



**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**

1633 GARDEN HIGHWAY  
SACRAMENTO, CA 95833

**FRIDAY, OCTOBER 11, 2019  
8:00 A.M.**

**AGENDA**

**1. PRELIMINARY**

- 1.1. Call Meeting to Order
- 1.2. Roll Call
- 1.3. Approval of Agenda
- 1.4. Pledge of Allegiance
- 1.5. Conflict of Interest (*Any Agenda items that might be a conflict of interest to any Trustee should be identified at this time by the Trustee involved*)

**2. PRESENTATIONS**

- 2.1. No Scheduled Presentations

**3. PUBLIC COMMENT (NON-AGENDA ITEMS)**

*Any person desiring to speak on a matter which is not scheduled on this agenda may do so under the Public Comments section. Speaker times are limited to three (3) minutes per person on any matter within RD 1000's jurisdiction, not on the Agenda.*

*Public comments on agenda or non-agenda items during the Board of Trustees meeting are for the purpose of informing the Board to assist Trustees in making decisions. Please address your comments to the President of the Board. The Board President will request responses from staff, if appropriate. Please be aware the California Government Code prohibits the Board from taking any immediate action on an item which does not appear on the agenda unless the item meets stringent statutory requirements (see California Government Code Section 54954.2 (a)).*

*Public comments during Board meetings are not for question and answers. Should you have questions, please do not ask them as part of your public comments to the Board. Answers will not be provided during Board meetings. Please present your questions to any member of RD 1000 staff via e-mail, telephone, letter, or in-person at a time other than during a Board meeting.*

**4. INFORMATIONAL ITEMS**

- 4.1. GENERAL MANAGER'S REPORT: Update on activities since the September 2019 Board of Trustees Meeting.
- 4.2. SUPERINTENDENT'S REPORT: Update on activities since the September 2019 Board of Trustees Meeting.
- 4.3. DISTRICT COUNSEL'S REPORT: Update on activities since the September 2019 Board of Trustees Meeting.

**5. CONSENT CALENDAR**

*The Board considers all Consent Calendar items to be routine and will adopt them in one motion. There will be no discussion on these items before the Board votes on the motion, unless Trustees, staff or the public request specific items be discussed and/or removed from the Consent Calendar.*

- 5.1. APPROVAL OF MINUTES: Approval of Minutes from September 13, 2019 Regular Board Meeting and September 27, 2019 Special Board Meeting.
- 5.2. TREASURER'S REPORT: Approve Treasurer's Report for September 2019.
- 5.3. EXPENDITURE REPORT: Review and Accept Report for September 2019.
- 5.4. BUDGET TO ACTUAL REPORT: Review and Accept Report for September 2019.
- 5.5. CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES: Review and Consider Adoption of Resolution No. 2019-10-01 Designation of Applicant's Agent for Non-State Agencies.

**6. SCHEDULED ITEMS**

- 6.1. RATIFICATION OF FUNDING AGREEMENT: Review and Consider Ratification of Funding Agreement for Sutter Pointe Phase 1 Development Project Processing.
- 6.2. SACRAMENTO LOCAL AGENCY FORMATION COMMISSION: Review and Consider Selection of Special District Commissioner and Alternate Special District Commissioner for Sacramento Local Agency Formation Commission.
- 6.3. RECLAMATION DISTRICT 537 ASSESSMENT BALLOT: Review and Consider Authorizing the General Manager to Submit Ballot for Reclamation District 537 Proposed Annual Assessment.

**7. BOARD OF TRUSTEE’S COMMENTS/REPORTS**

7.1. BOARD ACTIVITY UPDATES:

7.1.1. RD 1000 Committee Meetings Since Last Board Meeting

- Executive Committee (Smith & Barandas) September 26, 2019
- Executive Committee (Smith & Barandas) October 2, 2019

7.1.2. RD 1000 Committees No Meetings Since Last Board Meeting

- Finance Committee (Gilbert, Harris, & Smith)
- Legal Committee (Avdis, Barandas & Harris)
- Operations Committee (Barandas, Christophel, & Smith)
- Personnel Committee (Harris, Burns, Christophel)
- Urbanization Committee (Burns, Gilbert, & Avdis)

