



This document outlines the response expectations of the Public Works and Engineering during emergencies and serves as a Support Annex to the Yolo County Emergency Operations Plan.

Yolo County Public Works & Engineering Annex

Annex to the Yolo County
Emergency Operations Plan

Version 2.0

December 2024

PROMULGATION

This Emergency Support Function Annex to the County of Yolo Emergency Operations Plan describes how Yolo County will manage an emergency incident or disaster mitigation, preparedness, response, and restoration related to this Emergency Support Function. All Primary and Support agencies identified as having assigned responsibilities in this Emergency Support Function shall perform the emergency tasks described, including preparing and maintaining Standard Operating Guidelines and Procedures and carrying out the training, exercises, and plan maintenance needed to support the plan.

This Emergency Annex plan was developed using the Comprehensive Planning Guide 101 version 3 from the Federal Emergency Management Agency and California's emergency planning guidance documents. Adoption will occur following the established maintenance schedule; however, the plan may be modified in the interim without prior approval and formal adoption under the direction of the Director of Emergency Operations. The revised plan will be relayed digitally to all Primary and Support agencies with assigned responsibilities in this Emergency Support Function. The Primary assigned agency will coordinate the review and update of the plan with the Support agencies as needed at least every three years. This Emergency Support Function plan supersedes any previous versions.

This Emergency Support Function Annex applies to Primary and Support agencies within Yolo County who are assigned responsibilities by Emergency Support Function of the All-Hazard Emergency Operations Plan and identified within the Emergency Support Function Annex.

This plan replaces previous annexes of the same or similar title.

The County of Yolo Board of Supervisors chairperson will formally promulgate this annex. The County Ordinance empowers the County Board of Supervisors to review and approve emergency and mutual aid plans.

Lucas Frerichs
Chair of the Board of Supervisors

Date:

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SECTION 1.0: EXECUTIVE SUMMARY

This annex describes the management of public works functions and defines the role of public works departments within the Yolo County Operational Area (OA). Tasks include providing supervision for the repair, modification, and/or public works emergency facilities and housing, inspecting damaged structures, and restoring, maintaining and operating essential services related to the field. In addition, tasks also include assisting in initial evaluations, rapid needs assessment, and preliminary disaster safety reports on the infrastructure in areas that are affected, damaged, or destroyed during an emergency event. This information supports decision-making on the need for and location of emergency access routes, provision of emergency infrastructure, restoration of critical services, and prioritization of clean up and repair efforts.

1.1 INTRODUCTION

This annex describes the public works and engineering operations functions required to reduced hazards, establish control, and restore city, county, special district operations and essential services in the event of an emergency incident.

Public Works and Engineering Operations consists of public works and engineering-related support, transportation, and utilities. Activities within the scope of this function include conducting pre- and post-incident assessment of public works and infrastructure; executing emergency contract support for lifesaving and life-sustaining services; providing technical assistance to include engineering expertise, Public Works management, and contracting and real estate services; and providing emergency repair of damaged infrastructure and critical facilities.

1.2 PURPOSE

This annex describes the basic concepts in coordinating and organizing the capabilities and resources of local government to facilitate the delivery of services, technical assistance, engineering expertise, public works management, and other support to prevent, prepare for, respond to, and/or recover from an incident of extreme significance. While local agencies have individual public works and engineering responsibilities, this annex will serve as a unifying document in the event of a major disaster.

The various roles and responsibilities involved in responding to and recovering from an emergency event within the Yolo County Operational Area (OA) are clarified within this annex. Additionally, the interaction between responding parties, mutual aid provisions, and types of information gathered to aid in the response and recovery effort is outlined.

1.3 SCOPE

The scope of the Public Works and Engineering Operations role includes:

- Completing infrastructure risk and vulnerability assessments.

- Participating in needs and damage assessments and coordinating resources immediately following an incident.
- Documenting structure damage and supporting arrangements for stabilization or destruction of immediate hazards to public health and safety.
- Coordinating structural specialist inspections of mass care facilities
- Supporting procurement of emergency commodities and services necessary to save and sustain life, such as potable water, ice, and generators.
- Monitoring and supporting clearance, removal, and disposal of contaminated and uncontaminated debris from public property or in support of clearing roads. This may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil.
- Providing emergency repair of damaged infrastructure and critical public facilities. This may include, but is not limited to:
 - Transportation systems – roads, bridges, airports, railways, and shipping systems.
 - Environmental systems – waterways, habitats, erosion, and landslides.
 - Domestic utilities – water, electrical, natural gas, and sewer systems.
 - Structural systems – foundation, building components, and contents.
- Restoring critical navigation, flood control, and other water infrastructure systems.

