

# City of San Luis



## EMERGENCY OPERATIONS PLAN

2019



**Letter of Promulgation**

In the event of a natural or man-made disaster within the City of San Luis, Arizona, city government must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to City governmental departments and supporting agencies. It constitutes a directive to prepare for and execute assigned emergency tasks to ensure maximum survivability of the population and to minimize property damage in the event of a disaster. It is applicable to all elements of the City government and the private sector engaged in, or acting in support of emergency operations.

This plan has been created in support and in concert with Yuma County’s Emergency Operations Plan and the State of Arizona Emergency Response and Recovery Plan as well as with Arizona Revised Statutes, Title 26 Chapter 2. This plan supersedes all previously published editions of the City Emergency Operations Plan.

This plan is effective for planning purposes and for execution when the Mayor or their designee makes an emergency declaration. A copy of this plan is on file in the Office of the City Clerk of the City, under the provisions of Arizona Revised Statutes, Section 26-307B.

Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## BASIC PLAN

### I. PURPOSE

The purpose of this plan is to provide a broad outline of the emergency management structure in the City of San Luis and how this entire document relates to disaster management.

### II. SITUATION

A. Arizona Revised Statutes, Title 26, Chapter 2, Article 1, addresses the organization and duties of a state emergency management system, and calls for local governments to address their hazards at the community level.

B. Yuma County, the cities of Yuma and Somerton, and the Town of Wellton, render mutual aid assistance, as they are able, to cooperatively provide for response to, and recovery from, natural and man-caused emergencies.

C. The Yuma County Office of Emergency Management was created, and is charged with, carrying out the duties as outlined above, as well as facilitating countywide mitigation and preparedness efforts.

D. This Emergency Management strategy is designed to outline the scope of the potential hazards for the City of San Luis, the measures that can be taken to mitigate these hazards and the responsibilities of the various agencies when an actual event occurs.

E. The Mayor shall take command of the police and govern the city by proclamation during times of great danger when an extraordinary local emergency or natural disaster causes or threatens to cause loss of or jeopardizes life or property. He shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law. Violation of any proclamation issued by the mayor hereunder during such times shall be a misdemeanor.

### III. ASSUMPTIONS

A. A disaster event separates itself from routine emergency incidents in the size and scope of affected individuals and resources committed. First responders frequently experience emergency situations in the form of fires, vehicular accidents, and criminal confrontations, yet a disaster event is generally of a larger scale and requires the commitment of multiple agencies for an extended period of time.

B. It is during these disaster events that resources can be depleted and assistance from other agencies becomes necessary. This plan assists in defining the roles and responsibilities during such a situation, and provides a framework for coordinating the response of many different departments.

C. Each jurisdiction within Yuma County is responsible for the safety and well-being of its citizens. The invocation of this plan, and the assistance agreements within, does not relieve a jurisdiction of this responsibility.

D. Should the City of San Luis response and recovery capabilities be exceeded, assistance from Yuma County will be provided and, should the resources of Yuma County be exceeded, the State of Arizona under the coordination of the State Coordinating Officer (SCO) will provide assistance. The Director of the Arizona Department of Emergency and Military Affairs (DEMA) is the designated SCO. The State of Arizona Emergency Response and Recovery Plan serves as a foundation for State assistance.

#### **IV. ELEMENTS OF EMERGENCY MANAGEMENT**

A. Mitigation - Acting to reduce the exposure to the potential effects of a disaster. This could be through enacting or enforcing building codes, educating the public on how to protect themselves from tornadoes, or constructing flood prevention structures.

B. Preparedness - Identifying resources, training personnel, and practicing response for disaster situations. The establishment of mutual aid agreements, the provision of training events, and the exercise of the Emergency Operations Plan constitute preparedness.

C. Response - The active use of resources to save lives and protect property when faced with a disaster situation. It is hoped that a community is not forced to take this action, however, when faced with this reality, the emergency management structure becomes the coordination aspect during a disaster event.

D. Recovery - Following the immediate response to a disaster, the longer term rebuilding of a community is also an emergency management concern. It is at this point that certain aspects of mitigation may come into play, for in the rebuilding efforts, we must incorporate measures to prevent the recurrence, or lessen the impact of similar events.

## SECTION "A"

### DIRECTION AND CONTROL

#### I. PURPOSE

This section outlines the roles of local government officials responsible for coordination and control of emergency response for a disaster / large-scale emergency situation.

#### II. SITUATION

A. Government normally functions during emergencies in much the same manner as in routine operations. Responsibility for the performance of emergency functions is charged to agencies that do similar activities during routine operations. Effective response to disaster, calls for coordination of the efforts and resources of these agencies.

B. The City of San Luis, and several neighboring jurisdictions, have designated Emergency Operation Centers (EOC) for the direction and management of response to a disaster or other major event significantly impacting the community.

1. The City of San Luis has designated the primary location for the EOC at the San Luis Fire Department Station #1, 1165 N. McCain Avenue, with an alternate EOC at the San Luis City Hall (Council Chambers) 1090 E. Union Street.
2. Yuma County's Emergency Operations Center is located at the County Public Works building, 4343 South Avenue 5 ½ E, and is available for use should the City EOC's capabilities be exceeded.

C. When it is anticipated an emergency situation may exhaust the resources of the City of San Luis and require state and federal assistance and support, local government executives must use the State of Arizona Emergency Response and Recovery Plan to ensure eligibility for state/federal aid.

#### III. ASSUMPTIONS

A. Direction and control is absolutely essential in any increase in importance with each increase in severity of a disaster

B. During major emergency situations, coordination of efforts is best performed at an EOC. Field forces can concentrate on essential, on-scene activities while EOC staff performs planning, logistic, and organizational duties. Smaller events may need only small EOC staffing, but some emergency logistical direction and control capability is essential regardless of the size.

C. The organizational process outlined in this plan is designed for incidents with extended consequences. Due to the reliance upon persons and agencies that are not routinely involved in emergency response, the actions described may be delayed. In many cases, resources from other areas may be required and therefore the local jurisdictions must plan on limited outside assistance for the initial 24, 48, or even 72 hours of an incident. The more severe of an event and wider area impacted, the longer this period will be.

#### IV. CONCEPT OF OPERATIONS

##### A. General

1. The Mayor, the City Manager and City Staff will cope with most emergencies within the City. The Mayor will serve as overall coordinator of disaster response or will designate a qualified person to this position.

**San Luis City Code Chapter 30(30.004): The Mayor shall take command of the police and govern the city by proclamation during times of great danger when an extraordinary local emergency or natural disaster causes or threatens to cause loss of or jeopardizes life or property. He shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law. Violation of any proclamation issued by the mayor hereunder during such times shall be a misdemeanor.**

2. For disaster events that affect more than one jurisdiction, the affected jurisdictions will coordinate their efforts through a unified command structure. This coordination will necessitate open communication between each entity involved and may be best organized through a single EOC.

3. Normally state and federal assistance units will not become actively involved until local authorities declare a disaster. This declaration should be made when the situation is anticipated to, or has become larger than local authorities can handle with available resources. It does not relieve local authorities of responsibility for overall emergency response management.

a. The Mayor of the City of San Luis is the designated individual with authority to declare a local emergency. (See Appendix 1, “Sample Emergency Resolution”)

b. **Upon declaration of local emergency, the Mayor will govern by proclamation** and has the authority (as per A.R.S. 26-311) to impose all necessary regulations to preserve the peace and order of the City of San Luis, including but not limited to:

- Imposing of curfews within all or part of the city;
- Ordering the closure of any business;
- Closing to public access any public building, street, or other public area;

- Calling upon regular, and/or auxiliary, law enforcement agencies or organizations;
- Providing/requesting mutual aid from/to other political subdivisions; and
- Obtaining commitments of local resources in accordance to emergency plans.

c. The declaration of local emergency for the City of San Luis will be forwarded to the Yuma County Emergency Management Office in an expedient manner (i.e. voice followed by hard copy).

4. The Incident Command System will be used to direct on-scene emergency operations and may be used in the EOC.

#### B. EOC Activation

1. When an event impacting the City of San Luis has exceeded or has the potential to exceed available resources, the Public Safety Department Heads (SLFD Fire Chief and SLPD Police Chief) will communicate with each other and determine if opening the City of San Luis EOC is appropriate.

2. If the decision is to open the EOC, this recommendation will be communicated respectively to City Government Officials and Department Heads. Public Safety Communications personnel will then be directed to notify the duty, or on call, Facilities Management staff to set up the EOC.

3. Initially, designated on-call SLFD (Chief 2) and SLPD (on-call Police Lieutenant) will respond to the EOC and, in communication with their respective personnel, determine those additional departments needing to contribute representatives and make the necessary notifications. All Department Heads/Executive Team members will be notified of an EOC activation.

4. The extent of the activation and degree of control the EOC assumes of the situation depends of the type and scope of the emergency. Any official with authority to activate the EOC may specify activation of only specific members of the EOC. Adjustments can be made later to fit the situation.

## C. EOC Operation

1. The Mayor, or designee, serves as director of the EOC and has overall emergency control of all necessary government emergency functions within its jurisdiction.
2. The EOC should include representatives of all major functions addressed in this EOP (fire and rescue, law enforcement, public works, health and medical, communications and warning, etc.) that are reasonably expected to be needed in this event.
- 3. Functional or department heads in the EOC support their on-scene operations; facilitate communication; obtain equipment and personnel; document expenditures; and provide technical advice and expertise.**
4. The EOC must be prepared to operate 24 hours a day during the period of emergency and initial recovery phase. Shift operation must be established, with appropriately trained personnel from each department available for subsequent Operational Periods.
5. If the active EOC is destroyed, severely damaged or isolated by loss of communications, direction and control of emergency management will switch to an alternate EOC. This could be the designated alternate EOC, another jurisdiction's EOC, or another suitable location not subject to the forces that incapacitated the primary EOC.
6. Of almost equal importance is the continuity of direction and control of other essential functional areas (e.g. fire/law enforcement services and public works).
  - a. Each emergency response function, or department, must ensure the best possible protection for its dispatch/functional control center.
  - b. Functional SOP's should spell out the procedures for an alternate control center in the event the primary is put out of commission.

## V. ORGANIZATION AND RESPONSIBILITIES

### Responsibilities by Function

#### A. Elected Officials (Mayor, Council Members, Department Heads, etc.):

1. Exercise overall responsibility. Although the Mayor has final responsibility for emergency response, he/she should designate a qualified individual (normally the City Manager) to coordinate the overall response.
2. Approve release of emergency public information.
3. Coordinate with elected officials of other neighboring jurisdictions.
4. Designate personnel to fill positions described below.

## B. City Manager

1. Unless the Mayor designates someone else, the City Manager will direct overall emergency response from the EOC and coordinate efforts between the EOC staff and on-scene responders.
2. Immediately initiates the keeping of a significant events log to record key disaster related information such as casualties, damage, response steps, etc. Collects inputs from each function for the log.
3. Ensures the appropriate display of essential information (risk area, number of evacuees, damage assessment, response resources, etc.) for use in planning/response and for the briefing to members of the policy group.
4. Coordinates the analysis of reported information from all sources and functions to anticipate potential problems and determine preventive actions.
5. Shall designate a Public Information Officer.
6. Provides advice and conducts briefings for senior policy makers regarding the emergency.
7. Ensures staffing of EOC.

C. Fire Chief (or designee):

1. Assists the City Manager in managing the EOC or acts as the EOC manager, if so designated.
2. Interfaces with county, state, and federal emergency management officials.
3. Oversees the preparation of reports for the State EOC and other authorized agencies.
4. Acts as resource for information regarding logistics, operations, or planning during an incident.

D. Police Chief (or designee):

1. Designated as Law Enforcement, Communications and Warning Officer.
2. Coordinates law enforcement activities during a disaster.
3. Ensures continued communications capabilities between EOC and field personnel.
4. Ensures that citizens and agencies are warned of hazardous circumstances by all available means of public address.
5. Provides security for the EOC while it is open.
6. Directs evacuation activities, if initiated. This includes evacuation of all nursing homes, hospitals and jails within the affected area.

E. Assistant Fire Chief (or designee):

1. Directs fire and rescue operations.
2. Coordinates with other response agencies in the emergency medical treatment and transportation of injured persons.
3. Assists in providing warnings to the public.
4. Assists in evacuation, if necessary.

F. Public Works/Community Development Representatives:

1. Coordinates restoration of essential services.
2. Assists in developing, locating and allocating equipment and resources in support of field operations.
3. Establishes priority of debris removal.
4. Begins damage assessment (Building Official) and documentation of disaster activity.
5. Obtains public transportation as necessary.
6. Assists in rescue of trapped victims.

G. Public Information Officer:

1. Assists the Elected Officials and EOC staff in media relations and public service announcements.
2. Develops press releases and receives approval for release of information from the Chief Elected Official.
3. Establishes rumor control procedures.
4. Presents information briefings to media representative

H. Fire Captain on duty (Fire):

1. Coordinates with health care facilities and state assistance agencies for the care and treatment of injured persons during disaster situations.
2. Establishes triage centers near the disaster and coordinate treatment of injured.
3. If necessary, uses clinics, urgent care centers, and other temporary facilities to develop an emergency medical care capability.

I. Parks and Recreation Representative:

1. Open The San Luis Public Library to be used as Reception Center (temporary shelter and evacuee registration) if necessary.
2. Coordinates with other departments to facilitate manpower and equipment needs.

J. American Red Cross:

1. Establishes congregate care facilities (feeding and lodging) after disasters.
2. Establishes Disaster Assistance Center, if necessary.
3. Provides food, water, and other support services to response personnel. L. All Other L.

L. All other Department Heads and Coordinators

1. Prepare to provide full logistic support to EOC staff, field response personnel, shelter personnel, etc. during emergency operations.