7.1.3. Trustee’s Comments/Reports

**8. CLOSED SESSION**

8.1. No Scheduled Closed Session Items

**9. ADJOURN**



## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 4.1

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TITLE: General Manager's Report – September 2019

SUBJECT: Update on activities since the September 2019 Board of Trustees Meeting

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### EXECUTIVE SUMMARY:

This Staff Report is intended to report the noteworthy activities and events of the District. Noteworthy activity from September included closing of the nominating period for the District's 2019 Parcel Seat Election, calling for said election and publishing the notice of election; receiving responses to the Request for Qualifications for the Capital Improvement Plan Update; soliciting for bids/proposals for vegetation removal to be performed as part of the Flood Maintenance Assurances Program Grant; and issuing a Request for Qualifications for General Counsel Legal Services. In summary, the District had a productive and successful month. Our key activities and achievements are presented below:

### BACKGROUND:

#### 1. Administration Services

##### a. Finance

- i. Working with Cropper Accountancy on 2018/2019 Audit coordination items.

##### b. Human Resources

- i. District hired Mark Jenkins on September 16, as a Flood Operations Specialist I.

##### c. Insurance Renewal

- i. GM King, per Board's authorization, signed insurance renewal on September 24 (Attachment No. 1). District increased liability limit to \$10,000,000. The prior coverage was only \$5,000,000 and had been adjusted in more than 15 years. The increased coverage cost the District \$6,500 in premium expense. The total premium was \$119,793 for 2019/2020, below the Board's approved amount of \$120,000.

#### 2. District Operations

##### a. Flood Operations:

- i. Pre-Flood Season Inspection. GM King is working with MBK Engineers, to perform aerial inspection (drone) of the exterior levee system prior to flood season. GM King authorized up to \$18,000 for MBK to perform this service for the District. \$13,000 will be reimbursed under the Flood

**TITLE: General Manager's Report – September 2019**

Maintenance Assistance Program Grant and the remaining \$5,000 will be funded by the District's Operations and Maintenance Budget.

**3. Development Projects**

a. Metro Air Park

- i. GM King met with Metro Air Park representatives on September 20, to discuss possibility of quit claiming unnecessary District easements within the project area.

b. Sutter Pointe Phase I

- i. GM King working with Sutter Pointe Phase I Landowners and Project Agents to begin review of Proposed Development Project. See Agenda Item No. 6.1 for more information.

**4. Capital Improvement Projects**

a. SCADA:

- i. District submitted reimbursement request (\$305,574) to Natomas Mutual Water Company on October 1, 2019 for SCADA improvements.

b. Request for Qualifications – CIP Update

- i. District issued an RFQ for the CIP Update on August 16, 2019. Submittal period closed on September 30, 2019 at 2:00 pm. District received one (1) submittal from KSN, Inc. The Operations Committee will meet in late October 2019 to interview KSN, Inc. and will consider making a recommendation on award of contract at the November Board of Trustees Meeting.

**5. Outreach**

a. Pops in the Park – Community Event

- i. GM King, ASM Gutierrez and Trustee Burns participated in Pops in the Park on September 7, 2019.

**6. Miscellaneous**

a. DWR Flood Maintenance Assistance Program (FMAP)

- i. The District solicited bids/proposals from contractors for vegetation removal on September 20. Pre-bid job walk was performed on September 30 and bids are due by October 7.
- ii. District is waiting for funding agreement for 2020/2021 FMAP application.

b. 7907 Garden Highway

- i. Met with new landowner (Liam Meyer) and Jon Tice (CVFPB) on September 19, to discuss property conditions and process to stabilize riverbank slope.