1.4 PLANNING BASIS

Pre-planning and preparedness are essential to an effective emergency response and recovery effort. During an emergency, each jurisdiction relies first on its own resources. In the event that a jurisdiction or agency is unable to fulfill their needs independently, it may request resources through existing mutual aid or assistance agreements.

Whole Community Approach

The Yolo County Operational Area is committed to achieving and fostering a whole community emergency management system that is fully inclusive of individuals with disabilities and others with access and functional needs. For further details on our whole community approach to emergency management, which includes the integration of inclusive emergency management practices, refer to the *Yolo County Emergency Operations Plan*.

1.5 PLANNING ASSUMPTIONS

The following planning assumptions have been used to develop this annex. If these assumptions are not valid for a specific event or circumstance, it will be necessary to modify the operational concepts and assigned responsibilities defined herein:

The following planning assumptions for this annex include:

- The public expects fundamental resources—such as water, sewer, communication, electricity, natural gas, transportation networks, and home and building access—to be restored promptly during an emergency.

- Local agencies will utilize their resources to respond to an emergency and will only request assistance when local resources are insufficient or will be expended.
- A local proclamation may be necessary to enact emergency procedures in order to facilitate construction response by providing exceptions to routine and ordinary environmental, permitting, and public works procurement policies to include legal counsel.
- Normal methods of communicating health and safety concerns with the public may be hindered by infrastructure disruptions or failures.
- Communication tools (e.g., cell phones, radio, messengers) are essential elements of this annex and should be included in planning.
- Emergency environmental waivers and legal clearances may be needed for emergency repairs, disposal of debris, and demolition activities.
- Public Works facilities or equipment may be damaged or inaccessible, and some employees may be unable to respond. The need for construction and engineering services may exceed County resources.
- Staffing needs should be considered for durational deployment, which may be brief or extended.
- Outside contractors may be required.
- Documentation needs should be planned in advance (logs, time cards, press release forms, photos, diagrams/blueprints).

SECTION 2.0: CONCEPT OF OPERATIONS

When activated, the annex's activities will be conducted by Public Works and the supporting departments. This plan does not pre-empt or nullify existing Public Works procedures or guidelines. The information contained in this annex will provide guidance, including roles and responsibilities that are determined based on existing conditions when an incident occurs. This annex supports ESF #3 branch in the EOC Operations section and coordinate activities with additional ESF's such as the Transportation, Communications, and Utilities annexes.

This annex is responsible for assisting the ESF#3 Public Works branch, both before and after a disaster occurs within the OA. The primary roles that are encompasses within this annex that are included in this annex include:

- Provide initial and ongoing assessments on public/ private buildings, streets, roadways, and utilities
- Provide infrastructure/ public facility protection and emergency repair
- Coordinate infrastructure/ public facility restoration and reconstruction
- Provide engineering services, construction management, and response support
- Coordinate with supporting construction and engineering industries

2.1 PROVIDE INFRASTRUCTURE/ PUBLIC FACILITY PROTECTION AND EMERGENCY REPAIR

The Public Works Division manages protection and engineering capabilities through engineering, inspection, maintenance, permitting and administrative services required to maintain and improve all of Yolo County's road network including 752 miles of public roads and 147 bridges, along with roadside ditches, culverts, signs, guardrails, and other appurtenances.

Engineering Services staff serve as liaisons to transportation funding and planning agencies including the Yolo County Transportation District, Sacramento Area Council of Governments, Caltrans, the Federal Highway Administration, as well as the Yolo County Transportation Advisory Committee and collects, tabulates, and analyzes traffic counts and traffic accident data.

Building owners retains responsibility for deciding whether to demolish or restore the structure if needed during an event.

2.2 COORDINATE INFRASTRUCTURE/ PUBLIC FACILITY RESTORATION AND RECONSTRUCTION

In coordination with Utilities Annex, this Annex collects safety and damage assessments on public infrastructure systems, consolidates damage data, and compiles situational reports for the Public Works Operations Coordinator.

2.3 PROVIDE ENGINEERING SERVICES, CONSTRUCTION MANAGEMENT, AND RESPONSE SUPPORT

The Public Works Division may request support for the Public Works and Engineering Annex throughout the event. Requests will include route clearance and recovery to allow emergency vehicles ingress on damaged streets, including operations involving the physical removal of debris on roadways. An initial step prior to debris removal involves inspecting bridges and tunnels to ensure they have not suffered severe damage to impede traffic. Requests for engineering surveys, heavy and light equipment, construction and loading, and waste removal assets must be coordinated through this Annex.