## **VI. ADMINISTRATION AND LOGISTICS**

A. Each Department is responsible for designating appropriate personnel for staffing of the Emergency Operations Center. The San Luis Police Department in cooperation with the San Luis Fire Department will ensure the EOC's operational readiness. The San Luis Police Department will maintain the Mobile Command Center for Homeland Security Incidents, as it serves the same purpose for their operations.

B. The City Manager in coordination with the Fire Chief will designate secretarial/clerical personnel who will serve in the EOC during emergencies as recorders, plotters, analysts, etc.

C. Situation reports, local disaster declarations, increased readiness reports, damage assessment reports, and others deemed necessary will be channeled to the state EOC by the Fire Chiefs.

## **VII. PLAN MAINTENANCE AND DISTRIBUTION**

A. Responsibility for maintaining and updating this section belongs to the City's Emergency Management Director (Fire Chief or designee).

B. This section will be updated as needed and reviewed annually.

## **VIII. ATTACHMENTS**

Appendix 1 Sample City Emergency Resolution

APPENDIX 1

CITY EMERGENCY RESOLUTION  
(Sample)

WHEREAS, the unusually strong flooding of \_\_\_\_\_, 200\_, and the fires there from have caused the death and injuries of \_\_\_\_\_persons and extensive damage or destruction to private property and to the many public facilities, streets, and roads of the City of San Luis and;

WHEREAS, the floods have resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the Mayor of the City of San Luis is authorized by resolution to declare a Local Emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in the City \_\_\_\_\_ and;

It is further ordered that during the existence of said emergency, local government agencies assigned emergency roles in the City of San Luis Emergency Operations Plan are an Emergency Organization and the City of San Luis Emergency Operations Plan is hereby activated and in effect until further notice.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Mayor

## SECTION "B"

### COMMUNICATIONS AND WARNING

#### I. PURPOSE

A. To establish and maintain a citywide warning capability on a 24-hour basis. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential emergency/disaster conditions.

B. To develop and maintain a communications network capable of supporting countywide disaster operations which uses all available public and private communications systems within the county.

#### II. SITUATION

A. San Luis's primary communications system is composed of commercial telephones, cellular telephones, and two-way radio systems in use by many jurisdictional functions (police, fire, public works, etc.).

1. The primary warning point for the City Of San Luis is the Public Safety Communications Center (9-1-1 Dispatch) located at the San Luis Police Department, 1030 E. Union Street.
2. The Public Safety Communications Center is manned 24 hours a day, 7 days a week. It has emergency back-up power and can disseminate inter- agency warning information throughout the county.
2. A back-up Emergency Communications Center is available at any Yuma County Agency Center and log in at any given console with our agency specific credentials. This can be used when the 9-1-1 system is still functional but the primary Public Safety Communications Center has been damaged or evacuated.

B. Amateur radio ("Ham") operators, citizen band ("CB") radios, and two-way radio systems belonging to the various private utilities and major corporations (telephone, cable TV, electric, natural gas, etc.) may be used to back-up the existing communications networks under emergency conditions.

C. An Emergency Alert System utilizes FCC mandated commercial broadcast capabilities to override local radio station broadcasts and send print messages ("crawlers" across the screen) via television stations. The National Weather Service is the contact for this system. Weather watches and warnings are automatically transmitted, but the system can also be used for other emergency who purchase receivers are also able to receive warnings on the NOAA radio frequencies.

D. The City of San Luis maintains the capability through the social networking site “Twitter” to send out emergency notifications direct to internet accounts and cell phones to persons who have signed up to “follow” this service.

E. Backup warning capabilities depend upon non-EAS radio and television broadcasts, mobile sirens, mobile PA systems, horns and other devices for warning and disseminating information. This may also include door to door notifications by first responders.

### **III. ASSUMPTIONS**

A. Communications capabilities are a vital part of any response / recovery situation.

B. The general public must be warned of hazards.

C. An effective disaster warning system has great potential for saving lives and reducing injuries.

### **IV. CONCEPT OF OPERATIONS**

#### **A. Warning**

1. Notification of hazardous situations/potential disasters may come from a number of sources. These sources include private citizens, responding fire, police, or public service personnel, the Integrated Public Alert and Warning System (IPAWS), the "Weather Wire" of the National Weather Service, major news services, state or federal agencies, industries, and utilities.

2. The National Weather Service in Phoenix, AZ issues severe weather warnings, watches or other emergency information for Yuma County via NOAA Weather Radio.

3. The National Warning Center (NAWAS) may issue warnings of potential peacetime disasters but its main purpose is dissemination of wartime enemy attack warnings.

#### **B. Warning Dissemination**

1. Fire, law enforcement, and emergency management officials are responsible for initiating warning procedures in accordance with standing operating procedures. Who initiates the warning is dependent upon the responding agency, but the senior officer on duty must approve the decision.

2. Depending on the characteristics of the emergency/disaster and size of the population in the area threatened, one or more of the facilities and techniques listed in the “Situation” section above should be utilized.

3. Whenever possible, warnings should be made in Spanish as well as in English.

4. The handicapped, hearing impaired and elderly must be notified by special means. Bilingual "crawl" messages on television must currently be initiated by the broadcast stations. Door-to-door notifications are the most readily available method for notifying these special populations. A voluntary "Special Needs" registration list is integrated into electronic mapping available to first responders and can aid first responders assigned to door-to-door notifications. Radio and TV broadcasts should ask those persons knowing hearing impaired, handicapped, and elderly, to make individual contact.

#### C. Communications

5. The Public Safety Communications Center will act as the primary communications hub during emergency situations.

6. During emergencies, all communication systems (two-way radios, telephones, and public broadcasts) may be used to coordinate the response.

7. Mobile units of city departments, public utilities and private corporations may be tasked to report damage, needed assistance and other information pertinent to the situation. In extreme emergencies companies will be asked to provide 24-hour operation.

8. Amateur ("Ham") radio operators will be organized to assist jurisdictions during a disaster or emergency. A local network (Yuma Auxiliary Communications Service/YACS) has been established for amateur operators to assist the EOC in the event of an emergency situation where other radio communications have failed.

#### D. Communication Protection

1. Public safety organizations are capable of operating without normal electrical power and rely on emergency generators to supply basic electrical needs.

2. Arrangements have been made with the telephone companies to place the highest priority on maintenance and restoration of service to the Emergency Operations Center, functional control centers, and other vital facilities.

### **V. ORGANIZATION AND RESPONSIBILITIES**

A. The City of San Luis chief law enforcement officer (or their designee) will serve as its Communications and Warning Officer.

B. The Public Safety Communications Center will notify its fire, law enforcement and emergency management officials in the event of a disaster.

C. Multi-jurisdictional events must involve notification of all responsible agencies and will be coordinated as outlined in Section A.

## **VI. ADMINISTRATION AND LOGISTICS**

A. The San Luis Police and Fire Departments are responsible for maintaining its warning and communications systems.

B. The Police and Fire Departments are responsible for establishing standing operating procedures for the use of its warning systems, vehicle sirens, loud speakers and in person contacts for notification purposes.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

A. Responsibility for maintaining and updating this section rests with the Communications and Warning Officer or their designee.

B. This section will be updated as needed and reviewed annually.

## SECTION "C"

### EMERGENCY PUBLIC INFORMATION

#### I. PURPOSE

To establish procedures for rapid dissemination of emergency public information and to outline the resources available. During an emergency or disaster, local government is responsible for keeping the public informed of the situation as it develops.

#### II. SITUATION

A. Eight local commercial radio stations, eight television stations (4 commercial and 4 public access), and two newspapers serve Yuma County. All of these are avenues for the dissemination of public information (at least one of each media is Spanish language).

B. The City Of San Luis, The San Luis Fire Department and the San Luis Police Department each have full time Public Information Officers trained in providing information to the public.

#### III. ASSUMPTIONS

A. Public information/education prior to an emergency is of utmost importance.

Many disasters strike without sufficient time to instruct the public as to life and property saving measures. The public must be informed of protective measures individuals may take in event of a flood, tornado, hazardous materials spill, etc. prior to and during an actual event.

B. The cooperation of the local news media is essential in disseminating emergency information and instructions to the public, and in minimizing rumor and misinformation in event of a disaster.

C. Ensuring media representative's access to accurate information during a major local disaster will require the attention of a designated Public Information Officer (PIO).

#### IV. CONCEPT OF OPERATIONS

##### A. Direction and Control

1. The control and release of information to the public is the duty of the Public Information Officer (PIO).
2. The PIO is subordinate to the direction and control element of the jurisdiction, reporting directly to the EOC Director and coordination with the Incident Commander in the field.
3. The direction and control element determines if a PIO is appropriate, depending on the nature of the disaster and extend of media coverage.

## B. Coordination of Public Releases

1. It is imperative that releases to the public and media be made from a single official point, usually the PIO. It is essential to have local jurisdiction approval of the information released (with direction and control agreement). Conflicting information released by different officials or jurisdictions confuses the public, leads to rumors, and may cause adverse public reaction.
2. Public releases will normally be approved at the highest jurisdictional level actively involved in the disaster.

## V. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

In most emergency situations a single Public Information Officer (PIO) can cover all public information actions. For a large-scale disaster, a PIO staff or the establishment of a Joint Information System/Center (JIS-JIC) may be required.

### B. Responsibilities

#### 1. Public Information Officer

- a. Develop the capability for immediate release of emergency instructions and information to the public through all available media.
- b. Consideration for public information releases being available for non-English (primarily Spanish) speaking persons.
- c. Consideration of those who are hearing impaired or visually impaired, by repeating information in more than one type of media.
- d. Obtain updates from various EOC representatives and keep the news media updated on the most current and accurate information concerning the emergency/disaster.
- e. Conduct situation briefings for visitors, media, etc., as appropriate.
- f. Conduct tours of the disaster area when and if appropriate.
- g. Arrange interviews with key personnel, when requested by the media, if possible to do so without interfering with disaster operations.
- h. When necessary, provide emergency instructions to the public through all means available concerning in-place protection or evacuation procedures.
- i. Establish a location with telephone communications where relatives can call about disaster victims or missing persons.
- j. Provide the public educational materials pertaining to potential hazards. Include materials that explain first aid, self-help actions and other survival measures.
- k. Establishment of a Joint Information System (or Center), as needed, to include determining operational periods of PIO responsibility and transfer of responsibilities.

## **VI. ADMINISTRATION AND LOGISTICS**

As a part of the direction and control element, the PIO is assigned space in the EOC and provided the necessary communications, supplies and equipment.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

A. Responsibility for maintaining and updating this section rests with the jurisdiction's designated PIO.

B. This section will be updated as needed and reviewed annually.

## **VIII. ATTACHMENTS:**

Tab 1 Radio, TV, Social Media and Newspapers Serving Yuma County.

SECTION "C" - Tab 1  
Media Resources

**RADIO STATIONS SERVING YUMA COUNTY**

<b>Station</b>	<b>City</b>	<b>Frequency</b>	<b>Telephone</b>
KTTI	Yuma	95.1 FM	928-344-4980
KYJT	Yuma	100.9 FM	928-344-4980
KLJZ	Yuma	93 FM	928-782-4321
KCFY	Yuma	88.1 FM	928-341-9730
KAWC	Yuma (AWC)	1320 AM	928-344-7690
KBLU	Yuma	560 AM	928-344-5258
KJOK	Yuma	1400 AM	928-782-4321
KCEC (Spanish)	Yuma	104.5 FM	928-782-5995

## TV STATIONS SERVING YUMA COUNTY

Station	City	Programming Hours	Telephone
KSWT (Ch 13)	Yuma	24 hours	928-782-5113
KYMA (Ch 11)	Yuma	24 hours	928-782-1111
KECY (Ch 9)	Yuma	24 hours	928-539-9990
KESE (Ch 34)	Yuma	24 hours (Spanish)	928-539-9990
Yuma City (Ch 73)	Yuma (Cable)	24 hour	928-373-5000

KVYE (Univision)	Yuma-El Centro	24 hour (Spanish)	760-482-7777
Yuma County(Ch 77)	Yuma (Cable)	24 hour	928-373-1111
AWC (Ch 74)	Yuma (Cable)	24 hour	928-317-6000

## SOCIAL MEDIA

<https://www.facebook.com/cityofsanluisaz>

<https://www.sanluisaz.gov/twitter>

[https://www.instagram.com/city\\_of\\_sl/](https://www.instagram.com/city_of_sl/)

**NEWSPAPERS SERVING SAN LUIS/YUMA COUNTY  
LOCAL AREA**

<b>Publication</b>	<b>Circulation</b>	<b>Location</b>	<b>Phone</b>	<b>Frequency</b>
The Sun	County-wide	Yuma	928-783-3333	Daily
Bajo El Sol	County-wide (Spanish)	San Luis	928-627-5025	Weekly

## SECTION "D"

### LAW ENFORCEMENT

#### I. PURPOSE

- A. To insure the safety of all citizens and protect public and private property.
- B. To provide for the maintenance of law and order during emergencies or disasters.
- C. To provide protection for essential industries, supplies, and facilities.

#### II. SITUATION

- A. There are at least seventeen law enforcement agencies represented in Yuma County: four municipal, one county, two state (Department of Public Safety and Arizona Game and Fish), two tribal (Quechan and Cocopah), seven Federal (FBI, DEA, TSA, Customs, USBP, and NIS/PMO at MCAS) and one private (Union Pacific).
- B. Additional Arizona Department of Public Safety and selected federal law enforcement agencies can be utilized to supplement local law enforcement if necessary.
- C. San Luis, Somerton and City of Yuma Police Departments and the Sheriff's Office operate dispatch centers which, in an emergency, serve as emergency control centers to manage each agency's resources and response personnel. Each dispatch center operates on a 24-hour basis.

#### III. ASSUMPTIONS

- A. Law enforcement officers are among the first to be notified of and respond to an emergency or disaster. Critical information regarding the situation must be transmitted to appropriate personnel for EOC activation and plan implementation.
- B. Uniformed officers are highly visible symbols of authority and initially assume direction and control at a disaster scene until properly relieved or reassigned.
- C. It is essential that the Incident Command System be utilized by all first responders and that Unified Command be implemented early in a multi-agency event.
- D. When an event impacting the City of San Luis has exceeded or has the potential to exceed available resources, the Public Safety Duty Commanders () will communicate with each other and determine if opening the City of Yuma's EOC is appropriate.

