Claim/Documentation	_____	_____
EMMA Exit Survey Form	_____	_____

RESOURCES REQUEST FORM			OASIS Form #160
Request Taken By: _____		Emergency Function: _____	
1. Date/Time	2. Local Ref. No.:	2.1 OA No.:	Region No.:
3. Requestor Information: Name: _____ Agency: _____ Emergency Function: _____ Telephone #: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> Day Night Pager, Fax, Other </div>			
4. Resources Requested: (Number & Type)			
5. Reason Resources Requested (What's the Mission?)			
6. Importance (circle one): Life Saving Life Sustaining Property Threatened Routine			
7. Date/Time Needed:		7.1 Duration Needed:	
8. Location resources Needed:		9. Name: _____ Agency: _____ Telephone #: _____	
8.1 Deliver to: (If Different from #8)		<div style="display: flex; justify-content: space-between; font-size: small;"> Day Night Pager, Fax, Other </div>	

TO BE COMPLETED BY MUTUAL AID/RESOURCES COORDINATOR HANDLING REQUEST

10. Your Name		10.1 Date/Time	
11. OA No.:	12. Notify Region:	Date:	Time:
13. Agency Providing Resources	13.1 Contact Name/ Telephone #:	13.2 Resources Provided	13.3 ETA Date/Time

**OPERATIONAL AREA AGREEMENT
OF THE COUNTY OF ORANGE AND POLITICAL SUBDIVISIONS**

DATED: _____
_____ (City or Jurisdiction)

BY _____

ATTEST:

By: _____

Date _____

NOTICE TO _____ TO BE GIVEN TO:
City/Jurisdiction

Name

City/Jurisdiction

Address

City/State/Zip

FAX Number

APPROVED AS TO FORM:

Dated _____