For larger, more complex response becomes necessary, if a DOC is activated, it will coordinate efforts with the EOC Public Works Branch for outside resources in order to manage public work operations. Utilization of contractors and resources from unaffected neighboring Operational Areas will be coordinated through DOCs, and priorities will be established to manage the cleanup and public works operations in the city. After the initial assessments are compiled, engineering and construction project elements will increase in size depending on the extent of damage and the direction of city and county objectives.

2.4 COORDINATE WITH SUPPORTING CONSTRUCTION AND ENGINEERING INDUSTRIES

In addition to working with the Public Works Division, other local, State, and Federal agencies should also be working together to coordinate all the information. In addition to coordinating functions with Public Works Division, collaboration with other Federal, State, regional, local, and private sector agencies will ensure that the public works and engineering response within Yolo County occurs after an event. Examples of additional assistance supplemental to ESF #3 responsibilities are listed in Table 1-1.

Table 1-1

Function	Coordination Activities
Route Recovery	<ul style="list-style-type: none"> • Transportation agencies remove debris and assist with road restoration • Light and heavy equipment and operators establish routes with State agencies for State Highways • Restoration of Caltrain / railroads • Restoration of public transit lines
Damage Assessment	<ul style="list-style-type: none"> • Public hotlines are established to collect localized damage information through State and local agencies • Civil Air Patrol, National Guard, and others perform aerial reconnaissance • Coordinate real estate valuation or insurance issues with private sector • Collect information from Assessor’s Office / Real Estate and Insurers

<p>Debris Management</p>	<ul style="list-style-type: none"> • Fire and waste disposal companies dispose of and remove hazardous waste • Identification and establishment of recycle and reuse sites • Coordinate disposal of agricultural or biohazard debris with agricultural and public health agencies • Establishment of temporary storage sites on private property • Debris recovery processors and facilities
<p>Facilities Management</p>	<ul style="list-style-type: none"> • Security/barricades, custodial services, private and public • Building and home utility services inspection • Demolition services contracted, if necessary
<p>Construction and Infrastructure Management</p>	<ul style="list-style-type: none"> • Fuel for dispensing • Sanitation services • Aviation support for receipt or transport of resources through Federal, State, and local agencies • Geographic Information System (GIS) mapping/layering of damaged area with related cost estimates • Outsourcing contracts

2.5 POLICIES AND PROCEDURAL GUIDELINES

The following general procedures have been developed to provide guidance in the implementation of this annex:

Emergency Workstations

All Public Works Agency personnel should have a designated emergency workstation. This will generally be the station they normally report to during regular work hours unless a different emergency workstation has been previously assigned.

In the event that Public Works normal or emergency workstations are inoperable as a result of the disaster, or staff cannot get to their normal or emergency workstations, employees should report to the nearest appropriate alternate workstation.

Reporting Procedures During Plan Activation

Personnel will report to their regular workstation unless assigned to an emergency station. Personnel will report in person to their workstation when assigned to an emergency workstation before the emergency, or if telephone communications are disrupted.

Operational Area

The OA consists of all jurisdictions, agencies, and partners within the County of Yolo. The County Department of Public Work’s responsibilities fall under the unincorporated areas of Yolo County. When requested by proper authority, mutual aid services within incorporated cities and adjacent counties can be provided.

Department Operations Centers (DOC’s)

All Public Works Agencies should designate alternate locations for their Departmental Operations Centers (DOCs) in the event that the primary location is inoperable.

SECTION 3.0: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

3.1 ORGANIZATION

Most Cities within the OA have their own Public Works Departments. In the event of a major emergency or disaster, the Director(s) of Public Works in the affected jurisdiction(s) will coordinate the implementation of this annex. This responsibility falls upon the County Public Works Director in unincorporated areas of the county. In many instances, because of size and complexity of the incident, some agencies/jurisdictions may need more personnel to fill all the positions at the EOC as shown at the OA level. This may require the assistance of all affected and nonaffected agencies and special districts for additional resources.

3.2 ASSIGNMENT OF RESPONSIBILITIES OF LOCAL AGENCIES

Activities include but are not limited to the following:

- Reasonably exhaust local resources before calling for outside assistance.
- Render the maximum practicable assistance to all emergencies-stricken communities.
- Provide for receiving and disseminating information, data, and directives.
- Maintain a call-back list of primary response personnel.
- Coordinate and conduct necessary training to adequately perform functions and responsibilities during emergencies.
- Provide situational awareness to the OA EOC
- Provide a possible liaison to the OA EOC
- Coordinate with OA EOC Public Works and Engineering Branch.
- Develop and maintain current records of levee/ waterway conditions throughout their jurisdiction
- Provide engineering and public service work tasks such as:
 - Restore, maintain and operate essential services within their jurisdiction
 - Repair, modify and/or construct emergency structures
- Provide engineering expertise and equipment to assist in search and rescue operations.
- Maintain an inventory of heavy equipment and operators.