#### IV. CONCEPT OF OPERATIONS

- A. The department will maintain procedures for notification/recall of all personnel, including reserves if needed, in event of an emergency or disaster situation.
- B. The Public Safety Communications Center will maintain contact with the EOC to facilitate response and rescue.

- C. Initially, designated on-call SLFD (On Duty Captain) and SPD (On Duty Lieutenant) personnel will respond to the EOC and, in communication with their respective Department Heads, determine those additional departments needing to contribute representatives and make the necessary notifications.
- D. The chief law enforcement officer or their designated representative reports to the EOC during an emergency to assist decision makers and coordinate law enforcement response.
- E. Field units furnish essential information on casualties, observable damage, evacuation status, exposure levels, etc., to the departmental dispatch center for relay to the EOC for plotting, analysis and reporting.
- F. Law enforcement personnel support emergency response and recovery operations by maintaining security and limiting access at disaster locations.
- G. During evacuation and other emergencies, law enforcement personnel direct door-to-door notifications, establish traffic control and assist evacuees in relocating. They are also responsible for selecting evacuation routes and alternates, when necessary.
- H. Other duties include security at reception centers, shelter and feeding facilities, triage areas and hospitals, and providing warning and evacuation information.

**V. ORGANIZATION AND RESPONSIBILITIES**

- A. The Police Chief is the law enforcement coordinator for emergency operations (This function will be performed by a unified command when an incident involves two or more jurisdictions).
- B. The senior law enforcement officer will use the Incident Command System (ICS) at a disaster scene to coordinate actions of response agencies and establish a chain of command.
- C. The law enforcement coordinator ensures security of the disaster area (and other evacuated areas) to protect private and public property.

**VI. ADMINISTRATION AND LOGISTICS**

- A. During disasters, a work schedule must be implemented which provides personnel sufficient rest while maintaining operational capability.
- B. EOC staff will provide logistical support to field personnel. This includes food, water, fuel, communications, and emergency power.

**VII. PLAN MAINTENANCE AND DISTRIBUTION**

- A. Responsibility for maintaining and updating this section rests with Police Chief or their designee.
- B. This section will updated as needed and will be reviewed annually.

## SECTION "E"

### FIRE AND EMERGENCY MEDICAL SERVICES

#### I. PURPOSE

To provide fire and emergency medical protection during disaster situations. To organize the capabilities of all fire and rescue services in the City of San Luis when needed.

#### II. SITUATION

A. Yuma, Somerton, San Luis, and Wellton maintain their own fire departments.

Rural Metro Corporation services Yuma County's unincorporated areas.

B. The City of San Luis Public Safety Communications Center receives 9-1-1 emergency calls and is the dispatch center for the San Luis Fire and Police Departments. Rural Metro maintains a 24-hour dispatch center, however, 911 calls from unincorporated areas (and Wellton) are routed through the Yuma County Sheriff's Office dispatch center.

C. Mutual Aid agreements between fire departments within Yuma County specify mutual response to emergencies occurring in incorporated jurisdictions (Somerton, San Luis, and Wellton).

D. Written agreements for mutual aid will be maintained with Marine Corp Air Station (MCAS) Yuma, Yuma Proving Ground, and Bureau of Land Management.

#### III. ASSUMPTIONS

The San Luis Fire Department personnel perform a wide variety of duties, all of which are essential in a disaster situation. These tasks include fire suppression and prevention, damage assessment, technical rescue, extrication, emergency medical services, hazardous materials abatement, water rescues/recoveries, and more.

#### IV. CONCEPT OF OPERATIONS

A. The department maintains procedures for notification/recall of all personnel in event of an emergency or disaster situation.

B. The Fire and EMS Coordinator reports to the EOC during a major emergency to assist decision makers and coordinate fire and EMS operations.

C. Field units furnish information on casualties, damage, exposure levels and status of rescue operations to the communications center for relay to their EOC for plotting, analysis and reporting.

## **V. ORGANIZATION AND RESPONSIBILITIES**

- A. The City Manager appoints a knowledgeable person to act as Fire and EMS Coordinator (Fire Chief or designee) for emergency operations. Operating from the EOC, he/she allocates equipment and personnel to the location(s) of greatest need.
- B. The senior fire official at a disaster scene coordinates actions of firefighters (under the Incident Command System) to cope with the disaster. These activities include firefighting, rescue, emergency medical care, hazardous materials abatement, evacuation, and other similar duties.
- C. The Fire and EMS Coordinator establishes/maintains mutual aid agreements with surrounding jurisdictions to maximize support available in a localized emergency.
- D. Each fire department supports its own community but is ready to work with others to cope with a disaster.
- E. Firefighters train in rescue operations and assist in search and rescue missions

## **VI. ADMINISTRATION AND LOGISTICS**

- A. EOC staff provides logistical support to departmental or station personnel during major emergencies. This includes water, food, fuel, communications and emergency power to fixed facilities.
- B. During disasters, a work schedule must be implemented which provides personnel sufficient rest while maintaining operational capability.

## **VII. PLAN MAINTENANCE AND DISTRIBUTION**

- A. Responsibility for maintaining and updating this section rests with the Fire Chief or their designee.
- B. Update and review this section as needed but at least annually.

## SECTION "F"

### HEALTH AND MEDICAL

#### **I. PURPOSE**

- A. To provide transport and treatment of injured in a large-scale disaster.
- B. To manage the disposition of large numbers of dead.
- C. To control disease through sanitation and the prevention of water and food supply contamination during disaster response and in a post-disaster environment.

#### **II. SITUATION**

- A. One full-service hospital, the Yuma Regional Medical Center (YRMC), serves Yuma County. San Luis Walk In Clinic in San Luis also provides care to walk-in patients.
- B. There are two pharmacies located in or adjacent to the City of San Luis. They provide the major local source of back-up medical supplies.
- C. The San Luis Fire Department is the primary EMS and ambulance transport service in the City of San Luis.
- D. Air ambulance service is provided by private and military carriers. Both helicopters and fixed wing aircraft are available.
- E. The Yuma County Health Department administers health protection services to City of San Luis residents in addition to the rest of Yuma County.
- F. The Medical Examiner provides coroner and morgue service. Yuma County is also served by five funeral homes (three located within the City of Yuma).

#### **III. ASSUMPTIONS**

- A. This section addresses mass casualty disasters that cause so many casualties or fatalities that available local medical, health and mortuary capabilities are exceeded.
- B. If the mass-casualty disaster is localized (i.e., not state-wide or nationwide) medical assistance from adjoining locales and state resources may be provided.
- C. If the mass-casualty disaster is state-, region- or nation-wide, outside assistance cannot be counted upon, and the county must organize all of its medical and mortuary capability, both public and private.

#### **IV. CONCEPT OF OPERATIONS**

A. The Mayor, City Council, and City Manager of the City of Yuma (as well as the Board of Supervisors of Yuma County, and County Administrator) are vitally concerned and involved with the health of the population and with providing adequate medical care in event of disaster. They monitor medical needs closely through the EOC and assist the Fire and EMS Coordinator in getting assistance from other departments/jurisdictions and private practitioners.

B. The Health and Medical Coordinator is designated by the Fire Chief based on the needs and scope of the emergency, and works closely with the Health Department and YRMC.

C. In an emergency or disaster, YRMC will provide complete emergency hospital services. The urgent care clinics within the county will provide medical care to the extent their facilities, equipment and personnel capabilities allow.

D. In a mass-casualty disaster it may be the best use of trained medical personnel to have Emergency Medical Service ambulance crews perform triage duty on-scene, and assign non-medically trained personnel to transport the less seriously injured to hospitals or treatment centers. Public works vehicles, school buses and general- purpose vehicles may have to be used to transport the injured.

E. The American Red Cross is able to provide volunteer assistance. The majority of Red Cross resources are stationed throughout the United States, so response time must be considered.

F. Following the initial stabilization of casualties during a major disaster, Health Department attention must concentrate on community health and disease vector control. Provisions will be established to inoculate individuals, if warranted by the threat of disease.

## V.ORGANIZATION AND RESPONSIBILITIES

### A. General

1. The Health and Medical Coordinator will assist in the assignment of personnel to medical centers and field teams to work disaster sites, triage areas, clinics and other medical facilities.
2. All medical releases and public health warnings and announcements will be released through the EOC and Public Information Officer.

### B. Specific Responsibilities

#### **1. The Health and Medical Coordinator directs medical and health response to a mass-casualty disaster from the EOC.**

The Coordinator will:

- a. Designate public and volunteer private medical personnel to perform key supervisory roles in event of mass- casualty disaster.
- b. In a disaster, ensure a designated medical official establishes and assumes charge of an on-scene medical command post that will:
  1. Establish a triage area.
  2. Provide a holding area for those requiring immediate, on-scene treatment.
  3. Provide a staging area for those requiring transport to a hospital and priority for transportation.
  4. Work with the on-scene commander through the Incident Command System (ICS).
- c. Ensure ambulance and other patient transport to the on-scene medical command post.
- d. Coordinate with receiving hospitals.
- e. Coordinate air-ambulance service.
- f. Establish procedures to identify the injured, and maintain a record showing type of injuries, condition, treatment and location (hospital) to which sent.
- g. Assign medical staff to reception and care locations if evacuation or relocation occurs.
- h. Coordinate with the medical examiner's office to address issues involving the deceased.
- i. Establish and operate emergency medical care centers for essential workers in evacuated area following evacuation of general public.

**2. The ambulance services will:**

- a. Respond to a major disaster with all available ambulances.
- b. Recall off-duty EMS trained personnel and assign them to the triage center or as otherwise specified by the Health and Medical Coordinator in the EOC.
- c. Maintain filed communications and coordination with other response forces, and communications with their parent organization.

**3. Yuma Regional Medical Center will:**

- a. Implement disaster plans.
- b. Provide medical guidance, as needed, to ambulance crews/EMS personnel operating field triage, collection or treatment centers.
- c. Recall all staff, as needed, and provide medical personnel, supplies and equipment within the county as the EOC requests.
- d. Provide necessary logistic support for food, water, supplies, instruments, emergency power, communications, fuel, etc. for staff, patients and response personnel at the hospitals.

**4. The Yuma County Health Department will:**

- a. Monitor, evaluate and correct environmental health risks or hazards.
- b. Inspect food, water, medicine and other consumables for purity.
- c. Coordinate with the water, public works, and/or sanitation departments to ensure available potable water, effective sewage system, sanitary garbage disposal and removal of dead animals.
- d. Inspect sources of possible contamination.
- e. Provide preventive health services including epidemiological surveillance, quarantine, control of communicable diseases, control of vectors (such as flies/rodents) and mass immunizations.
- f. Monitor food handling and mass feeding sanitation service in field and emergency facilities, and increase monitoring of commercial feeding facilities.
- g. Mobilize local veterinarians to assist in public health services, if necessary.

**5. Medical Examiner for Yuma County will:**

- a. Coordinate local resources used for the collection, identification and disposition of deceased persons and human tissue.
- b. Select qualified personnel to staff temporary morgue sites.
- c. Determine cause of death.
- d. If necessary, coordinate with the Health Department on the location of mass-burial sites, and with the public works department for earth moving equipment support.
- e. Protect the property and personal effects of the deceased.

- f. Coordinate with the American Red Cross, ensuring relatives are notified.
- g. Maintain a record of each deceased, cause of death, personal possessions and burial site if the remains were not released to relatives.

6. Support Services

a. The American Red Cross will:

- 1. Assist in providing for emergency workers and patients at field sites and temporary hospital facilities.
- 2. Provide coordination in obtaining and maintaining blood products.
- 3. Provide assistance for the handicapped, elderly, orphans and children separated from parents.
- 4. Assist in notification of next-of-kin of injured and deceased.

b. Mental Health Agencies will:

- 1. Provide professional psychological support to victims and personnel involved in a disaster.

c. Other

- 1. All government departments will provide transportation for medical personnel, patients, medical supplies and equipment as able.
- 2. The patient population in nursing homes and other health care facilities will be reduced to extent possible in event of evacuation or mass-casualty disaster. Continued care must be provided for those who cannot be evacuated.

**VI. ADMINISTRATION AND LOGISTICS**

- A. Yuma Regional Medical Center will provide necessary drugs, medical supplies and equipment to on-scene treatment centers and coordinate medical re-supply for all facilities.
- B. Re-supply difficulties and shortages will be reported to the Health and Medical Coordinator at the EOC for resolution.
- C. Medical facilities and personnel will be included in disaster exercises in order to test and practice the implementation of this annex.

**VII. PLAN MAINTENANCE AND DISTRIBUTION**

- A. Responsibility for maintaining and updating this section rests with the Fire Chief or designee.
- B. This section will be updated as needed and reviewed at least annually.

