

EMERGENCY MANAGEMENT

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EMERGENCY MANAGEMENT

1500 POLICY ADOPTED

The policy of the Department shall be to comply with current law and regulation as necessary for the effective implementation of a comprehensive emergency management program, to include the elements of emergency planning and preparedness, response, recovery and mitigation.

To accomplish this, the Department shall support the legislated roles and authorities of the appropriate entities within the state and federal government, and shall work cooperatively with these agencies within the framework of the Department's Mission.

1501 EMERGENCY MANAGEMENT MISSION

The Emergency Management Mission of the Department is:

To maintain the responsibilities and objectives of the Department's Mission Statement under emergency conditions by focusing and prioritizing efforts towards the protection and preservation of human life, natural and cultural resources, state facilities and assets, and to request and render aid and assistance as provided within the California State Emergency Plan.

1502 PROGRAM COMPONENTS AND BACKGROUND

The Department's Emergency Management related policies and activities are governed by federal and state statutes and regulations and are guided by recognized authorities and professional standards established for a state emergency response agency.

1502.1 Emergency Services Act

California Government Code sections 8550 and 8551 et al, known as the Emergency Services Act, expresses the legislature's intent to mitigate the effects of natural, manmade, or war-caused emergencies, and to generally protect lives and property within the state.

This legislation establishes the Governor's Office of Emergency Services (OES) and its authority, and also provides for the assignment of functions to state agencies to be performed during times of emergencies and disasters. As a primary means of achieving these legislated objectives the OES is responsible to maintain and coordinate the California State Emergency Plan, which specifically references the department.

As a responsible executive institution of state government, the Department recognizes and supports the authority and intent of the Emergency Services Act and shall exert due diligence in this regard.

1502.2 Standardized Emergency Management System (SEMS)

California Government Code section 8607 mandates that effective December 1, 1996, as a state agency the Department shall use the Standardized Emergency Management System, known as SEMS, to coordinate multiple jurisdictional or multiple agency emergency and disaster operations. An identified component of SEMS is the Incident Command System (ICS), which is a primary method through which the department coordinates emergency operations at the field level with local government.

1502.3 National Incident Management System (NIMS)

In response to catastrophic events with nationwide impacts, the federal Office of Domestic Preparedness intends that an emergency management methodology based upon SEMS be implemented by all states of the union. Under the authority of Homeland Security Presidential Directives (HSPD)-05 and 08, the National Incident Management System (NIMS) and the National Response Framework (NRF) are to be adopted by all states.

California's response to these Presidential Directives is largely expressed in Governor's Executive Orders S-02-05 and S-04-06.

As a result, the Department shall:

- Utilize SEMS and NIMS in multi agency or multi jurisdictional emergency or disaster related operations.
- Incorporate the use of SEMS and NIMS within the department's emergency management planning and preparedness activities.
- Adhere to the constructs of the NRF as required for response to large scale catastrophic events.

1502.4 Department Administrative Order

Under the authority of the Emergency Services Act and Executive Order W-9-91, the Department maintains an Administrative Order on file with the OES.

The Department's Administrative Order provides for the assignment of functions to be performed by the Department before, during and after an emergency, and guides the Directors of both the Office of Emergency Services and the Department in the coordination of emergency management activities.

The Law Enforcement/Emergency Services Division Chief is responsible to ensure the Department maintains an Administrative Order on file with the OES, and that the Order is reviewed and updated as necessary.

1502.5 Department COOP/COG Program

In response to Governor's Executive Order S-04-06, the Department has developed and shall maintain a Continuity of Operations (COOP) and Continuity of Government (COG) Program.

The Department COOP/COG Program shall serve as a comprehensive, foundational management tool that shapes and directs the subordinate emergency management plans and activities of the Department.

Authority and responsibility for the implementation of the COOP/COG Program rests with the Deputy Director of Park Operations.

1502.6 Department Emergency Management Handbook

The Department may provide or develop an Emergency Management Handbook in order to make available technical information and a practical means by which to implement the policies contained within this chapter.