3.3 RESPONSIBILITIES OF THE COUNTY PUBLIC WORKS DIRECTOR

The County Director of Public Works Division has the primary responsibility to respond for the department in the event of an emergency. During disaster conditions, the Director shall:

- Reasonably exhaust, or recognize the potential to exhaust, county resources before calling for outside assistance.
- Render the maximum practicable assistance to all emergencies-stricken communities, under provisions of the Yolo County Mutual Aid Plans that are in place with the

- cities of the OA.
- Provide for receiving and disseminating information, data, and directives.
- Maintain a callback list of primary response personnel.
- Coordinate and conduct necessary training to adequately perform functions and responsibilities during emergencies.
- Provide department personnel to staff the OA EOC.
- Provide department personnel to staff the OA Joint Information Center (JIC).
- Coordinate all interdepartmental contacts with other Deputy Directors.
- Develop and maintain current records of road and flood conditions throughout their jurisdiction.
- Provide engineering and public service work tasks such as:
 - Restore, maintain, and operate essential services within their jurisdiction
 - Roads and bridges and/or traffic control devices
 - Storm drainage facilities
 - Wastewater disposal plants, trunk sewers, and laterals
 - Airport facilities
 - Rural transportation facilities
 - Repair, modify and/or construct emergency facilities and housing:
 - Bridges and alternate road access
 - Temporary solid waste collection areas
 - Temporary wastewater transmission lines
 - Temporary housing
 - Provide engineering expertise and equipment to assist in search and rescue operations.
 - Maintained an inventory of heavy equipment and equipment operators.
 - Maintain an inventory of resources and provide for procurement and allocation of transportation resources.
 - Utilize established emergency Public Works contracts and basic order agreements for services and supplies to assist in emergency response and recovery efforts.
 - Lead recovery process for the department to include damage assessments, tracking and analyzing costs.

3.4 SUPPORT FUNCTIONS

Department of General Services

- Coordinate emergency repairs or relocation of county facilities
- Provide communication support in the form of personnel and/ or equipment

Yolo County Environmental Health Division

- Assess and coordinate response to resolve potential health issues related to the debris removal process (mosquitos, hazardous and infectious wastes)

Yolo County Parks

- Provide miscellaneous construction equipment and operators
- Provide staff for damage assessment activities, as well as for recovery efforts
- Provide land and/ or community centers for staging and response efforts as needed

Yolo County Planning Division

- Provide structural engineers and building inspectors for damage assessment activities, as well as for recovery efforts for private property in unincorporated communities

Yolo Transportation District

- Provide ground transportation support, including operators, for emergency transportation and evacuation, including transportation for people with disabilities and others with access and functional needs

Yolo County Office of Emergency Services

- Activates and coordinate the OA Emergency Operations Center
- Facilitate and coordinate resources in support of this annex

3.5 CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS)

Dispatch field crews accordingly to assist the California Highway Patrol (CHP), other emergency responders, and the public with State highway closures, signage, and/or clearance activities to maintain and/or restore the State highway transportation network to safe and normal operating conditions. The Caltrans EOC will be activated and staffed accordingly to provide centralized coordination, communication, command, and control of emergency operations and the management of resources. This would include monitoring and providing the status of state highways within the region, communicating damage reports, and initiating emergency contracts where appropriate for repairs on the State highway system.

3.6 PACIFIC GAS AND ELECTRIC (PG&E)

Provide initial and updated PG&E damage assessments to include: the number of gas and electric outages, areas impacted, and a number of customers affected, overall estimated restoration time as well estimated restoration times for each outage, workforce status including use of mutual assistance crew's and any critical operational issues or conditions, current weather updates from proprietary system. Initiate and coordinate PG&E requests for assistance from the region via the OA EOC liaison and provide department personnel to staff the OA EOC.

3.7 ADDITIONAL STAKEHOLDERS

- Delta Stewardship Council
- Central Valley Flood Control Association

- California Department of Water Resources
- California Department of Transportation
- University of California Davis – Coordinates with Operational Area staff specifically planning and response operations.
- U.S. Department of the Interior, Bureau of Reclamation
- U.S. Army Corp of Engineers
- West Sacramento Area Flood Control Agency (WSAFCA)
- Yolo Subbasin Groundwater Agency (YSGA)

SECTION 4.0: COMMUNICATIONS

Quick and effective communication is vital to the emergency response and recovery operations. The communications system provides the basis for effectively coordinating these efforts, and provide timely damage assessment information. Public works will maintain a vendor and resource list, and verify contacts on a regular basis. There will be communication between all jurisdictions in the OA and the EOC. Sharing of information to the public will be handled through the Public Information Officer (PIO).