**VIII. ATTACHMENT:**

Tab 1 Health and Medical Resources

SECTION "F" - Tab 1  
HEALTH AND MEDICAL RESOURCES

**Hospitals and Urgent Care Centers:**

<b>Name</b>	<b>City</b>	<b>Address</b>	<b>Telephone Number</b>
Yuma Regional Medical Center	Yuma	2400 S. Ave. A	928-344-2000
San Luis Walk-In Clinic	San Luis	1896 E. Babbitt Ln	928-722-6122
San Luis Urgent Care	San Luis	1233 N. Main St	928-550-5514
YRMC Primary Care	San Luis	845 E. B St	928-336-2055
Sunset Medical Clinic	San Luis	815 E Cesar Chavez Blvd	928-627-3822

**Nursing Homes:**

<b>Name</b>	<b>City</b>	<b>Address</b>	<b>Telephone Number</b>
Grace's Place	San Luis	447 E. Villa St	928-248-2192
Los Alamos Assisted Living Home	San Luis	2671 E. Edias St	928-248-2192

**Pharmacies:**

<b>Name</b>	<b>City</b>	<b>Address</b>	<b>Telephone Number</b>
Wal-Mart Pharmacy	San Luis	1613 N. Main St	928-722-7278
Santa Teresa Pharmacy	San Luis	1896 E. Babbitt Ln	928-328-1000
Sunset Medical Clinic	San Luis	815 E. Cesar Chavez Blvd	928-373-5757
Wal-Mart Pharmacy	Yuma	2900 S. Pacific Ave	928-341-1288
Wal-Mart Pharmacy	Yuma	8151 E. 32 <sup>nd</sup> St.	928-344-6175
Sav-on Pharmacy (Albertsons)	Yuma	2378 W. 24 <sup>th</sup> St.	928-343-2311
Walgreens	Yuma	2491 W. 24 <sup>th</sup> St.	928-341-0589
Walgreens	Yuma	3121 S. 4 <sup>th</sup> Ave.	928-344-0350
Walgreens	Yuma	1150 W. 8 <sup>th</sup> St.	928-783-6834
CVS Pharmacy	Yuma	1450 S. Yuma Palms Pkwy	928-343-7466
CVS Pharmacy	Yuma	1555 S. Ave. B	928-819-0208
CVS Pharmacy	Yuma	2800 S. 4 <sup>th</sup> Ave.	928-344-2341
St Francis Pharmacy	Somerton	950 E. Main St	928-246-6071
Sunset Community Health Center	Somerton	115 N. Somerton Ave.	928-627-1607

**Funeral Homes/Mortuaries/Crematories:**

<b>Name</b>	<b>City</b>	<b>Address</b>	<b>Telephone Number</b>
Johnson Mortuary	Yuma	1415 S. 1 <sup>st</sup> Ave.	928-782-4384
Funeraria Del Angel	Yuma	795 W. 28 <sup>th</sup> St.	928-344-0000
Yuma Mortuary	Yuma	775 S. 5 <sup>th</sup> Ave	928-782-9865
Sunset Vista Funeral Home	Yuma (Foothills)	11357 E. 40 <sup>th</sup> St.	928-342-2800
Desert Valley Mortuary	Somerton	138 N. Ave. B	928-627-7600

## SECTION "G"

### PUBLIC WORKS

#### **I. PURPOSE**

To provide for continuation or restoration of those public services essential to basic human needs.

#### **II. SITUATION**

- A. The City of San Luis has a variety of public works departments (streets, utilities, water, sewer and fleet services).
- B. Yuma County also has similar resources.
- C. Several major construction and utility companies possess heavy equipment that could be of assistance in the event of a disaster.

#### **III. ASSUMPTIONS**

- A. City maintenance crews and equipment will be used to provide assistance at the disaster site (debris clearance, road upgrading, damage assessment, etc.) and to assist with repair and restoration of essential services and vital facilities.
- B. Yuma County and State personnel/equipment will augment city and county crews if a localized disaster exceeds available capabilities.
- C. Contract crews and equipment may assist public works when necessary.
- D. The timely and accurate assessment and reporting of public and private property damage will serve as a basis for response and recovery operations. Properly accomplished and documented, it also serves as the basis for receiving state disaster assistance funds.

#### **IV. CONCEPT OF OPERATIONS**

- A. The Public Works Director (PWD) operates from the EOC during an emergency to coordinate damage-limiting actions, assist in rescue, participate in damage assessment, and direct recovery activities.
- B. The PWD gathers all public and private heavy equipment as needed to respond to the disaster.
- C. Major public works emphasis early in a disaster, or potential disaster, is directed towards limiting casualties through location, isolation, or shut down of damaged power, gas, and water lines, etc.
- D. The next immediate priority centers on assisting in rescue operations, clearing roads for emergency response, using heavy equipment for rescue from collapsed buildings, etc.
- E. Following rescue actions, public works priority shifts to damage assessment and short-term recovery actions to return vital life support systems to minimum operating standards (e.g., restoration of water supply).

- F. Once the situation is stabilized, the public works function becomes ensuring that long-term recovery actions are planned and prioritized.
- G. Throughout disaster operations, high priority is on emergency repairs to key facilities and to ensure ongoing command and control.

## **V. ORGANIZATION AND RESPONSIBILITIES**

- A. The Public Works Director (PWD) is usually the Director of Field Operations, streets, or utilities department. The PWD provides emergency/disaster public works assistance within the jurisdiction.
- B. The PWD will develop and maintain a list identifying the availability of public and private earth moving and other specialized heavy equipment that could support rescue, response, and recovery operations.
- C. The PWD will arrange agreements with local equipment maintenance companies for quick response to repairs of emergency equipment.
- D. If the normal water supply is contaminated or disrupted, potable water will be furnished by other available means (tanker, portable bladders, etc.).
- E. Hazardous structures will be inspected and those designated unsafe will be demolished.
- F. Trash collection/disposal must continue to prevent health hazards.
- G. The public will be kept informed of public works operations through the Public Information Officer at the EOC.

## **VI. ADMINISTRATION AND LOGISTICS**

- A. The PWD coordinates logistical support for food, water, fuel, emergency power, communications, etc. for its control center and for its response personnel during emergency operations.
- B. All expenditures for man hours, equipment, etc. MUST be documented if State/Federal disaster assistance recovery/reimbursement funds are to be requested.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Responsibility to maintain and update this section rests with the PWD or designee.
- B. This section will be updated as necessary and reviewed at least annually.

## SECTION “H”

### RESOURCES AND TRANSPORTATION

#### I. PURPOSE

A. Resources. To determine the local extent of essential supplies such as food, water, shelter, beds and bedding, heating fuels, clothing and vehicle fuels; and to coordinate their procurement, storage, control and allocation in the event of a disaster.

B. Transportation. To identify various types of ground transportation available within the county, and establish procedures for its effective use in a disaster.

#### II. SITUATION

A. Food. Major retail grocery stores maintain less than a four-week supply of total foodstuffs at normal rates of purchase. The supply of perishables is far less, and without re-supply many popular foods would be gone well before less popular foods. Food supplies at convenience stores averages less than 10 days.

B. Water. The normal water supply is adequate to support all residents and evacuees. Disruption of the water extraction or distribution systems will result in shortages. There is limited bottled water available, but a major disruption of the supply will require use of water trailers. There are several surface reservoirs with ample supplies of non-potable water.

C. Shelter. There are a number of large capacity facilities such as school gymnasiums, which can be used to shelter people during a localized disaster. The Red Cross has identified several locations as primary shelters. None of the identified shelters have backup power capabilities. The San Luis Cultural Center and City Gym has been identified as the primary “reception center” for evacuees, prior to stand up of additional shelter facilities.

D. Beds/Bedding. Other than those in motel rooms, there is very limited availability of beds and bedding. Small numbers of beds and blankets are available from local furniture and department stores. The local Red Cross has no stock of beds or bedding.

E. Heating/Cooling. A disaster may disrupt gas and electrical distribution systems leaving large areas without fuel for furnaces or power for cooling. Cooling will normally be a much larger concern in the Yuma area.

F. Clothing. There is no local stock of clothing, other than that in retail stores.

G. Over-the-Counter Medicine. The supply of over-the-counter drugs available in drug stores and retail grocery stores is normally sufficient for up to a two week period unless a large number of evacuees arrive in the county. Medicines are addressed in the Health & Medical Annex, Annex F.

H. Transportation. There is adequate private transport available in the county. Public school busses are maintained by the school district. Agreements are in effect so that school busses can be used during a disaster situation. Other public vehicles (such as Yuma County Area Transit-YCAT) may be used in localized evacuations, flooding, etc. Local bussing, trucking, and rental companies may have vehicles available in time of an emergency.

I. Vehicle Fuels. Severe shortages may be caused by distribution problems. Electrical outages may result in inaccessible in-ground fuel storage reserves. Limited above ground storage exists at public works facilities.

### **III. ASSUMPTIONS**

A. Panic buying and hoarding in anticipation of a major disaster may require City government action to set rationing or sales restrictions.

B. An abundance of potential care and feeding space exists. The American Red Cross will normally establish shelter facilities.

C. Transportation resources would be needed most in addressing the needs of the handicapped, elderly and disabled, for evacuation or relocation.

### **IV. CONCEPT OF OPERATIONS**

A. The Resources and Transportation Coordinator constantly assesses the potential need and availability of transportation and resources, coordinates actions to correct anticipated shortages, and informs the EOC of any anticipated major deficiencies requiring ordinance action (rationing, purchase limitations, etc.).

B. Maximum use will be made of publicly owned vehicles to meet transportation need.

C. When additional resources are required, the Resources and Transportation Coordinator will seek them from adjoining jurisdictions, if possible.

### **V. ORGANIZATION AND RESPONSIBILITIES**

A. A Resources and Transportation Coordinator (RTC) will be designated to perform the duties and manage the responsibilities outlined herein.

B. The RTC will compile a list of multi-purpose and special purpose vehicles for use in an evacuation.

C. Coordination with the School District will establish guidelines for the types and scope of emergencies for which school buses will be made available to the EOC for disaster transportation use.

D. The RTC will immediately notify the American Red Cross of anticipated shelter needs if evacuation of an area appears necessary.

E. The establishment of curfews, rationing, sales limits, closing of businesses, commandeering of vehicles and facilities, etc., will be attempted through voluntary compliance. If additional action is necessary to enforce compliance, appropriate emergency ordinances must be passed or proclamations made.

F. If civil disturbances are anticipated, industries and businesses storing explosives and liquid fuels should be warned to secure and protect their supplies. If the Board of Supervisors and City Council wish to stop or limit sales of such materials, and voluntary compliance cannot be obtained, an ordinance must be passed.

G. The RTC (in cooperation with the Public Works) will maintain a list of those public and privately owned water tank trucks, water trailers and other resources for hauling potable and non-potable water, which may be used in the event of a water system failure.

## **VI. ADMINISTRATION AND LOGISTICS**

All materials, overtime, transportation, etc. used in support of a disaster must be itemized in accordance with the State of Arizona Emergency Response and Recovery Plan if State disaster assistance funds are requested.

## **VII. PLAN MAINTENANCE AND DISTRIBUTION**

A. Responsibility for maintaining and updating this section rests with the Resources and Transportation Coordinator.

B. This section will be updated as necessary and reviewed at least annually.

## SECTION "T"

### EVACUATION

#### I. PURPOSE

A. To evacuate any part of the City of San Luis that may be in danger from a natural or man-caused disaster.

B. To provide temporary lodging, feeding and general welfare of persons forced to leave their homes due to any kind of emergency, disaster or precautionary evacuation in the City of San Luis.

#### II. SITUATION

A. There are numerous hazards that could result in a need to evacuate a portion of the City of San Luis. The most probable of these are loss of power during extreme heat, aircraft crashes, floods, hazardous material spills and fires.

B. Potential evacuation areas due to disasters include all populated areas. III.

#### III. ASSUMPTIONS

A. Some disasters occur slowly, providing ample time for warning and an orderly, well planned evacuation. Many types of disasters, however, occur so rapidly there is no time for evacuation preparation, and in the worst cases, not even time for warning.

B. Evacuation may be required at any time of day or night, and in any kind of weather.

Maximum confusion and traffic congestion must be expected.

C. It is anticipated a large number of people would voluntarily evacuate upon being alerted of a potential problem or danger.

D. Some people will refuse to evacuate in spite of an obvious, life-threatening hazard.

E. In situations with little preparation time, evacuees will require maximum support in reception and shelter areas, particularly for food, bedding and clothing.

F. Most probable localized evacuations are short term in nature, with the majority arranging for their own shelter, with a "reception center" providing for most needs.

G. In any evacuation situation, those directing emergency operations must consider measures to address special needs populations. These people include the elderly, handicapped, nursing home and hospital patients, and prisoners in all the confinement facilities within the county.

H. The American Red Cross will select and manage shelters during evacuations.

Evacuees will be housed in public-type buildings (i.e., schools, churches, etc.) and not in private residences.

#### IV. CONCEPT OF OPERATIONS

- A. The Emergency Operations Center (EOC) will normally have been activated because of the primary hazard event.
- B. The Mayor, or designee, will normally order evacuation due to natural or man-made hazards. In a situation where rapid evacuation is critical to the continued health and safety of the population, the on-scene command authority may order evacuation.
- C. The EOC will insure evacuees are instructed to take with them bedding, cots (if available), rugged clothing, 72 hour supply of easily prepared foods, medical items, etc., if time permits.
- D. All reasonable means of notification and warning will be used to instruct evacuees. Preparation instructions should be passed through the Public Information Officer when it first appears evacuation may be necessary.
- E. Movement and Transportation of Evacuees:
1. Primary evacuation mode will be in private cars.
  2. Law enforcement officials will select evacuation routes for a natural or man-caused disaster based on available access and conditions existing at the time.
  3. If possible, two-way traffic will be maintained on evacuation routes to permit continued emergency vehicle access. Traffic control points will be located as needed for anticipated traffic volume and complexity of evacuation routes.
  4. Rest areas may be necessary along the evacuation route and will be designated by the Police Chief or designee.
  5. The Resource and Transportation Officer coordinates public transportation resources (i.e., school buses, public transport buses, church buses, vans and multi-purpose vehicles).
  6. The evacuation of non-ambulatory patients from nursing homes will be coordinated by the ambulance services with assistance from other EMS resources as they are available.
  7. The School Superintendent will evacuate Public Schools by school buses if necessary. However, if sufficient time permits, parents will be notified to pick up their children. This reduces the likelihood of separation of children and parents, and makes school buses available for other transportation needs.
  8. Evacuating county prisoners is the responsibility of the Yuma County Sheriff. The Sheriff coordinates reception and shelter of prisoners at the facility they're going to. The Sheriff will also coordinate with other departments to assist in ensuring security of prisoners in route.
  9. Impediments to evacuation may occur and plans for temporarily sheltering, feeding evacuees at a point in route should be made.
- F. Essential industries (utilities) coordinate the numbers of their workers with the Shelter Coordinator, and identify those workers to the reception center. Those from the same industry will be housed in the same facility nearest their work location to permit ease in returning them to perform essential work. Each industry provides the necessary transportation to and from the risk area. If possible, families of essential workers will be housed with them.