When developed, District Superintendents should ensure appropriate staff utilize the Emergency Management Handbook to address emergency events impacting field operations. The Emergency Management Handbook will contain information relative to four essential phases of emergency management, which are planning and preparedness, response, recovery and mitigation.

The Law Enforcement/Emergency Services Division Chief, is responsible for development of the Emergency Management Handbook.

1503 DEPARTMENT AUTHORITY AND RESPONSE ROLE IN EMERGENCIES

The Department is recognized as an emergency response agency that may assign personnel to an emergency response role in accordance to the California Code of Regulations, Title 19, which states:

***"Emergency Response Agency"** means any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.*

***"Emergency Response Personnel"** means personnel involved with an agency's response to an emergency.*

Therefore, Department managers and supervisors must be prepared to lead and direct a variety of emergency response activities from multiple perspectives. These include response activities to emergencies directly affecting the jurisdiction of the department as well as mutual aid responses and support provided outside of the department's jurisdiction. Staff from both headquarters and District field operations shall be prepared and capable of assuming their appropriate roles in accordance with the department's COOP/COG Program.

1503.1 Field Response to Emergencies

District Superintendents and their staff shall implement the components of the Department's COOP/COG Program when responding to emergencies or disasters.

Within each District, the District Superintendent is responsible for the coordination of emergency management activities, including pre-event preparedness and mitigation with the Office of Emergency Services at the local and regional level.

In the absence of unusual or mitigating circumstances, the District Superintendent shall assume and retain internal department Command and Control for emergencies occurring within the geographic jurisdiction of the District.

1503.2 Headquarters Response to Emergencies

Headquarters management staff is collectively responsible for carrying out the Department's emergency response plans and policies with the Directorate, and for setting the objectives and priorities for response to an emergency.

Within the Headquarters environment, the SEMS terminology of "Management" or "Manager" shall be supplemented for the term "Command" and "Incident Commander" as described and applied within the Incident Command System (ICS).

If a Department Emergency Operations Center (DOC) is activated to provide for Headquarters' internal management of an emergency event, Management shall designate an individual to serve as the DOC Director.

The DOC Director has overall responsibility for managing the Department's emergency response operations for the specific emergency event.

The designated DOC Director may be rotated on a shift basis as needed, dependant upon the length of the DOC activation and other factors. However, only one individual may serve as the DOC Director at a point in time. Multiple DOC Directors may not serve concurrently.

1503.3 Mutual Aid

Incidents may require response resources that exceed the capabilities of the affected agencies and jurisdictions. Mutual aid capabilities and resources of the Department are described within the Department Administrative Order maintained with the Office of Emergency Services.

The Department has authority to both request and render mutual aid for emergency responses in accordance with the California State Emergency Plan and its annexes, and the California Master Mutual Aid Agreement.

- With the exception of day-to-day mutual aid and assistance, Department managers and supervisors shall implement the guidelines expressed within the Department COG whenever requesting or rendering formal mutual aid on behalf of the Department.
- Other than requests for day-to-day mutual aid and assistance, District Superintendents are to ensure that the Law Enforcement/Emergency Services Division Chief and the Deputy Director, Park Operations are fully appraised of formal mutual aid requests affecting their respective Districts.
- District Superintendents are responsible for personnel and equipment resources assigned to District emergency management activities. Per the California State Emergency Plan, District Superintendents are to retain operational control of their personnel and equipment when tasked to support other State agencies or local jurisdictions.

Related to the rendering of mutual aid, the Department has authority to enter into Interagency Agreements for the provision of emergency management activities and services affecting the Department.

District Superintendents shall ensure compliance to the terms contained within specific emergency management related Interagency Agreements entered into and maintained by the Department.

1503.4 Multi-Agency Events and Unified Command

The Department has jurisdictional authority for lands within the State Park System as described in the Public Resources Code sections 5001, 5003, 5003.05 and 5008. Within its property jurisdiction and designated zones of impact, the Department additionally shares and exercises functional authority for law enforcement related investigations and activities with concurrent agencies, which are primarily, but not limited to, the sheriff and coroner offices of each county.