Cell phones and hard line phones will be the primary form of communication. ICS forms will be used to document communication and collected in accordance with SEMS/NIMS. If phones are not available, the following methods of communication can be used, but not limited to:

- E-Mail
- Fax
- Amateur Radio – including data packets
- Runners with appropriate ICS forms

SECTION 5.0: DIRECTION, CONTROL, AND COORDINATION

5.1 ACTIVATION

Initially, the OES Duty Officer notifies the Director of Emergency Services and the Chief of OES of a possible a Public Works and Engineering event and EOC activation. From there, a decision will be made to activate the OA EOC and this Annex.

Activation and termination of this annex shall be by the direction of:

- The County Chief Administrative Officer (CAO) as the Director of Emergency Services
- A Deputy CAO
- The Chief of OES
- The Director of Public Works

Activation normally occurs based on the following:

- Notification by OES that the scope of an emergency will exceed local resources
- A disaster which by its nature or severity automatically initiates activation of the plan
- A public media announcement that a disaster has occurred and that all personnel are to report to their disaster assignments

Scalable Activation

This annex operations can be expected to expand and contract based on the category, nature, and magnitude of the emergency. The type and level of activation is generally based on an event's resource and staffing requirements and the impact on the community. Activation levels of this annex will follow activation levels listed in the *Yolo County Emergency Operations Plan*. Activation of this annex will be predicated on the following possible scenarios:

- There is existing or potential damage to roads, municipal infrastructure, or government facilities and buildings.
- Anticipated Public Works and Engineering assets are required to mitigate or eliminate threats to property, buildings, or infrastructure.
- Events cause significant route and road debris, structural damage, and municipal infrastructure impacts.
- There is a sustained response effort.

5.2 RESPONSE

Informing infrastructure support agencies, required government entities, stakeholders, and the public during an event is a six-step process:

Step 1: Gather Information

Information is collected from Public Works Division, the infrastructure community, and the following groups to provide current status updates on infrastructure operations throughout the county:

- 211
- Responding departments
- Public and elected officials (via phone calls, emails, text messages)
- NGOs, non-profit organizations, private sector (transportation and port companies, airports)
- Media (via broadcast, web information, blogs, print)
- Response personnel in the field
- State and Federal agencies, as appropriate (DT, the Federal Emergency Management Agency [FEMA], etc.)

Step 2: Verify and Organize Information

Verification of collected information should be confirmed to determine the impact of the affected area.

- Secure a point of contact at each affected location for situational updates
- Map data in a centralized system available for viewing at DOC's and EOC
- Confirm affected areas through reports from dispatched emergency units and other support personnel
 - Obtain preliminary infrastructure and public facility damage assessments
 - Create a cursory outage/damage footprint on maps or computer software based on assessments

Step 3: Coordinate and Analyze Information (Initial Actions)

Analysis includes, but is not limited to, the following:

- Conduct an assessment of the situation based on current information
- Determine the impact of the event
- Identify infrastructure and public facility needs in affected communities
- Identify and recommend government actions necessary to restore damaged infrastructure and public facilities to service
- Receive and respond to requests for information

Step 4: Obtain Resources, Release Public Information

This function includes the following:

- Request resources through the DOC, EOC, and supporting departments, to deploy to the field during an event
- Disseminate emergency information and guidance to the public, private, and government organizations
 - All press releases are to be coordinated with involved departments and/or the EOC JIC, if activated
 - If proprietary information is received from affected public or privately owned facilities, legal counsel should be consulted prior to disseminating a press release
- Initial public information includes, but is not limited to the following:
 - Damage assessment and estimated/anticipated duration
 - Public works and engineering actions that are being taken
 - Actions businesses, industries, and residents should take
 - A summary of the event
 - Overall steps to be taken by the government and residents to return to normal operation after the event

Step 5: Continue to Monitor, Track, and Inform (Continuing Actions)

Monitoring and tracking includes:

- Serve as the point of contact for post-event damage reports
- Conduct and participate in planning meetings; provide situation updates, as necessary
- Notify and consult with subject matter experts from Federal, State, regional, and local authorities via the EOC on priorities for restoration processes and assistance
- Secure resources (e.g., fuel for transportation, generators, technical support, and communications) for requested emergency operations
- Recommend actions regarding building safety, alternate transportation routes, debris management, etc.
- Coordinate the collection and reporting of infrastructure and public facility information to the public through the PIO and/or JIC

Step 6: Resources and Assets (External)

Resource and asset response include:

- Coordinating the deployment of resources as necessary to support restoration operations.