G. The re-entry decision, and permission for evacuees to return, is made by the Mayor, or designee, after the threat has passed and the evacuated area is determined to be free of dangerous contamination. The area will be inspected by fire, law enforcement and utilities personnel for safety. Some specific re-entry considerations are:

1. The threat causing evacuation is completely over.
2. No contamination (or a safe level) exists.
3. Homes/buildings inspected to determine safety.
4. Determine the number of persons in shelters who require transport to their homes.
5. Determine long-term housing requirements.
6. Coordinate traffic control and movement.
7. Inform the public of proper re-entry actions such as cleanup and reactivation of utilities.

## **V. ORGANIZATION AND RESPONSIBILITIES**

### **A. Evacuation Coordinator**

The City Manager assigns this function to the appropriate law enforcement official. Among others, the Evacuation Coordinator works with the American Red Cross (ARC), Fire and EMS Coordinator, and Reception and Care Coordinator.

### **B. Law Enforcement**

Determine primary and alternate evacuation routes, provide traffic and movement control, establish security in the evacuated area, and assist in warning the public. Establish parking and security at the reception, lodging and feeding centers.

### **C. Fire Department**

Respond to hazardous material and fire incidents. Perform rescue, emergency medical care, and transport of individuals injured during an event. Provide on-scene control and advise executives on need for evacuation. Provide fire security in evacuated areas and assistance in warning the public.

### **D. Public Information Officer**

Inform the public of evacuation requirements and actions, and provide them with other essential emergency information.

### **E. Public Works/Streets or Road Departments**

Maintain evacuation routes and provide traffic control devices.

## F. Resources and Transportation

Provide transportation for evacuees without private vehicles. Coordinate with ambulance service for transport of non-ambulatory persons and persons with special needs. Coordinate transportation from reception areas to shelters when necessary.

## G. Essential Industries:

Must justify necessity to the EOC Director. Essential industries provide transportation for their workers to/from the industry and the shelter. They identify and transport out of the high-risk area those resources considered essential.

## **VI. ADMINISTRATION AND LOGISTICS**

All transportation, man-hours and other costs associated with evacuations must be itemized in accordance with the State of Arizona Emergency Response and Recovery Plan.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

A. The designated Evacuation Coordinator is responsible for maintaining and updating this section.

B. Update this section as necessary and review at least annually.

## SECTION "J"

### RECEPTION AND CARE

#### I. PURPOSE

To determine actions and establish procedures necessary for the reception, care and protective sheltering of City of San Luis residents evacuated during any type of emergency.

#### II. SITUATION

##### A. Natural or Man-Caused Disasters

1. Hazards identified in the San Luis area could require the sheltering of portions of the population. A major hazardous materials accident along main highways is a distinct possibility. Range fires and flooding can also require evacuation. The most probable sheltering scenarios involve heat related emergencies during summer power outages.
2. Sheltering is desirable prior to an actual disaster. In many cases, post-disaster sheltering is required to house those who have lost homes.
3. Most recent population figures show a City of San Luis population of more than 35,000.

##### B. Shelter Resources

###### 1. Disaster Shelters

- a. The American Red Cross (ARC) selects and establishes agreements for shelter locations. Service to San Luis is provided through the Grand Canyon chapter of the ARC.
- b. The Cesar Chavez Cultural Center (CCCC), 1015 N. Main St, operated by the City of San Luis Parks and Recreation Department, has been designated as the Reception Center for evacuees (or those otherwise needing shelter) to be initially directed to.
- c. The San Luis City Gym (SLCG), 965 N. Park Ave, is an alternative Reception Center if the CCCC is not operational.
- d. The Reception and Care Coordinator will coordinate shelter needs, locations and selection with the Advocate Resource Coordinator (ARC).
- e. The ARC also provides shelter needs including beds, feeding, etc. ARC stocks of beds, food, etc., but are not available locally and must be brought in. In some disasters, supply of these items may be delayed, and the county and municipalities may have to provide these to the best of their abilities.
- f. The Reception and Care Coordinator works with the Resources and Transportation Coordinator to obtain these needed items.

## 2. In-Place Shelters

- a. In-place sheltering (Section K) provides an alternate to establishing mass congregation sites.
- b. This technique can be used in situations where warning time is not adequate, transportation is unavailable, or access to resources in houses is preferable.

## 3. Reception Center

- a. Due to the unknown nature of disasters, shelters will be established as necessary and their locations publicized via local radio stations. The CCCC (or SLCG if designated) will be used as a primary gathering place to receive, register, and provide initial basic service to evacuees. It will also allow time to gauge the scope of the emergency, the number of persons involved, the number/location of shelters needed. It will also give time to prepare and open these shelters, if they are determined to be needed

### **III. ASSUMPTIONS**

- A. During most emergencies, sufficient warning time should exist to enable residents to go to protective shelters.
- B. Buildings planned for use as shelters will be available.
- C. Protective shelter requirements for most hazards will be short term requiring little upgrade action (schools, motels, civic center, etc.).

### **IV. CONCEPT OF OPERATIONS**

- A. Evacuees must be directed to a reception center for registration and assignment to lodging and feeding facilities and to a shelter.
- B. When temporary lodging and feeding facilities are opened, the following functions and staffing will be necessary. The ARC will provide some, but others are clearly functions of local government. The ARC and EOC will assemble all available resources to provide:
  1. Shelter managers.
  2. Registration of all individuals and families.
  3. Food service.
  4. Health service.
  5. Maintenance of records.
  6. Shelter maintenance.
  7. Maintenance of order.
  8. Evacuee locator and welfare inquiry service.
  9. Vehicle parking and security.

## V. ORGANIZATION AND RESPONSIBILITIES

A. The local Red Cross chapter, supported by state, regional, and national chapters, will assist local government in caring for evacuees. The Reception and Care Coordinator will be the liaison between local government officials and volunteer organizations such as the Red Cross, Salvation Army, religious organizations, civic groups, etc.

B. The shelter system organization consists of the following positions/responsibilities:

### 1. Receptions and Care Coordinator

- a. Advises local government officials on shelter matters and coordinates overall operations with the Shelter Managers and Reception Center Supervisors.
- b. Liaison with Red Cross and other volunteer organizations.
- c. Coordinates the location of reception centers receiving evacuees.
- d. Coordinates with law enforcement to direct evacuees to reception centers.

### 2. Reception Center Supervisor

- a. Manages the reception center team.
- b. Registers all evacuees and assigns them to shelters, taking into consideration essential workers, families with small children, etc.
- c. Provides evacuees with handouts of all pertinent information.

### 3. Shelter Manager

- a. Manages one individual shelter.
- b. Supervises cleanliness, feeding and conduct.
- c. Serves as link between those being sheltered, Reception and Care Coordinator, and local government.
- d. Provides rumor control and pass correct information to those being sheltered.

## C. Special Considerations

1. House essential workers and their families in shelters accessible to their work places.
2. To the best extent possible, designate a quarantine area within the shelter for persons with, or suspected of having, a communicable disease.

## **VI. ADMINISTRATION AND LOGISTICS**

- A. Basic administrative and accountability procedures will be followed as required by local government.
- B. Records of supplies, materials and equipment used will be maintained to assist in making a determination of resources remaining and support assistance requests.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Responsibility for maintaining and updating this section rests with the designated Reception and Care Coordinator.
- B. This section will be updated as necessary and reviewed at least annually.

## SECTION "K"

### IN-PLACE PROTECTIVE SHELTER

#### I. PURPOSE

To establish planning factors and procedures for those disasters which occur with little warning and evacuation is not possible. In this situation the population takes the best available shelter at or very near its location at the time of the warning.

#### II. SITUATION

##### A. Natural Disaster

Certain natural hazards may occur with little warning. A severe storm may cause direct property damage and flash flooding, leaving insufficient time available for those in its path to proceed to a place of assured safety.

##### B. Man-Caused Disasters

1. Certain man-caused situations may preclude safe evacuation, necessitating the affected population take shelter in-place. An example would be a large-scale chemical spill that completely surrounds a building(s). Responding HAZMAT personnel might decide it is safer to keep the occupants in the building(s) rather than attempt an evacuation.
2. Such a decision is based on careful evaluation of the affected structure, its ventilation system, the nature of the spilled chemical, the atmospheric conditions, the threat of fire or explosion and the extent and duration of any toxic effects.

#### III. ASSUMPTIONS

A. Two principal options for population protection from potential disaster are evacuation and shelter in-place.

B. Municipal officials select the option (or use of both) that appears will minimize injuries and casualties, based on the best available estimate of the hazard.

C. Several potential hazards could produce conditions that warrant the use of Shelter In Place techniques - hazardous materials incidents, WMD terrorism events, severe storms, etc.

D. Evacuation and congregate shelters are available options to protect against these events, yet in some instances the lack of prior warning creates a situation where individuals must seek shelter at their location.

E. Use of warning and public information measures (Section B & C) can provide citizens with the information necessary to protect themselves.

## **IV. CONCEPT OF OPERATIONS**

A. A decision to shelter in-place must evaluate the degree of protection afforded by the existing structures in the hazardous area, the size of the population that would require special assistance in evacuation (the hospitalized, disabled, elderly, etc.), and the time available.

B. A key to survival in any in-place sheltering is pre-planning and knowledge on the part of all members of the population. Survival information should be provided as part of normal public service information to the media. Newspaper, radio and television reminders and instructions concerning actions to take in the event of a severe storm, prior to that storm occurring, are examples of public survival education.

C. Public Information

1. Provide warning messages to operational media. EAS (radio/TV stations via the National Weather Service), Cable TV override, EPN, NOAA, internet, and social networking sites (such as "Twitter").
2. Mobile law enforcement and fire units can utilize P.A. systems and door-to-door contacts to inform the public if necessary.

## **V. DETAIL ACTIONS**

A. Techniques for High Winds, Severe Weather, Large Hail

1. Seek shelter in an interior room or below grade space.
2. Stay away from windows and exterior walls.
3. Position yourself under a sturdy table, desk or other furniture or in a bathtub with a rigid cover pulled over top.
4. Persons in mobile homes and vehicles should seek shelter in a more sturdy structure if possible.
5. For persons caught out in the open, irrigation ditches, culverts, and below grade spaces may provide limited protection. However, these areas are susceptible to flash flooding, a particular concern in the desert southwest.

B. Techniques for Airborne Hazard (Hazardous Materials/WMD events)

1. Advising people to stay indoors and prevent airborne particles from entering the shelter, is a possible alternative given a specific incident's characteristics. When utilized, officials must be sure to advise citizens on proper procedures.
2. Turn off ventilation systems and shut doors, flues, and windows tightly.
3. Seal around windows and doors with tape, plastic or other impermeable material.

4. If necessary, assemble in a single room that allows for complete isolation from outside air.
5. Do not turn on/off any electrical appliances or lights.
6. If possible, extinguish all open flames, pilot lights, and cigarettes.

C. Advise citizens to remain sheltered until "ALL CLEAR" message is broadcast.

## **VI. ORGANIZATION AND RESPONSIBILITIES**

- A. Warning the population and advising them of sheltering options is the responsibility of the Communications and Warning Coordinator (see Section B).
- B. The decision to Shelter-in-Place will be made either by the Mayor, their designee, or the on-scene incident commander, depending upon the necessary time constraints.

## **VII. ADMINISTRATION AND LOGISTICS**

Each jurisdiction will develop and maintain the capability to provide protective shelter. For situations where designated shelters are not practical, each jurisdiction will maintain procedures for advising the public of in-place sheltering techniques.

## **VI. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Responsibility for maintaining and updating this section belongs to the Reception and Care Coordinator.
- B. This section will be updated as needed and reviewed at least annually.

## SECTION "L"

### HUMAN SERVICES

#### I. PURPOSE

To provide guidance on the support and assistance available to disaster victims from state and federal social and welfare type agencies.

#### II. SITUATION

A. On a daily basis, the Arizona Department of Economic Security (DES) provides financial, medical and direct food subsidy support to low-income eligible families and individuals through local offices.

B. It also provides direct services and programs to the elderly, families, children, the handicapped, etc., to protect against abuse, neglect and exploitation.

#### III. ASSUMPTIONS

A. Almost any disaster will increase the number of people in need of social and financial assistance.

B. Disasters affecting large numbers will exceed capabilities and require augmentation by DES.

C. Mutual support agreements with volunteer service/support groups will enhance service to disaster victims.

D. Providing timely welfare assistance immediately after a disaster will decrease tensions and reassure the public.

#### IV. CONCEPT OF OPERATIONS

A. Following a disaster, various branches of local DES office will publicize services available to the public and expand operations to serve victims quickly.

B. Local chapters of the American Red Cross, Salvation Army and other volunteer organizations will marshal resources to provide maximum assistance to disaster victims.

C. Maximum use will be made of available assistance from all sources: private, charitable, and government. Various federal aid programs may be available to qualified recipients: temporary housing assistance from the Federal Emergency Management Agency (FEMA), loans from the Small Business Administration (SBA), and loans from the Farmer's Home Administration (FHA).

D. In the event of a large-scale disaster, local government officials may request state/federal assistance. The Governor may request federal funds for state use to make financial grants to disaster victims for whom other assistance is unavailable or inadequate.

E. A Disaster Assistance Center will be set up to be easily accessible to disaster victims who may be without transportation. If possible, these centers will be in or near shelters or care facilities. Types of assistance will be widely publicized in Spanish and English.

## **V. ORGANIZATION AND RESPONSIBILITIES**

A. Each jurisdiction will designate a Human Services Coordinator.

B. The American Red Cross, the Salvation Army, church groups, fraternal organizations, employers and other private agencies will work to alleviate financial and social distress.

