



CITY OF FERNDALE

EMERGENCY RESPONSE HANBOOK

Ferndale City Hall

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Ferndale, CA 95536

(707)786-4224

Updated 12/1/2022

CONTACTS

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EMERGENCY RESPONSE COMMITTEE

Jay Parrish	City Manager	(707)496-7005
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Ron Sligh	Police Chief & OES	(707)498-0162
Randy Cady	Mayor	(707) [REDACTED]
Leonard Lund	Councilmember	(707) [REDACTED]
Dennis DelBiaggio	Ferndale Fire Chief	(707) [REDACTED]
Any Titus	HC Fairboard	(707) [REDACTED]
Steve Coppini	Public Works Supervisor	(707) [REDACTED]
Johnny Hoppis	Public Works	(707) [REDACTED]
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	Ferndale Elementary	
John Maxwell	CERT Member	([REDACTED]
Paul Gregson	CERT Member	([REDACTED]
Ingrio Penman	CERT Member	([REDACTED]

Disaster Procedures

In the event of an emergency, the auditorium at City Hall will become an Incident Command Center. This will be where designated individuals will meet to be given specific tasks, keep the public informed, answer incoming calls, communicate with the police and fire departments, and others as they may arise.

This plan identifies the City's emergency planning, organization, policies and response to extraordinary situations associated with natural disasters, technological incidents and national security emergencies. This plan is based upon functions, not number of personnel.

The City of Ferndale responds to disasters in four phases: Increased readiness, Initial response operations, Extended response operations and Recovery operations. Once the City receives a warning or observes an imminent disaster, the City Emergency Services increases its readiness. This may include: briefing key individuals, reviewing the plan, increasing public efforts, inspecting critical facilities, recruiting additional staff, etc.

The initial response operations are typically performed at the field level. These activities may include: notifying proper authorities, disseminating warnings, conducting evacuations, caring for injured or displaced victims, assessing the need for mutual aid, coordinating with state and federal agencies, etc.

Extended response activities are conducted in the field and the Incident Command Center. These operations involve coordination of management of personnel and resources. This is in an effort to mitigate the disaster and transition into recovery. These types of activities include: preparing damage assessments, operating care facilities, procuring resources, documenting status, protecting vital resources, declaring local emergency, etc.

Recovery operations begins when the immediate threat subsides. This includes recovery of services to the public and rebuilding the affected areas. These activities may include: restoring utilities, establishing assistance centers, applying for state and federal assistance programs, identifying residual hazards, determining recovery costs, etc.

INTRODUCTION

The City of Ferndale (OA) Emergency Plan (EOP) identifies the City's emergency planning, organization, policies, procedures, and response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan also addresses integration and coordination with other governmental levels when required.

This Emergency Plan accomplishes the following:

- ❑ Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the emergency operational area.
- ❑ Identifies the responsibilities, policies and procedures required to protect the health and safety of Ferndale population, public and private property, and the environmental effects of natural and technological emergencies and disasters.
- ❑ Establishes the operational concepts and procedures associated with field response to emergencies, City Emergency Operations Center (EOC) activities, and the recovery process.

This plan is based on the functions and principles of the California Standardized Emergency Management System (SEMS), the California Incident Command System (ICS), and the National Incident Management System (NIMS) which identifies how the Ferndale emergency operational system fits in the overall California emergency management system during response and recovery operations. **It is important to stress that this plan is based upon *Functions*, not the number of personnel.** One person may be called upon to perform all functions, as needed. In a major event, the duties of each function can be assigned to individuals as the staff size grows to respond appropriately to the event.

The City of Ferndale Emergency Plan will be approved by the City Council. The City's Office of Emergency Services (OES) is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required. Each department manager is responsible for reviewing its SOPs on an annual basis and coordinating the revisions of the procedures with the City's Office of Emergency Services. Special Departments and other agencies serving City of Ferndale are responsible for following this plan, and developing procedures to fulfill their stated responsibilities. The City's Office of Emergency Services will be responsible for maintaining records of revisions.

CONCEPT OF OPERATIONS

The City of Ferndale response to disasters is based on four phases:

- Increased readiness;
- Initial response operations;
- Extended response operations; and
- Recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the City and Incident Commanders, the Office of Emergency Services Coordinator will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of the Emergency Operations Center (EOC) as required.