5.3 DEACTIVATION

Deactivation is normally accomplished by a phase-down procedure and a return to normal-pre-disaster operations. Once deactivation is announced, the Public Works Department will do the following:

- Provide a plan to OA EOC for the demobilization of personnel and equipment
- Coordinate deactivation steps with the supporting departments/agencies
- Provide deactivation information to all involved response departments and affected Public Works and Engineering points of contact
- Assign or transfer long-term restoration assessment responsibilities to appropriate department(s)
- Ensure documentation is retained
- Debrief staff and conduct an after action meeting

SECTION 6.0: INFORMATION COLLECTION AND DISSEMINATION

6.1 TYPES OF INFORMATION TO BE RELAYED

Information is to be shared by all agencies involved in the incident to establish a common operating picture throughout the OA. Establishing a common operating picture and maintaining situational awareness is essential to an effective incident management. Information is to be used by intended recipients to take appropriate response actions.

Certain information should be relayed immediately to respective division and administration offices, to the Dispatch Center, to Public Works, Public Information Officer, and to the OA EOC if activated. Pertinent information to be relayed includes:

- Road closures and re-openings
- Inoperative wastewater pumping stations
- Inoperative water pollution control facilities
- Closed airports or runways, and re-openings
- Flooded dip crossings
- Isolated communities
- Closed, isolated, or blacked out County facilities
- Major slides, washouts, or culvert failure

SECTION 7.0: ADMINISTRATION, FINANCE, AND LOGISTICS

Under SEMS, special districts are considered local governments. As such, they are included in the emergency planning efforts throughout the OA. The OA emergency organization, in accordance with SEMS, supports and is supported by:

- The County of Yolo
- Cities within the OA
- Special Districts
- Other Counties
- The State of California
- The Federal Government

NIMS provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and non-governmental organizations to work together effectively. NIMS also enables these entities to efficiently prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other OA Mutual Aid Agreements.

The private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources, including functional needs support services (FNSS). Community Based Organizations (CBOs) or Non-Governmental Organizations (NGOs) provide valuable resources before, during, and after a disaster.

State Law automatically designates them as Disaster Service Workers (DSW) during a disaster and serves in the response effort.

- All public employees and all registered volunteers of a Jurisdiction having an accredited Disaster Council are Disaster Service Workers. per Government Code Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.
- The term public employees include all persons employed by the State or any County, City or public district.
- OES can quickly register private sector personnel and volunteers as DSWs, which provides Workers' Compensation and liability coverage. OES maintains a list of pre-registered volunteers affiliated with volunteer organizations signed up as DSWs. For additional information on DSWs, please refer to the *Yolo County Emergency Operations Plan*.

7.1 ADMINISTRATION AND LOGISTICS

Through the Procurement Division, the Logistics Section of the OA EOC maintains a variety of prepositioned contracts, including those with services providing functional needs. The Logistics Section is also able to secure emergency contracts if no prepositioned contract is in place.

Emergency Purchasing Cards are available to purchase supplies necessary for operations in the field and the OA EOC. Purchases will be in accordance with established County policies.

7.2 DOCUMENTATION

It is imperative that local government maintain records of all information necessary for restoration of normal operations such as hours tracked, mileage, and additional supporting documentation. Record retention includes offsite storage of vital digital and paper-based data that can be readily accessible. Digital records are routinely backed up and stored separately from the hard drives. All personnel records are stored by the County Department of Human Resources. The Logistics Section will coordinate with the Planning Section Documentation Unit Leader to ensure all documentation is being collected and recorded for reimbursement purposes.

7.3 RESOURCE REQUESTS

Resource requests are submitted through the appropriate channels according to SEMS and the ICS structure established through the OA EOC. Resource requests will be addressed locally, regionally, then statewide, if necessary. Requests for all supplies, equipment, personnel, etc. should be routed through the Logistics sections in the EOC.

7.4 AFTER ACTION REVIEW

An After-Action Review (AAR) will be completed after every incident at every jurisdiction. All county agencies will participate in an AAR to develop best practices and lessons learned.

SECTION 8.0: ANNEX DEVELOPMENT AND MAINTENANCE

This annex is a product of the OA Emergency Operations Plan (EOP). As such, the policies, procedures, and practices outlined in the OA EOP govern this annex. OES coordinates the maintenance and updates of this annex every four years for the OA EOP. Record of changes, approval, and dissemination of the OA EOP will also apply to this annex.

Updates to the appendices or attachments in this annex can be made before the such time for multiple reasons, including but not limited to changes in policy/procedure, improvements and recommendations based on real-life events or exercises, etc. Recommended changes should be submitted to OES at oes@yolocounty.gov.