C. DES, the Red Cross and other charitable and volunteer groups, along with private sector (insurance, utilities, etc.) organizations will establish Disaster Assistance Centers in or near the location where disaster victims are sheltered.

D. Workers will strive to tell each disaster victim about available aid. Local aid representatives will be present.

### 1. Insurance.

a. If any disaster loss is covered, volunteers will assist in applying for benefits.

### 2. Private grants or loans.

b. The Red Cross, Salvation Army, church groups, fraternal organizations and private agencies will first try to meet needs.

### 3. Temporary Housing Assistance.

c. Home repair and rental costs may be provided by FEMA. Workers will assist with applications.

### 4. Business Loans.

d. Small businesses may obtain loans from the SBA to offset disaster damage. Workers will assist in preparation of applications.

### 5. Farm Loans.

e. Farmers may be eligible for emergency loans from the FHA for home and personal property losses. Workers will assist with applications.

E. After any disaster adversely affecting large numbers of people, the Mayor in cooperation with County Board of Supervisors may ask the Governor's Office to request the President declare a federal disaster area.

F. Availability of Disaster Assistance Centers will be publicized through all available media.

G. Centers will be manned by charitable and volunteer organizations, representatives of FEMA, SBA, FHA, insurance company representatives, and DES.

H. FEMA also may provide Disaster Assistance Center registration/application staff.

## **VI. ADMINISTRATION AND LOGISTICS**

The American Red Cross, the Salvation Army, church groups, fraternal organizations, employers and other private agencies will work in cooperation with governmental entities to alleviate financial and social distress.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

A. Responsibility for maintaining and updating this section rests with the Human Services Coordinator.

B. This section will be updated as needed and reviewed at least annually.

## SECTION “M”

### TERRORISM

#### I. PURPOSE

To provide for an orderly and coordinated response to acts of terrorism or incidents involving weapons of mass destruction (WMD) in the San Luis area.

#### II. SITUATION

- A. Terrorist or WMD attacks place the City of San Luis and its citizens at grave risk of:
  - 1. Mass casualties and fatalities
    - a. Catastrophic damage to buildings and other property
    - b. Psychological trauma
    - c. Psychosomatic “worried well” responses from non-affected citizens
    - d. Major Contamination
- B. Targeting of first responders would have a major impact upon the county’s capabilities; and would place an overwhelming burden on emergency services such as Fire, Law Enforcement, Public Health, Emergency Medical Services, and other medical and mass care providers.
- C. Airborne chemical, radiological, and biological agents flow with prevailing winds and may disseminate WMD agents far from their initial source. The scope of the incident may expand geometrically, affecting mutual aid jurisdictions to include the bordering state of California and country of Mexico.
- D. Contagious biological agents may affect large and diverse populations with little or no obvious connection. Time delays may occur in recognizing the disease or offending organism because of similarities to innocuous diseases.
- E. Mass evacuation could be required in the event of a terrorist attack. This may be due to damage, contamination, or flooding.
- F. Specific events may require the appropriate health agency to establish a quarantine of citizens, domestic animals, and/or food/water supplies.

#### III. ASSUMPTIONS

- A. The situation may not be immediately recognizable as a terrorist event.
- B. Once recognized as a terrorism/WMD event, the incident will be treated as a crime scene. Established guidelines and policies shall be followed in preserving the crime scene.
- C. There may be multiple events within this and other jurisdictions.
- D. Responders and health care workers are placed at a higher risk of becoming casualties
- E. Contamination of critical facilities and large geographic areas may result.
- F. Official information related to evacuation and protective measures will need to be disseminated to the public in a timely manner and will need to be in a format that may be easily understood by all citizens.

- G. The public will act in its own interests and evacuate dangerous areas (or areas perceived to be dangerous) spontaneously, or when advised to do so by local government authorities.
- H. Generally, people who refuse to follow recommendations to evacuate will not be forced to evacuate.
- I. Persons may be kept from entering into evacuated areas in order to protect their lives or the lives of others (e.g. spreading contamination or contagion, unsafe structures, impending destructive event). Persons may also be kept from an area to maintain the security of property/possessions of evacuees.

#### **IV. CONCEPT OF OPERATIONS**

##### **A. Mitigation**

- 1. Authority having jurisdiction shall:
  - a. Identify key areas and facilities that are potentially at risk.
  - b. Identify means for prevention of the spread of contaminants
  - c. Identify shelters
  - d. Ensure that the evacuation plans of facilities storing reportable quantities of hazardous materials are in compliance with SARA/Title III regulations
  - e. Identify population groups requiring special assistance during evacuation (e.g. senior citizens, disabled, etc.)

##### **B. Preparedness**

- 1. Responsible agencies, which include, but are not limited to, Law Enforcement, Fire, EMS, Public Health, Utilities, Public Works, and Health Care, will maintain staffed, trained, and equipped response teams within available appropriations.
- 2. Agencies with a duty to respond may utilize any and all available resources in carrying out their respective duties. Such resources include, but are not limited to, personal protective clothing, detection devices, containment devices, etc.
- 3. Authorities having jurisdiction shall:
  - a. Conduct terrorism/WMD exercises to test plans and procedures.
  - b. Update plans and procedures as needed.
  - c. Educate responders and the general public as to how they may recognize signs of potential terrorist activity, how to report this information, and to whom to report it.

## C. Response

1. Authority having jurisdiction shall:
  - a. Identify affected area(s); take reasonable measures to render area safe and secure from additional hazards such as secondary devices.
  - b. Provide timely and accurate alert and notification to affected jurisdictions and the general public.
  - c. Implement the Incident Command System (ICS) and Unified Command System (UCS) when appropriate.
  - d. Activate the City of San Luis Emergency Operations Center and, if necessary, request activation of Yuma County Emergency Operations Center.
  - e. Rescue trapped victims and provide medical care to injured.
  - f. Evacuate affected area.
  - g. Determine presence of chemical, biological, radiological, nuclear, or explosive (CBRNE) devices or agents.
  - h. Establish "hot zone" if appropriate.
  - i. Decontaminate victims exposed to radiological, chemical, or biological agents.
  - j. Contain/neutralize hazards when able and appropriate.
  - k. Suppress fires.
  - l. Preserve evidence in accordance with the most recent guidelines, policies and procedures.
  - m. Secure vacated area as appropriate and able with available resources.
  - n. Designate, open, and support shelters as needed.
  - o. Establish traffic control points.

## D. Recovery

Authority having jurisdiction shall:

1. Take reasonable measures to coordinate appropriate decontamination of properties within affected areas.
2. Reevaluate and lift quarantine when appropriate.
3. Notify the public when it is safe to return to the area.
4. Protect and preserve the vacated area until the return of occupants.

## V. ORGANIZATION AND RESPONSIBILITIES

A. In accord with Annex I (the “Evacuation” section of this EOP) the authority having jurisdiction has the duty and power as follows:

1. Initiate and ensure the orderly evacuation of the community;
2. Issue evacuation recommendations and/or orders, as needed;
3. Exercise any other authority as may be provided by Federal, State, or Local law.
4. The decision to evacuate normally rests with the CEO of the jurisdiction. Because of the nature of terrorist events, immediate action is more likely to be needed and may be ordered by the on-scene command authority

B. Law Enforcement will:

1. Act as the lead agency. Law enforcement officers may resolve on-scene suspect threats, conduct sweeps for additional devices, and deal with other situations of a threatening nature prior to the response of other agencies and/or resources.
2. Participate in Unified/Incident Command System, coordinating response of law enforcement entities with other agencies.
3. Supply appropriate personnel to the EOC
4. Participate in warning/alerting the public.
5. Provide scene security and integrity in accordance with standard crime scene guidelines, polices, and procedures.
6. Establish and maintain traffic and access control.
7. Coordinate evacuations as directed.

C. Fire/Rescue Services will:

1. Resolve hazardous material issues associated with event. Care shall be taken to preserve evidence and crime scenes.
2. Participate in Unified/Incident Command System, coordinating response of Fire/Rescue entities with other agencies.
3. Supply appropriate personnel to the EOC.
4. Perform hazard identification, confinement, and recovery operations.
5. Coordinate fire department mutual aid resources.
6. Coordinate fire, hazardous materials, decontamination, rescue and emergency medical response.
7. Participate in warning, alerting, and evacuating the public

D. Department of Public Health will:

1. Act as lead medical and public health agency, as appropriate.
2. Participate in Unified/Incident Command System; provide epidemiological and/or environmental health specialists to aid Incident Commander, as needed.
3. Supply appropriate personnel to the EOC
4. Assist in hazard assessment and monitoring, assist appropriate response agency in overseeing cleanup operations.
5. Participate in educating, warning, and alerting the public.
6. Provide guidance for establishing and lifting quarantine

## **VI. ADMINISTRATION AND LOGISTICS**

The San Luis Police Department, San Luis Fire Department, as well as public health officials will work in cooperation with federal law enforcement and other emergency response entities, in the prevention of, response to, and recovery from acts of terrorism.

## **VII. PLAN MAINTENANCE AND DISTRIBUTION**

- A. Responsibility for maintaining and updating this section rests with the jurisdiction's Chief Law Enforcement Officer.
- B. This section will be updated as needed and reviewed annually.

Section N

CONTINUITY OF GOVERNMENT SERVICES

**I. PURPOSE**

To provide a guideline for ensuring the continuity of government services in the event of natural or manmade disaster.

**II. SITUATION**

A. The provisions of this section are applicable to all emergencies of such magnitude as to create conditions that may cause personnel vacancies in leadership or other essential positions.

B. Emergencies of this magnitude may also damage, destroy, or contaminate critical infrastructure facilities.

**III. ASSUMPTIONS**

A. Emergency Operations are dependent upon a critical personnel infrastructure to guide and direct response and recovery.

1. A local disaster (natural, manmade accidental or intentional act) may cause numerous fatalities and injuries, disruption of normal life and communication systems.
2. Those that would be the primary persons filling lead emergency response positions may be incapacitated or otherwise unable to fill their roles.
3. To ensure continuity of government services, authorized deputies or emergency interim successors must be prepared to immediately assume these roles.

B. Emergency Operations are also dependent upon critical infrastructure facilities for effective response and recovery.

1. A local disaster (natural, manmade accidental or intentional act) may cause damage and/or contamination rendering critical facilities unusable.
2. To ensure continuity of government services, alternative facilities must be identified and able to fill at least minimum requirements.

## IV. CONCEPT OF OPERATIONS

### A. Critical Infrastructure Personnel

1. Governmental entities having responsibility will identify critical infrastructure personnel appropriate to their jurisdictions in the following areas:
  - a. Mayor
  - b. City Manager
  - c. Fire Chief
  - d. Law Enforcement Official (Police Chief)
  - e. Fire/Emergency Medical Service Official (Fire Chief)
  - f. Public Works Official
  - g. Public Information Officer (PIO)
  - h. Health/Medical Coordinator
  - i. Resources and Transportation Coordinator (RTC)
2. Orders of Succession should be established listing the primary personnel, and at least two emergency interim successors that are qualified to fill each position.
  - a. Orders of Succession (particularly concerning elected officials) must be consistent with state and local laws, ordinances, and the Charter.
  - b. Orders of Succession will be kept on file with the City of San Luis Fire Department, the Public Safety Communications Center, and each department within the City of San Luis.

### B. Critical Facilities

1. Governmental entities having responsibility will identify critical facilities in the following areas:
  - a. Emergency Operations Center
  - b. Public Safety Communications
  - c. Law Enforcement
  - d. Fire/Emergency Medical Services
  - e. Public Works
  - f. Public Administration (City Hall)

2. Alternate facility lists should be established listing the primary facilities, and at least one alternate location with at least minimum requirements to carry on operations.
  - a. Alternate facility lists will be kept on file with the City of San Luis Fire Department, the Public Safety Communications Center, and each department within the City of San Luis.
  - b. Depending upon the mission of the original facility, “minimum requirements” may simply be a large enough building for office operations to continue.

## **V. ORGANIZATION AND RESPONSIBILITIES**

### **A. Fire Chief**

#### **1. Orders of Succession**

- a. Ensure that Orders of Succession are received from each City department.
- b. Ensure that Orders of Succession are included as an appendix within this document and disseminated to the EOP distribution list.
- c. Ensure regular review of Orders of Succession.

#### **2. Alternate Facilities Lists**

- a. Ensure that an Alternate Facilities List is received from each identified critical operational areas.
- b. Ensure that Alternate Facilities Lists are included as an appendix within this document and disseminated to the EOP distribution list.
- c. Ensure at least annual review of Alternative Facilities List

B. City of San Luis Departments

1. Orders of Succession

- a. Compile an Order of Succession (“3 deep”) addressing each of the identified critical infrastructure personnel positions.
- b. Forward Orders of Succession to the Fire Chief.
- c. Maintain call out lists for the individuals filling positions named in the Orders of Succession.

1) Entity call out lists will be:

- a. Kept current and accurate
- b. Available in the Public Safety Communications Center and other locations deemed necessary to provide for easy emergency access.

2. Alternate Facilities Lists

- a. Compile an Alternative Facilities List addressing each of the identified critical facilities.
- b. Forward Alternative Facilities List to the Emergency Management Coordinator.
- c. Keep Alternative Facilities List available in the Public Safety Communications Center and other locations deemed necessary to provide for easy emergency access.

## **VI. PLAN MAINTENANCE AND DISTRIBUTION**

- A. Responsibility for maintaining and updating this section rests with the City of San Luis Fire Chief.
- B. This section will be updated as needed and reviewed annually.

## ACTION CHECKLISTS

Mayor  
City Manager  
Fire Chief  
Chief of Police  
Public Information Coordinator  
Legal Advisor  
Operations Section Chief  
Public Works/Engineering Unit  
Mass Care/Shelter Unit Planning  
Section Chief Situation Unit  
Damage Assessment Unit  
Logistics Section Chief  
Supply/Food Unit  
Facilities/Transportation Unit  
Finance Section Chief  
Compensation/Claims Unit Costs  
Unit

## MAYOR

### ACTION CHECK LIST

When the EOC is activated, the Mayor serves as the liaison between the City Council and the Emergency Management Director. Because of limited space in the EOC, Council members, other than the Mayor, should not generally go to the EOC.