Increased Readiness

Upon receipt of a warning or observation that an emergency situation is imminent or likely to occur soon, the City Office of Emergency Services will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory or special weather statement;
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- An expansive hazardous materials incident;
- Information or circumstances indicating the potential acts of violence or civil disturbance; and
- Information or circumstances indicating breach of national security.

Increased readiness activities may include, but not limited to, the following activities:

- Briefing of the City Manager and key officials about the situation;
- Reviewing and updating of the emergency plan and related SOPs;
- Increasing public information efforts;
- Inspecting critical facilities and equipment; including testing warning and communication systems;

- Recruiting of additional staff and Disaster Service Workers (DSW);
- Warning threatened elements of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);
- Mobilizing personnel and pre-positioning resources and equipment; and
- Establishing or activating staging areas.

Initial Response Operations

City of Ferndale initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.).

Examples of initial response activities include:

- Making all necessary notifications, including the Governor's Regional Office of Emergency Services;
- Disseminating warnings, emergency public information, and instructions to the citizens of the City of Ferndale;
- Conducting evacuations and/or rescue operations;
- Caring for displaced persons and treating the injured;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of traffic/people and unnecessary access to affected areas;
- Establishing Unified Commands;
- Coordinating with state and federal agencies working in the field; and
- Developing and implementing Incident Action Plans.

Extended Response Operations

The Ferndale Operational Area extended response activities are conducted in the field and the Emergency Operations Center (EOC). Ferndale EOC is located in the City Hall at 834 Main Street.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the effects of the disaster.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Operating mass care facilities;
- Conducting coroner operations (as directed by the Sheriff's Department and OA)
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing Action Plans for extended operations;
- Disseminating of emergency public information;
- Declaration of a local emergency;
- Prioritizing resources allocation; and
- Inter/multi-agency coordination.

SEMS/NIMS Functions: EOC staff will be organized in accordance with the five Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS) functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The components and principles of SEMS/NIMS will be used by the EOC staff to manage disaster operations. EOC staff will establish measurable and attainable objectives to be achieved for a given operational period.

An EOC Action Plan Will Be Developed For Each Operational Period.

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the Humboldt Operational Area EOC, when activated, and the California OES Coastal Region REOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

Mutual Aid: City of Ferndale is within the California Governor's Office of Emergency Services Mutual Aid Region II. The mutual aid region facilitates multi-agency and multi-jurisdictional coordination, particularly between State OES and the Operational Area, including state agencies, local governments and special Departments, in emergency operations. The Mutual Aid System is the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the state with the intent of providing adequate resources to requesting agencies. City of Ferndale is located in the State of California OES Coastal Region and is part of Mutual Aid Region II for Law Enforcement, Coroner, Emergency Medical, and Fire Services. Within the framework of the California Disaster and Civil Defense Master Mutual aid Agreement, several discipline-specific mutual aid coordinators will operate from the City of Ferndale Operational Area EOC, (i.e. fire and rescue, law enforcement, medical, public health, and public works). Mutual aid requests for these disciplines will be coordinated through the coordinators at the City Operational Area EOC.

Once the City of Ferndale EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate Operational Area SEMS function. The Operational Area, when requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

Recovery Operations

As the immediate threat to life, property, and the environment subsides, the rebuilding of City of Ferndale will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area. Recovery Operations overview can be found in Appendix C of this plan. The Appendix covers the recovery process in detail, describing roles and responsibilities and procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, special Departments, and the City.

Examples of recovery activities include:

- Restoring all utilities;
- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- Applying for state and federal assistance programs;
- Conducting hazard mitigation analysis;
- Identifying residual hazards; and
- Determining and recovery costs associated with response and recovery.

CONTINUITY OF GOVERNMENT

The concept of Continuity of Government is comprised of three elements: Standby Officers for the Governing Body. Temporary Seat of Government and the Preservation of Vital records.

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established sets of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels shall be responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Ferndale, all Special Departments and Humboldt County continue to function as governmental entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

City of Ferndale Director of Emergency Services

The City Council has appointed a successor to the position of Director of Emergency Services. Should the Director of Emergency Services be unable to serve, Individuals who hold permanent appointments to the following positions in government will automatically serve as Acting Director, in the order shown, and serve until a successor has been appointed by the Council, and seated. An individual serving as Acting Director will have the authority and powers of the Director.