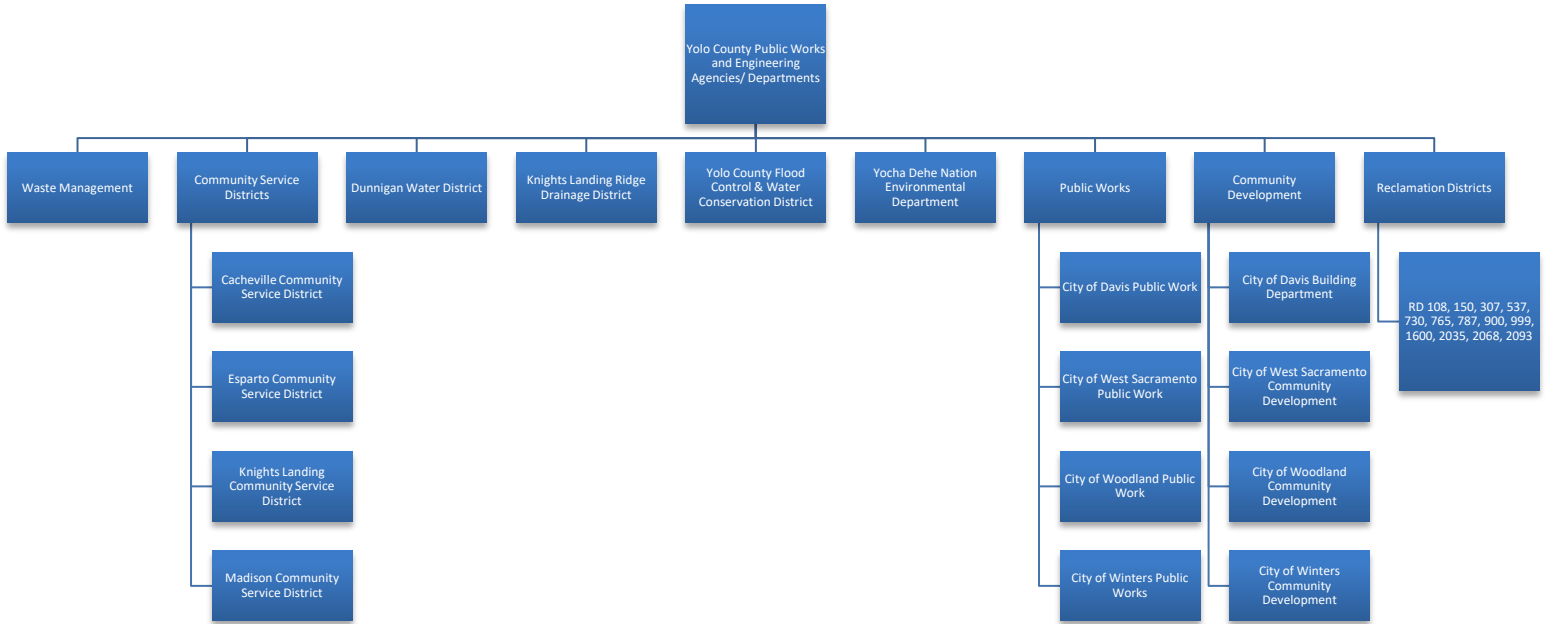
APPENDIX A: AGENCY LIST

Department/Agency	Division/Group	Responsibility
Waste Management	Whole Agency	Coordinates the removal of refuse. Sorts, filters, and processes refuse.
Cacheville Community Service District	Whole Agency	Provides domestic water.
Esparto Community Service District	Whole Agency	Provides domestic water, handles wastewater, and street lighting.
Knights Landing Community Service District	Whole Agency	Provides domestic water, handles wastewater, street lighting, parks, and recreation.
Madison Community Service District	Whole Agency	Provides domestic water, handles wastewater, as well as parks and recreation.
Dunnigan Water District	Whole Agency	Provides agricultural water from the Tehama-Colusa Canal. Acquires and operates works for production, storage, transmission and distribution of water for irrigation, domestic, industrial and municipal purposes, as well as any drainage or reclamation works connected with such undertakings.
Reclamation Districts	108, 150, 307, 537, 765 787, 827, 900, 999, 1600, 2035, 2068, 2093	Provides levee maintenance, drainage, as well as pumping and irrigation services.
Knights Landing Ridge Drainage District	Whole Agency	Acquires easements, property and material necessary for levees, canals and other drainage purposes.
Yolo County Flood Control & Water Conservation District	Whole Agency	Assists local growers and landowners in implementing practices that protect, improve and sustain the agricultural and natural resources of Yolo County. Also plans for develops, and