#### **MAYOR'S RESPONSIBILITIES AT THE EOC:**

- Obtain a briefing on the extent of the disaster from the Emergency Management Director.
- Coordinate with the Emergency Management Director for a Proclamation of Emergency.
- Provide a briefing to the members of the City Council regarding the disaster.
- Coordinate with the Public Information Officer to keep public informed.
- Make request for County Proclamation of Emergency, if necessary
- Coordinate with the Emergency Management Director regarding policy issues related to the emergency.

## **CITY MANAGER**

### **ACTION CHECKLIST**

The City Manager is responsible for the overall management of the City of San Luis. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

#### **CITY MANAGER'S RESPONSIBILITIES:**

- Ensure that the Emergency Operations center (EOC) has been activated.
- Consider timely and appropriate notification of City Council.
- Report to the EOC.
- Initiate and utilize the Incident Command System.
- Ensure that an initial damage assessment and casualty report has been completed.
- Ensure that the EOC staff have been briefed as to the status of the disaster.
- Be ready to issue a declaration of emergency/disaster.
- Ensure the City Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.
- In consultation with the City Emergency Management Director, determine whether or not county, state or federal assistance should be requested.

## **FIRE CHIEF**

### **ACTION CHECK LIST**

The Emergency Management Director is responsible for coordinating EOC Operations and facilitating inter-department cooperation and logistics.

#### **FIRE CHIEF RESPONSIBILITIES:**

- Identify yourself as Emergency Management Director.
- Depending on the nature of the incident and the accumulation of information, effect partial or full E.O.C. activation
- Initiate and utilize the Incident Command System.
- Ascertain if all key personnel or alternates are in the E.O.C. or have been notified.
- Obtain briefing on the extent of the disaster from each Department Head.
- Brief Section Chiefs as needed:
  - Operations Section Chief
  - Planning Section Chief
  - Support Section Chief
  - Finance Section Chief
- Ensure that EOC Personnel have identified proper relief(s) for themselves on extended incidents.
- Determine "Level" of disaster as outlined in the Major Incident Response Plan.
- Develop overall strategy/policy with the Policy Section and Section Chiefs:
  - Assess the situation
  - Define the problem
  - Establish priorities
  - Need for evacuation
  - Estimate of incident duration
  - Do you need an "Emergency Proclamation"?
- Develop an Incident Action Plan with the aid of the Policy Staff and Section Chiefs.

- [ ] Execute the Incident Action Plan.
- [ ] Establish periodic briefing sessions with the entire E.O.C. staff to update the overall situation.
- [ ] Notify the Yuma County Division of Emergency Management of the disaster conditions and request mutual aid as deemed necessary.
- [ ] Establish communications to the level needed. Full mobilization of all communications resources would involve police, fire, public works, amateur radio and other agencies such as County, schools, hospital districts, etc.
- [ ] Coordinate all E.O.C. functions with adjacent communities, county, state, and federal emergency organizations and request County, State and Federal assistance if the disaster is beyond the City's capabilities.
- [ ] If there is little or no damage in the City of San Luis, be prepared to provide assistance to other mutual aid jurisdictions if the disaster is area-wide.

## **ASSISTANT FIRE CHIEF**

### **ACTION CHECK LIST**

The Assistant Fire Chiefs responsibilities are to coordinate all Fire/Rescue activities in the EOC:

#### **ASSISTANT FIRE CHIEF RESPONSIBILITIES:**

- Identify yourself as the Fire Service Coordinator.
- Obtain briefing or preliminary survey of the emergency/disaster scene from the Emergency Management Director
- Initiate and utilize the Incident Command System.
- Ascertain if all key Fire Department personnel or alternates are in the E.O.C. or have been notified.
- Assess the impact of the disaster on the Fire Department operational capability.
- Brief and update the Emergency Management Director of all the Fire Department's disaster responsibilities including priorities, plans, development of a fire scene strategy and resources.
- Brief the Fire Department staff/Consider emergency callback
- Assign staff to the Fire Operations Section.
- Assign staff to the Fire Planning Section.
- If countywide, assign staff to the County E.O.C. to serve as County Fire Mutual Aid Coordinator.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Provide for relief personnel.
- If there is little or no damage in the City of San Luis, be prepared to provide assistance to other mutual aid jurisdictions.
- Coordinate field medical activities.

## **LAW ENFORCEMENT COORDINATOR**

### **ACTION CHECK LIST**

The Law Enforcement Coordinator's responsibility is to coordinate all Law Enforcement activities in the E.O.C.

#### **LAW ENFORCEMENT COORDINATOR RESPONSIBILITIES:**

- Identify yourself as the Law Enforcement Coordinator.
- Obtain a briefing or preliminary survey of the emergency scene from the Emergency Management Director
- Initiate and utilize the Incident Command System.
- Ascertain if all key Police Department personnel or alternates are in the E.O.C. or have been notified.
- Brief and update the Emergency Management Director of all Police Department disaster responsibilities including priorities, plans, and resources.
- Brief the Police Department staff.
- Assign staff to the Law Enforcement section of the Operations Section and Planning Section.
- Set Police Department priorities based on the nature and severity of the disaster emergency.
- If there is little or no damage in the City of San Luis, be prepared to provide assistance to other mutual aid jurisdictions.

## **PUBLIC INFORMATION OFFICER**

### **ACTION CHECKLIST**

#### **PUBLIC INFORMATION OFFICER RESPONSABILITIES:**

- Identify yourself as the Public Information Officer.
- Obtain a briefing or preliminary survey of the emergency scene from the Emergency Management Director
- Issue press releases and updates as appropriate
- Determine if need exists for establishment of a Joint Information Center (JIC) and, if that need exists, coordinate/manage establishment and operation
- Arrange for escort service to the incident for the media and VIP's.
- Attend briefings of the Command Section to update information releases.
- Monitor television and radio transmissions
- Assist in issuing warnings about unsafe areas, structures, and facilities.
- Coordinate with EAS or other communications systems to issue warnings.
- Respond to special requests for information.
- Establish and assign staff to operate a rumor control hotline, if needed.
- Provide information to the public on transportation routes, closures and evacuation status.
- Publicize official list of assistance centers and shelter openings and closures, recovery plans, and other recovery efforts.
- Provide assistance in announcing school and work site openings.
- Maintain information on State, Federal, and County assistance programs.
- Ensure announcements and information are translated for special populations.
- Issue advisories regarding:
- Available government and private services.

## CONTINUED ACTION CHECK LIST

- Transportation
- Hazardous locations and structures
- Home preparedness
- Fire prevention
- Release of children from school
- Emergency shelters
- Evacuations

## LEGAL OFFICER

### ACTION CHECK LIST

The responsibility of the Legal Officer is to advise on the legal requirements of the City during the disaster/emergency.

#### **LEGAL OFFICER RESPONSIBILITIES:**

- Identify yourself as the Legal Officer
- Obtain situation briefing from the Emergency Management Director.
- Establish areas of legal responsibility and/or potential liabilities.
- Prepare proclamations, emergency ordinances, and other legal documents required by the City Council and the City Manager.
- Advise the City Council, City Manager, Emergency Management Director and the Emergency Operations Center Staff on the legality and/or legal implications of contemplated emergency actions and/or policies.
- Develop the rules and regulations and laws required for acquisition and/or control of critical resources.
- Develop the necessary ordinances and regulations to provide a legal basis for evacuation and/or population control.
- Commence such civil and criminal proceedings as are necessary and appropriate to implement and enforce emergency actions.
- Maintain an activity log.

## **OPERATIONS SECTION CHIEF**

### **ACTION CHECK LIST**

The Operations Section Chief's responsibility is to emergency operation Units of the Operations Section: Fire/Rescue, Law Enforcement, Public Works/Engineering, Care/Shelter, and Medical/Mass Casualty.

#### **OPERATIONS SECTION CHIEF RESIBILITIES:**

- Identify yourself as the Operations Section Chief
- Obtain briefing from the Fire Chief.
- Initiate and utilize the Incident Command System.
- Evaluate the community situation and report information regarding special events, activities, and occurrences when needed to the Director of Emergency Management.
- Develop operations portion of the Action Plan.
- Brief operations personnel.
- Keep Policy Section advised and briefed.
- Coordinate activities of all departments and agencies involved in the operations.
- Determine needs and request more resources when necessary.
- Establish communications with affected areas.
- Receive, evaluate, and disseminate emergency operational information.
- Maintain liaison with county, state and federal agencies.
- Provide all emergency information to the Public Information Officer in the Policy Section.
- Ensure that required records and documentation of personnel and equipment used during the emergency/disaster are maintained. Precise information is essential to meet requirements for reimbursement by the state and federal governments.
- Maintain Activity Log

## **PUBLIC WORKS/ENGINEERING COORDINATOR/UNIT**

### **ACTION CHECKLIST**

The Public Works/Engineering Unit is responsible for reducing damage, restoring essential services, assisting in heavy rescue, and assessing damage.

#### **PUBLIC WORKS DIRECTOR RESPONSIBILITIES:**

- Obtain a briefing from the Operations Section Chief .
- Brief and update the Public Works Coordinator.
- Consult with the other Operations Section Units to assess the situation.
  - Fire Control/Rescue Unit
  - Law Enforcement Unit
  - Mass Care/Shelter Unit
  - Medical/Multi-Casualty Unit
- Alert public works/engineering personnel and initiate recall of members to the extent deemed necessary.
- Move equipment to open areas in the case of earthquake and possible aftershocks.
- Assess the impact of the disaster on the Departments' operational capability.
- Keep the Operations Section Chief advised of what resources are presently committed and what resources are still available.
- Inventory the status of essential City services:
  - Sewer system/Sewer plants
  - Water system
  - Dams/Filtration plants
  - Storm drain system
  - Impassable streets
  - Bridges, overpasses, pedestrian walkways
  - Damaged/unsafe buildings
- Establish a priority list for re-establishing utility services and beginning necessary repairs.

- [ ] Provide teams of personnel with equipment to accomplish heavy rescue, assist in light rescue and other operations as required. Coordinate with Fire Control/Rescue Unit.
- [ ] Provide updated information on road availability and closures to the Planning Section and Public Information Coordinator.
- [ ] Ensure an adequate supply of water for firefighting operations. Check with the Fire Control/Rescue Unit for priorities.
- [ ] Provide emergency water. If necessary, coordinate with the private sector, i.e. bottled water, beverage distributors, milk distributors, etc. and coordinate with the Support Section.
- [ ] Provide emergency power such as mobile generators.
- [ ] Construct emergency detours and access roads, as required.
- [ ] Establish liaison with private heavy equipment operators for assistance as needed. Coordinate with the Support Section.
- [ ] Mobilize public utility and private contract repair crews.
- [ ] Assist the Law Enforcement Unit in establishing barricades and access routes to and from the affected areas.
- [ ] Restore/maintain/operation essential facilities
- [ ] Provide for repairs to emergency equipment in coordination with the Support Section
- [ ] Remove, haul and dispose of debris that hampers emergency response.
- [ ] Construct emergency facilities as required.
- [ ] Repair or reinforce bridges and patch, clear or reinforce repairable roads.
- [ ] Arrange for providing fuel for emergency vehicles and equipment in coordination with the Support Section.
- [ ] Assist other agencies in hauling requested supplies and equipment to feed and shelter disaster victims at mass care facilities. Coordinate with the Care/Shelter Unit and Support Section.

- [ ] If necessary, close down and isolate damaged sewage disposal systems to protect the water supply.
- [ ] Arrange for the distribution and installation of chemical toilets as needed in coordination with the Support Section.
- [ ] Arrange for meeting the personal needs of public works personnel such as feeding and sheltering with the Support Section.
- [ ] In coordination with building official, initiate a damage assessment survey of public and private structures, document, and post appropriately.
- [ ] Request mutual aid as needed.
- [ ] Review priority list for recovery of damaged or closed highways, streets, roads, and being repairs as possible.
- [ ] Coordinate heavy equipment request via Logistics Unit.
- [ ] If there is little or no damage in the City of San Luis, be prepared to provide assistance to other jurisdictions upon request in case of a countywide disaster.
- [ ] Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for state and federal governments.
- [ ] Carry out other responsibilities assigned in the City's Emergency Operations Plan, as appropriate.

**MASS CARE/SHELTER UNIT  
(FIRE INSPECTOR)  
ACTION CHECKLIST**

The Mass Care/Shelter Unit's responsibility is to coordinate with the Red Cross for temporary shelter, feeding, and registration of impacted persons.

**MASS CARE/SHELTER UNIT RESPONSIBILITIES:**

- Obtain briefing from the Operations Section Chief.
- Check personnel schedules and rosters.
- Ascertain if all key Community Services and Red Cross personnel have been notified.
- Alert Community Service and Red Cross personnel and initiate a recall of the number of members to the extent deemed necessary.
- Consult with the other Operations Section Units to assess the situation:
  - Fire Control/Rescue Unit
  - Law Enforcement Unit
  - Public Works/Engineering Unit
  - Medical/Multi-Casualty Unit
- Coordinate with the Red Cross in all Care/Shelter activities with the other Units of the Operations Section and the Operations Section Chief.
- Verify shelter locations.
- Determine from the Red Cross which designated mass care facilities and Welfare Inquiry Centers will be available/operational.
- Provide alternative communications where needed to link Red Cross, the E.O.C., and other key facilities.
- Coordinate with the Red Cross and Law Enforcement Unit for evacuation of any mass care facilities, which become endangered by any hazardous conditions.
- Coordinate with the Red Cross and the Law Enforcement Unit for the evacuation of institutionalized persons in threatened areas. Also coordinate with the Medical/Mass Casualty Unit.
- Determine any Red Cross deficiencies in mass care needs, including food and water.