The concept of Unified Command is an integral component of SEMS and allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. Unified Command is addressed in the California Code of Regulations Title 19, section 2405.

- In the course of coordinating emergency activities affecting the Department, Department managers and supervisors shall recognize and support the functional and jurisdictional authorities of external government agencies and entities as established by law or regulation.
- District Superintendents and other personnel charged with emergency management responsibilities shall be trained and able to apply the concept of Unified Command. District Superintendents shall ensure that the Department's jurisdictional authorities and interests are effectively represented throughout emergency management operations and activities affecting the District.

In all emergency events affecting the Department that result in a multi-agency or multi-jurisdictional response, Department staff shall apply SEMS and NIMS as necessary for effective integration into the emergency response.

1504 EMERGENCY PREPAREDNESS AND PLANNING

Emergency Preparedness is critical to all other aspects of emergency management. Without training and pre-planning, subsequent response, mitigation, and recovery emergency management efforts will be less effective.

As a state agency, the Department is required to utilize SEMS and to plan, train and exercise for potential emergency and disaster events. The Department has established a comprehensive COOP/COG Program that provides for the overall direction and management of the Department's emergency preparedness and planning efforts.

1504.1 Headquarters Emergency Planning

Responsibilities for headquarters staff are described within both the Department's Continuity of Operations-Business Continuity Plan and the Department's Continuity of Government-Emergency Operations Plan. As the Chief Law Enforcement Officer for the Department, the Deputy Director, Park Operations retains primary authority for all emergency management activities undertaken by the Department, including activation of the DOC and implementation of the COOP/COG Plans.

1504.2 District Emergency Planning and Field Operations

Each District Superintendent is responsible to ensure effective emergency preparedness planning for local conditions is coordinated between the District and the local Office of Emergency Services as described in the Department Continuity of Government/Emergency Operations Plan.

Each District Superintendent is to ensure that District emergency preparedness plans are coordinated with the appropriate Department Emergency Telecommunications Center and local emergency management officials.

District emergency preparedness plans must incorporate SEMS and NIMS. The State Agency Checklist, as described in the California State Emergency Plan shall be utilized as a resource in the development and implementation of District emergency plans.

To the extent feasible, District emergency preparedness plans shall reflect corrective actions and "lessons learned" from previous emergency and disaster responses or training and exercise activities.

1505 TRAINING AND EXERCISING

The Department recognizes the necessity of ongoing testing, training and exercising of the Department's various emergency plans and operational responsibilities. The Department recognizes the need to emphasize the safety and well being of both the public and of its response-personnel within the context of the testing, training and exercising of its emergency plans and operations.

The California State Emergency Plan requires that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities. Department managers and supervisors involved in emergency management activities on behalf of the Department are jointly responsible to ensure adherence to this principle.

- A. The Law Enforcement/Emergency Services Division Chief is responsible for the development and maintenance of a Department Emergency Management Handbook.
- B. District Superintendents are responsible to ensure that personnel who may be assigned an active response role to an emergency or disaster have first completed the necessary training prior to undertaking an active response role.
- C. The Law Enforcement/Emergency Services Division Chief shall ensure that Law Enforcement/Emergency Services Division personnel have first completed the necessary training prior to undertaking a response role or representing the Department to outside agencies or the media during an emergency or disaster.
- D. In addition to meeting continual State training requirements, it is recommended that Law Enforcement/Emergency Services Division and field operations personnel assigned emergency management responsibilities within their respective work units complete a minimum of one table top, functional or full scale exercise each calendar year. Exercise(s) should be recognized or coordinated by the Office of Emergency Services or the Office of Homeland Security.
- E. As described in CCR Title 19, section 2428, Department SEMS training programs shall meet the Minimum Performance Objectives contained in the Approved Course of Instruction (ACI) Syllabus. All NIMS training provided by the Department shall adhere to minimum standards recommended by the federal NIMS Integration Center and the California Office of Emergency Services.
- F. Completion of emergency management related training and exercises shall be documented in accordance with current Department policy and record keeping systems.