		manages the use of the District’s surface water and ground water.
Yocha Dehe Wintun Nation	Environmental Department	Monitors and test domestic water supply.
	Facilities and Infrastructure Department	Areas of responsibility include streets and trees, wastewater, storm drainage, water, solid waste and recycling, parks and recreation, fleet, building facilities
City of Davis	Public Works	Performs administrative, technical and operational activities in support of the City’s infrastructure and related services in the following areas; Transportation, Wastewater, Storm Drainage, Water, Engineering, Solid Waste, Fleet, Building Facilities and Capital Improvements.
	Community Development	Areas of responsibility include planning and zoning, building inspection and plan check services and economic development. Specific task areas include current and advanced planning, zoning administration, environmental impact studies, management of historic structures, sustainability management, agricultural conservation, city property acquisition and management, code compliance, resale inspections, downtown redevelopment and public information.
City of West Sacramento	Public Works	Areas of responsibility include transportation, wastewater, storm drainage, water, engineering, solid waste, flood protection, fleet, building facilities and capital improvements.
	Community Development	Areas of responsibility include planning and zoning, building codes and inspection, engineering, housing and community investment,
City of Woodland	Public Works	Areas of responsibility include streets and trees, wastewater, storm drainage, water, solid waste

		and recycling, fleet, building facilities, cemetery, and pool maintenance.
	Community Development	Areas of responsibility include planning, redevelopment, housing, building inspection, engineering, code compliance, zoning, and capital improvements.
City of Winters	Public Works	Areas of responsibility include streets and trees, wastewater, storm drainage, water, solid waste and recycling, parks and recreation, fleet, building facilities and capital improvements.
	Community Development	Areas of responsibility include planning and zoning, building codes and inspection, engineering, housing and community investment,

APPENDIX B: ORG CHART



APPENDIX C: DOCUMENTATION MAINTENANCE RESPONSIBILITIES

Plan/Document Name	Description	Emergency Management Phases	Owner	Last Updated
<i>Yolo County Operational Area Public Works & Engineering (ESF #3) Annex Executive Summary</i>	Overview of Function #3 for the Yolo Operational Area	All Phases	Yolo County OES	December 2024
<i>Mid & Upper Sacramento Regional Flood Management Plan</i>	Provides the framework for the Mid and Upper Sacramento River Regions' vision for managing flood risk.	Preparedness, Response	Reclamation District 108	November 2014
<i>Delta Flood Emergency Preparedness and Response Plan</i>	Provides the framework for a regional response to flooding related to Delta Jurisdiction	Preparedness, Response	Delta MACS	March 2009
<i>Reclamation District Flood Response Plans</i>	Outlines Flood Fight Response for each Reclamation District	All	Reclamation districts	Under Development
<i>Debris Management Plan</i>	Outlines Debris Management for all Local Jurisdiction	Response, Recovery	Yolo County Landfill	To be Developed
<i>West Sacramento Flood Emergency Response Plan</i>	Outlines the responsibilities of the City of West Sacramento in flood incidents	All	City of West Sacramento	Under Development

APPENDIX D: ACRONYMS

AAR – After Action Report

ADMH – Alcohol Drug & Mental Health

ARES – Amateur Radio Emergency Service

CAHAN – California Health Alert Network

Cal OES – California Office of Emergency Services

CAP – Corrective Action Plan

EAS – Emergency Alert System

EMCOMM – Emergency Communication Plan

EMS – Emergency Medical Services

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

GIS – Geographic Information Systems

MAC – Multi-agency Coordination

MACS – Multi-agency Coordination System

NRF – National Response Framework

NIMS – National Incident Management System

OES – Office of Emergency Services

OA – Operational Area

PA – Public Assistance

PG&E – Pacific Gas and Electric

PPW – Planning and Public Works

RD – Reclamation District

SAP – Safety Assessment Program

SEMS – Standardized Emergency Management System

UCD – University of California Davis

VOAD – Voluntary Organizations Active in Disasters

WSAFCA – West Sacramento Area Flood Control Agency

YECA – Yolo Emergency Communications Agency

APPENDIX D: VERSION HISTORY

Change Number	Section	Date of Change	Individual Making Change	Description of Change
0.1	All	05/06/2014	Howell Consulting	Initial draft
0.2	All	05/11/2015	Yolo OES	Incorporate change to new template
0.3	All	05/18/2015	Yolo OES	Incorporate changes from OES staff
0.4	All	05/19/2015	Yocha Dehe Wintun Nation	Incorporate Tribal changes
0.5	All	07/06/2015	Yolo OES	Incorporate changes from all other partners
1.0	All	05/05/2016	Yolo OES	Incorporate changes from public comment period
2.0	All	04/11/2023	Yolo OES	Updating Annex, initial draft