Request necessary food supplies, equipment, and other supplies to operate mass care facilities with the coordination of the Red Cross.

- [ ] Ensure that the Red Cross has activated their registration and inquiry system.
- [ ] Ensure that the Red Cross is maintaining an updated list of victims and their locations.
- [ ] Record and evaluate information regarding requests, activities, expenditures, damages and casualties.
- [ ] Inform the Public Information Coordinator of current information.
- [ ] Request assistance from the Operational Area Care and Shelter Coordinator, as required.
- [ ] Arrange for crisis counseling for the public. Coordinate with the Red Cross and County Mental Health.
- [ ] Assess the status of all City owned facilities that can provide mass care sheltering.
- [ ] Ensure that the Red Cross is providing special services as required for the care of unaccompanied children, the aged, and disabled.
- [ ] Ensure that the Red Cross is coordinated with the Department of Economic Security for long-term assistance, if required.
- [ ] Ensure that the Red Cross has notified the Post Office to divert incoming mail to appropriate relocation areas or mass care facilities, if required.

**PLANNING SECTION CHIEF  
ACTION CHECKLIST**

The Planning Section Chief's responsibilities will include collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.

**PLANNING SECTION CHIEF RESPONSIBILITIES:**

- Identify yourself as Planning Section Chief
- Obtain briefing from the Fire Chief.
- Ascertain if all key Planning Section personnel or alternates are in the E.O.C., or have been notified. Recall the required staff members necessary for the disaster.
- Organize the Planning Section Units as needed:
  - Situation Unit Lead (normally the Planning Chief)
  - Damage Assessment Unit Leader
  - Visual Display Unit Leader
  - Documents Unit Leader
  - Technical Specialists (as needed depending on event)
- Establish information requirements and reporting schedules.
- Assess the impact of the disaster on the community including an initial damage assessment by the Building Inspection Department and emergency field units.
- Establish a message flow and assign necessary number of runners in the E.O.C.
- Keep Policy Section advised and briefed.
- Set planning priorities and objectives with the Operations Section Chief.
- Review intelligence information, determine its credibility and predict its influence on the situation.

- [ ] Fill in the E.O.C. organizational chart of all personnel involved in the disaster and keep posted in the E.O.C.
- [ ] Assemble information on alternative strategies.
- [ ] Identify need for use of special resources.
  
- [ ] Provide periodic predictions on incident potential.
- [ ] Prepare and distribute orders from the Emergency Fire Chief.
- [ ] Prepare summary situation reports of the situation in for transmission to the State Office of Emergency Management.
- [ ] Begin planning for recovery in the disaster area(s).
- [ ] Prepare an after-action report and assist in debriefing.

## SITUATION UNIT

### ACTION CHECKLIST

The Situation Unit is responsible for collecting and organizing incident situations and status information. Provide the supervision for display of information in the E.O.C.

#### **SITUATION UNIT RESPOSIBILITES:**

- Obtain briefing from the Planning Section Chief.
- Supervise Visual Display Unit
- Collect incident data:
  - Address and nature of the incident(s)
  - Status of each incident (out of control, contained, controlled)
  - Special hazards
  - Persons injured
  - Persons dead
  - Property damaged (estimated dollar loss)
  - City resources used
  - Outside agencies assisting
  - Shelters
- Maintain an inventory of available personnel, equipment, vehicles, etc.
- Develop sources of information and assist the Planning Chief in collecting and organizing data from other sections.
- Establish a check system of information sources to ensure follow up contacts.
- Determines weather conditions – present and pending. Keep these conditions updated.
- Supervise the visual display of all information in the E.O.C. and make sure all pertinent information gets to the Visual Display Unit.
- Determine all road conditions and keep these conditions update.
- Prepare situation reports and updates at intervals or when changes occur for the Planning Section Chief.

**DAMAGE ASSESSMENT UNIT  
(CERT UNIT)**

**ACTION CHECKLIST**

Damage Assessment Unit is responsible for collection, evaluation, dissemination, and use of information concerning damage assessment to the City.

**DAMAGE ASSESSMENT UNIT RESPONSIBILITIES:**

- [ ] Obtain briefing from the Planning Section Chief.
- [ ] Recall Community Development, Building Safety, and City Engineering personnel, to the extent deemed necessary.
- [ ] Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities. If dams are in the affected area, ensure that an immediate inspection of the dam(s) is made and the results made known in the EOC as soon as possible.
- [ ] Give special attention to special hazard areas such as government facilities, schools, utilities, and large occupied buildings.
- [ ] Prepare the initial damage estimate of the City.
- [ ] Collect, record, and total the type and estimated value of damage.
- [ ] Alert and activate structural inspection personnel.
- [ ] Provide, as necessary, damage assessment teams to survey structures and areas after the disaster.
- [ ] Provide, as necessary, assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by federal and state emergency loan and assistance agencies as a basis for assistance.
- [ ] Inspect and post critically damaged structures for occupancy or condemnation.
- [ ] Prepare a plan for utilization of building inspectors (additional inspectors may be obtained under mutual aid) to ensure proper deployment as well as comprehensive coverage of the damage area.)
- [ ] Coordinate with oil and fuel line companies on damage assessment.

- [ ] Coordinate with the Fire and Police Department for possible information on damage to private dwellings.
  
- [ ] Maintain required records and documentation of personnel and equipment used during the emergency. Precise information is essential to meet requirements for reimbursement by the state and federal governments.

## **LOGISTICS SECTION CHIEF**

### **ACTION CHECKLIST**

The Logistics Section Chief manages those units responsible for personnel, equipment, facilities and personal needs in support of incident activities.

#### **LOGISTICS SECTION CHIEF RESPONSIBILITIES:**

- Identify yourself as the Logistics Section Chief
- Obtain a briefing from the Emergency Management Director.
- Check staff personnel schedules and rosters.
- Ascertain if all key support personnel or alternates are in the EOC or have been notified.
- Brief and update the Director of Emergency Management of all resources and support concerns caused by the disaster, including priorities and plans.
- Coordinate support operations with the Operations Section Chief to provide for facilities, services and materials in support of the Operations Section. Advise on current service and support capabilities.
- Coordinate and process requests for resources.
- Organize and manage the Logistics Section in the EOC and brief Unit Leaders:
  - Supply/Food Unit Leader
  - Facilities/Transportation Unit Leader
  - Equipment/Fuel Unit Leader
- Make logistical arrangements to utilize other resource section/unit outside of heavily damaged areas.
- Obtain, reproduce, and disseminate updated resource inventories and other information to other Sections when necessary

## SUPPLY/FOOD UNIT

### ACTION CHECKLIST

The Supply/Food Unit orders equipment and supplies. Receives and stores all supplies for the disaster.

#### **SUPPLY/FOOD UNIT RESPONSIBILITIES:**

- Obtain briefing from the Logistics Section Chief.
- Participate in the Logistics Section planning.
- Assign personnel as needed to adequately staff the Supply Unit.
- Advise on resources available in the City of San Luis inventory.
- Provide for the conservation, allocation, and distribution of food stocks.
- Open purchase orders for providing emergency response equipment.
- Stockpile, maintain, deploy, and reserve critical supplies and equipment.
- Coordinate with other jurisdictions and private companies on sources of equipment and supply. See the Master Resource Manual.
- Alert procurement personnel, mutual aid partners, contractors, and emergency vendors of any possible needs.
- Determine food and water requirements.
- Coordinate with Care/Shelter Unit of the Operations Section. The Red Cross and/or Salvation Army will usually provide food/water services for emergency workers when requested (usually at no charge).
- Coordinate with the Supply Unit for ordering and receiving food.
- Coordinate with the Facilities Unit for location(s) and maintenance of feeding area(s).
- Determine the best method of feeding.

- Plan menus and order food.
- Establish feeding schedule.
- Determine cooking facilities, cooking assignments, serving and general maintenance of feeding area(s).
- Maintain required records and documentation of personnel and equipment used during the disaster.

## FACILITIES/TRANSPORTATION UNIT

### ACTION CHECKLIST

The Facilities/Transportation Unit Provides vehicles, as needed, to move people to and from the EOC, to and from the incident scene(s), and for evacuation.

#### FACILITIES/TRANSPORTATION UNIT RESPONSIBILITIES:

- Obtain a briefing from the Logistics Section Chief.
- Provide and maintain an inventory of transport vehicles (See also the Master Resources Manual):
  - Cars
  - Buses
  - Light Trucks
  - Heavy Trucks
  - Fixed Wing Aircraft
  - Helicopters
- Establish staging areas for vehicles.
- Establish remote communications with staging areas.
- Coordinate with the Equipment/Fuel Unit for mobile refueling capabilities.
- Provide transportation, as needed, of emergency workers.
- Provide transportation for evacuation when requested by the Operations Section.
- Alert managers and transportation officials and coordinate their readiness activities.
- Maintain required records and documentation of personnel and equipment used during the disaster.
- Establish, set up, maintain, and demobilize all facilities used in support of disaster operations.
- Determine the facilities required for emergency workers: (Coordinate with the Care/Shelter Unit in the Operations Section):

- Feeding Areas (Coordinate with Food Unit)
  - Sleeping Areas
  - Security Services (Coordinate with Law Enforcement)
  - Lighting, heating, cooling
  - Maintenance
  - Sanitation/Shower Area
- 
- Provide facility maintenance, including EOC
  - Maintain required records and documentation of personnel and equipment used during the disaster.

## **FINANCE SECTION CHIEF**

### **ACTION CHECKLIST**

The Finance Section Chief manages all financial and cost analysis aspects of the disaster/emergency and the supervision of members of the Finance Section.

#### **FINANCE SECTION CHIEF RESPONSIBILITIES:**

- Identify yourself as the Finance Section Chief
- Obtain a briefing from the Emergency Management Director.
- Attend Policy Section planning meetings to gather information on overall strategy.
- Organize the Finance Section:
  - Costs Unit Leader
  - Compensation/Claims Unit Leader
- Inform the Emergency Management Director when the Finance Section is fully operational.
- Provide input in all plans for financial and cost analysis.
- Make recommendations for cost savings to the Policy Section.
- Maintain contact with agency(s) on financial matters.
- Properly prepare and complete all financial obligation documents.
- Review and expedite invoices, claims and applications for relief from vendors, victims and mutual aid partners.
- Provide a cost analysis for the disaster to the Emergency Management Director.
- Prepare applications and claims for federal and state claims and assistance.

## COMPENSATION/CLAIMS UNIT

### ACTION CHECKLIST

Compensation/Claims Unit manages compensation for injuries and claims arising out of the disaster.

#### **THE COMPENSATION/CLAIMS UNIT RESPONSIBILITIES:**

- Obtain briefing from the Finance Section Chief.
- Establish contact with department representatives who track injuries, claims.
- Ensure the investigation of all accidents, if possible, and prepare all necessary claims.
- Assign staff as needed.
- Gather personnel casualty information from the department representatives.
- Periodically review logs and forms by your Unit to ensure:
  - Completeness
  - Accuracy
  - Timeliness
  - Compliance with procedures and policies
- Maintain an Activity Log
- Keep the Finance Section Chief briefed on Unit and Activities.

## COSTS UNIT

### ACTION CHECKLIST

The Costs Unit collects all cost data, perform cost effective analysis, provide cost estimates and cost saving recommendations and prepare claim forms for state and federal reimbursement.

#### **COSTS UNIT RESPONSIBILITIES:**

- Obtain a briefing from the Finance Section Chief.
- Obtain and record all cost data.
- Maintain a fiscal record of all expenditures related to the emergency or disaster.
- Ensure all obligation documents initiated at the incident are properly prepared and accurately identified.
- Maintain accurate information on the actual costs for the use of all assigned resources (personnel, equipment, and supplies).
- Ensure that all pieces of equipment and personnel that require payment are properly identified.
- Ensure all Sections and Departments maintain proper supporting records and documentation to support claims.
- Make recommendations for cost savings to the Finance Section Chief.
- Prepare incident cost summaries as needed.
- Maintain an Activity Log.

## EOC CALL BACK LIST

The following individuals should be contacted to respond or provide personnel as indicated. If the person is unavailable, the next senior level personnel of that particular department will be contacted.

NAME	TITLE/POSITION	PHONE Area Code (928)	ACTION REQUIRED
Gerardo Sanchez	Mayor	257-7055 Cell 920-6985 Cell	Respond as Chief Executive Officer
Tadeo De La Hoya	City Manager	920-6428 Cell	Respond as Operations Chief
Monica Castro	Finance Director	210-4441 Cell 941-7008 Cell	Provide personnel: Administration
Joaquin campa	Building Official	940-7094 Cell	Provide personnel: Planning Section
Monica Ruiz	Communications	627-4801 Home 919-2765 Cell	Provide personnel: Communications
Kay Macuil	City Attorney	722-0285 Home 941-2291 Cell	Provide personnel: Legal Advisor
Derek Duenas	Information Technology Director	341-8545 Work 941-2901 Cell	Provide personnel: Administration Planning
Angel Ramirez	Fire Chief	259-3494 Cell	Provide personnel: Operations /Planning
Eulogio Vera	Public Works Director	941-6505 Cell	Provide personnel: Operations /Planning Logistics
Richard Jessup	Chief of Police	919-4635 Cell	Provide personnel: Operations /Planning
Francia Alonso Luis Cebreros	Public Information Officer(PIO) Fire Department	941-3448 Cell 446-3158 Cell	Provides Information Media & Community
Aracely De La Hoya	Social Services Director	941-2463 Cell	Provide personnel: Logistics & Operations
Louie Galaviz	Parks & Recreation Director	627-0156 Work 257-2492 Cell	Provide personnel: Planning Section
Tadeo De La Hoya	Human Resources Director	920-6428 Cell	Provide personnel: Administration
Yolanda Duenas	Facilities Management Director	941-0399 Cell	Provide Personnel: Logistics
Nohemy Echaveria	Judge	919-8398 Cell	Victim Protection Citations

Jenny Torres	Economic Development Manager	920-4829 Cell	Personnel/Planning
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