1st Alternate: Police Chief

2nd Alternate: Sergeant

3rd Alternate: _____

Lines of Succession

California Government Code Section § 8638, Article 15, Chapter 7, Division 1, Title 2 requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

The succession list complying with Article 15 for the City of Ferndale is provided in Ferndale Municipal Code, adopted by ordinance 267.

Reconstitution of the Governing Body

California Government Code Section § 8635 et seq., Article 15, Chapter 7, Division 1, Title 2, establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standby officers, be unavailable, temporary officers shall be appointed by the Chairman of the Board of the County in which the political subdivisions are located or by the Chairman of the Board of any other County within 150 miles.

California Government Code Section § 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

California Government Code Section § 23600, Article 1, Chapter 4, Division 1, Title 3 provides that the City Council shall designate one or more alternative temporary city seats within or outside of City boundaries (The city can not purchase real property for seats outside City boundaries). A resolution designating the alternative City seats must be filed in appropriate City/County and in any alternative City/County. Additional seats may be designated subsequent to the original site designations of circumstances warrant.

The designation of a temporary alternative seat location of City government outside of City boundaries for the City of Ferndale is:

1st Alternate: _____

2nd Alternate: _____

Preservation of Vital Records

City of Ferndale City Clerk's Office is responsible for the preservation and protection of vital records. Each department within City of Ferndale will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, and historical information.

Vital records also include those records essential for emergency response, recovery operations, including utility system maps, emergency supplies, equipment locations, emergency operational plans, procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal City of Ferndale government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the City of Ferndale.

City of Ferndale Lines of Succession

<u>Department</u>	<u>Successor Title/Position</u>
City Manager	Police Chief
Police Chief	Sergeant
City Attorney	
Public Works Crew Leader	
City Clerk/Treasurer	
City Planner	

RELATIONSHIP TO THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM And THE NATIONAL INCIDENT MANAGEMENT SYSTEM

The City Operational Area (OA) is responsible for emergency response within its geographical boundaries. The *California Emergency Services Act* requires the OA to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, it is required to coordinate emergency operations with OES Coastal Region and, in some instances, other Operational Areas and local governments.

Under the Standardized Emergency Management System (SEMS), and National Incident Emergency Management System (NIMS), the City has responsibilities at two levels: The **Field Response** and **Local Government** levels.

At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the City of Ferndale level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Governor's Office of Emergency Services, Coastal Region EOC.

The following diagram depicts the relationship between local governments, special Departments, the City of Ferndale Operational Area, and the State OES Coastal Region Emergency Operations Center (REOC).

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FIVE LEVEL EMERGENCY RESPONSE ORGANIZATION

CALIFORNIA EMERGENCY OPERATIONS CENTER

- THE STATE

COASTAL REGIONAL EMERGENCY OPERATIONS CENTER

- THE REGION

HUMBOLDT COUNTY EMERGENCY OPERATIONS CENTER

- THE OPERATIONAL AREA

FERNDALE EMERGENCY OPERATIONS CENTER

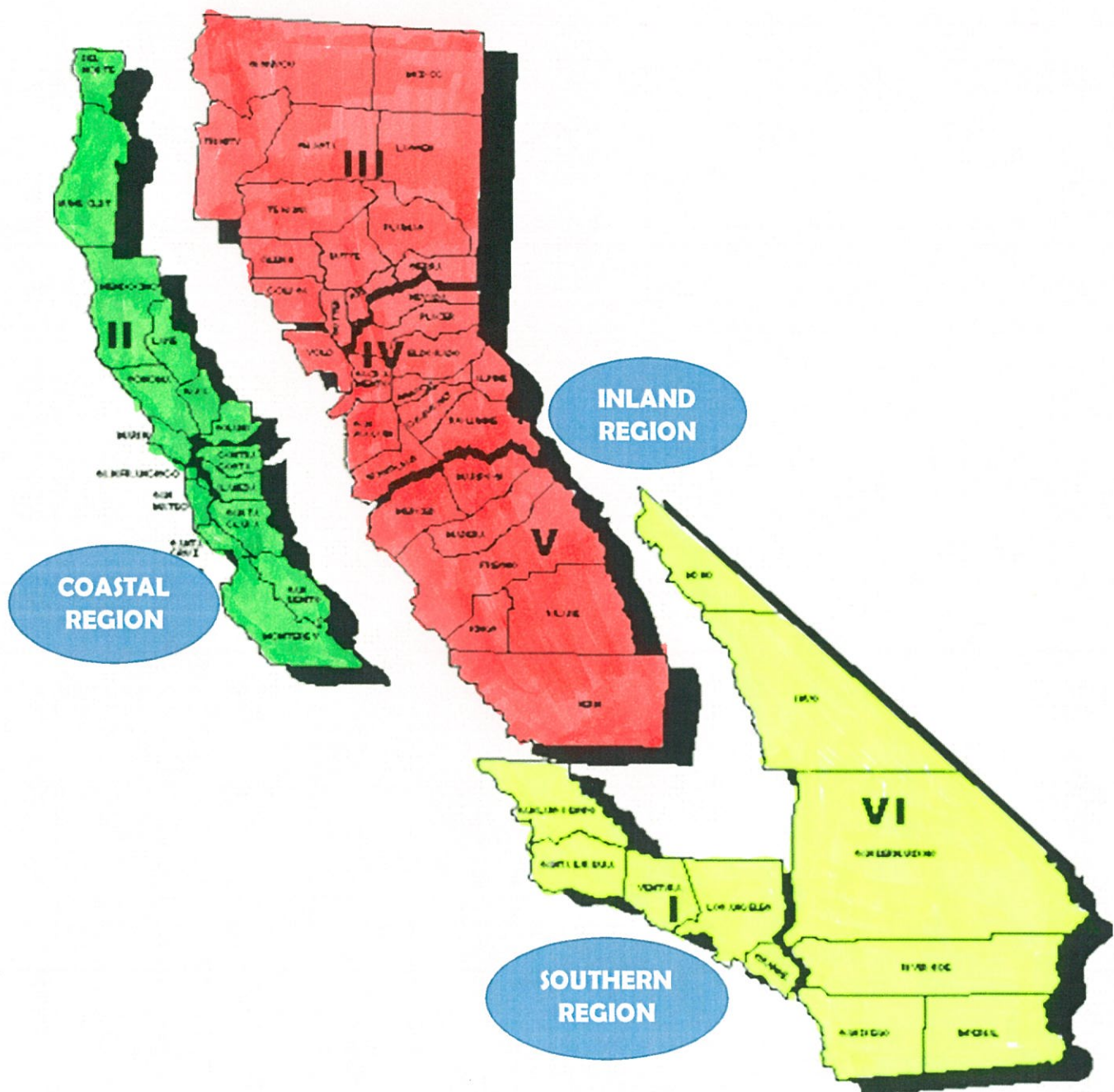
- THE LOCAL GOVERNMENT LEVEL

FIELD INCIDENT COMMAND POSTS DEPARTMENTAL OPERATIONS CENTERS

- THE FIELD LEVEL

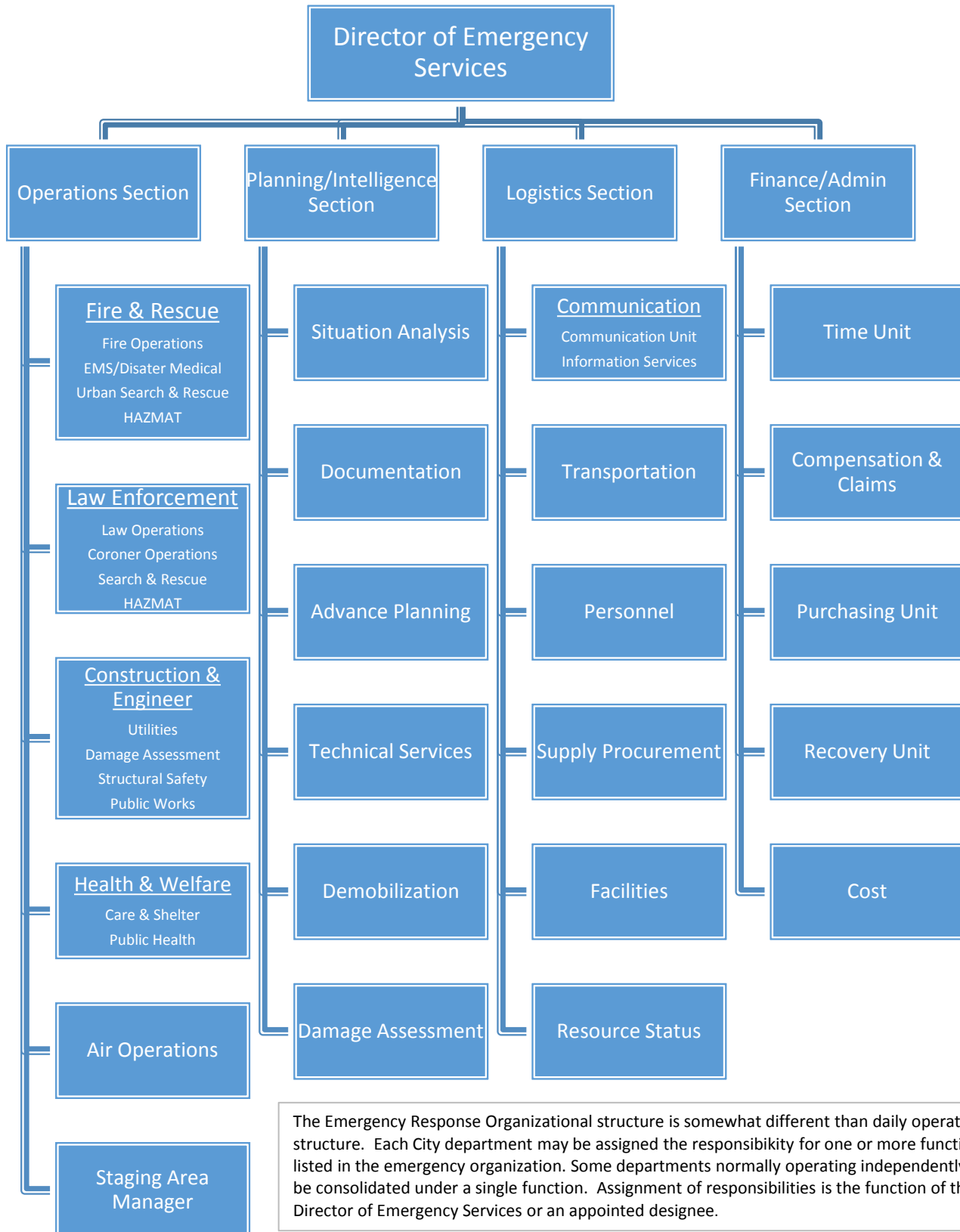


INCIDENT



California OES Regional Map

CITY OF FERNDALE EMERGENCY MANAGEMENT ORGANIZATION



CITY OF FERNDALE – Timesheet-Disaster

DEPT					PAYROLL PERIOD:	FROM				TO		
EMPLOYEE												
DAY	DATE	IN	OUT	TOTAL	REG	OT	OTHER	DESCRIPTION OF WORK	LOCATION	MATERIALS USED	EQUIPMENT USED Note City or Rented	
TOTAL HOURS FOR WEEK ONE												
TOTAL HOURS FOR WEEK TWO												
TOTAL HOURS WORKED BOTH WEEKS												

ACCUMULATED TIME BANK INFORMATION					
	OLD BALANCE	HOURS EARNED	HOURS USED	NEW BALANCE	CLERK'S INITIALS
VACATION TIME					
					VACATION AVAILABLE
					VACATION EARNED
SICK TIME					
					SICK TIME AVAILABLE
					SICK TIME EARNED
OTHER					

EMPLOYEE

PAYROLL PERIOD

PAYROLL DATA

EMPLOYEE DATA					I certify that I have worked the above listed dates and times and all hours worked are correct.	
DESCRIPTION	AMT	WITHHELD	AMT			
REGULAR SALARY		SOCIAL SECURITY				
OVERTIME PAY		FED IC				
ON CALL PAY		STATE IC			EMPLOYEE'S SIGNATURE / DATE	
CERTIF. PAY		DISABILITY				
OTHER PAY		OTHER				
TOTAL PAY		NET PAY			SUPERVISOR'S SIGNATURE / DATE	

MATERIAL USED

[illegible]

CITY EQUIPMENT USED

[illegible]

EMPLOYEE _____

PAYROLL PERIOD _____

RENTED EQUIPMENT

Type	Location	Date used	Hours Used	Rate per Hour		Total Cost	Vendor	Invoice #	Date Paid	Amount Paid	Check #
				w/op	wo/op						

CONTRACTOR

Dates Worked to	Contractor	Location	Invoice/Billing #	Amount	Comments - Scope

ADDITIONAL INFORMATION OR COMMENTS