**TITLE: General Manager's Report – September 2019**

- c. City of Roseville – Notice of Preparation of Draft EIR for General Plan Update
  - i. District provided comments on September 24 to the City of Roseville in response to their Notice of Preparation of a Draft Environmental Impact Report for their General Plan Update. (Attachment No. 2).
- d. Unauthorized Encampments
  - i. AB 137 (Cooper) failed to move out of the Senate Appropriations Committee. District is currently evaluating other options to move forward prior to the 2019/2020 Flood Season.
  - ii. GM King participated in a panel discussion regarding unauthorized encampments and AB 137 at the Floodplain Management Association Conference in San Diego on September 5, 2019.
  - iii. District continues to work with City of Sacramento and Councilmember Ashby on encampments at Truxel Road bridge. District plans to install fencing/barriers to limit access under the bridge in October.
- e. Sacramento Area Flood Control Agency (SAFCA)
  - i. Board Meeting – September 19, 2019 (Attachment No. 3)
- f. Central Valley Flood Protection Board – Coordinating Committee
  - i. GM King attended the Central Valley Flood Project Board Coordinating Committee Meeting on September 25. (Attachment No. 4)
- g. California Central Valley Flood Control Association – Board Meeting
  - i. GM King attended the California Central Valley Flood Control Association Board Meeting on September 18. (Attachment No. 5)
- h. Steelhead Creek Cleanup
  - i. District participated in the Steelhead Creek Cleanup between September 17-20. 65,000 pounds of debris were removed from the channel.
- i. Sacramento Office of Emergency Services – Operations Agreement
  - i. GM King signed the Operations Agreement with Sacramento Office of Emergency Services on September 24. (Attachment No. 6)
- j. AB 156 Annual Report
  - i. GM King submitted the District's AB 156 Annual Report on September 27. (Attachment No. 7)
- k. The Natomas Basin Conservancy
  - i. GM King met with John Roberts, TNBC Executive Director, on September 17, to review property line and easement concerns. TNBC to return with a proposal after performing surveys.

**TITLE: General Manager's Report – September 2019**

- i. RD 1000 Board of Trustees – Election
  - i. District posted the Notice of Election to the District's website on September 27, 2019. The Notice of Election will be published in the Sacramento Bee on October 5, 2019 and for three consecutive weeks following.
  - ii. District requested Sacramento County Board of Supervisors appoint an Election Board on September 23, 2019. (Attachment No. 8)
  - iii. District uploaded sample ballots (English and Spanish) to the District's website on September 27, 2019.
- m. Correspondence Received
  - i. October 2, 2019, District received correspondence from Sacramento LAFCO Special District Commissioner Candidate Lindsey Liebig. (Attachment No. 9)
- n. Public Records Requests
  - i. Beth McQuaid (1000 Azusa Street) – September 12: Requesting information on lease agreement of 954 Azusa Street.
  - ii. Katherine Dixon (2306 La Loma Way) – September 16: Requesting information regarding USACE Reach A Improvement Plans.
  - iii. Nick Avdis – September 27: Requesting electronic version of District's 2019/2020 Assessment Roll.
  - iv. City of Sacramento – September 30: Requesting electronic version of District's 2019/2020 Assessment Roll.
  - v. Jeff Smith – September 30: Requesting electronic version of District's 2019/2020 Assessment Roll.
  - vi. Tom Barandas – October 2: Requesting electronic version of District's 2019/2020 Assessment Roll.

**ATTACHMENTS:**

1. Insurance Renewal – September 24, 2019
2. District Correspondence to City of Roseville – September 24, 2019
3. SAFCA Board Meeting – September 19, 2019
4. CVFPB Coordinating Committee Meeting – September 25, 2019
5. CCVFCA Board Meeting – September 18, 2019
6. Sacramento Office Of Emergency Service Operations Agreement – September 24, 2019
7. AB 156 Annual Report 2019 – September 27, 2019
8. District Correspondence to Sacramento County Board of Supervisors – September 23, 2019
9. Correspondence Received from Lindsey Liebig – October 2, 2019

**TITLE: General Manager's Report – September 2019**

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 10/04/2019





**INSURANCE PROPOSAL**  
**Reclamation District 1000**

**EFFECTIVE DATE**  
**10/15/2019**

**PRESENTED BY:**  
**PCF Insurance Services of the West LLC**



**PROGRAM MANAGER**  
[www.alliedpublicrisk.com](http://www.alliedpublicrisk.com)  
**Allied Community Insurance Services, LLC**  
**Agency License No. 733176**  
**CA License No. 0L01269**



## PREMIUM SUMMARY

**NOTE:** This proposal is prepared from information supplied to us on the application submitted by your insurance broker. It may or may not contain all terms requested on the application. Proposed coverages are provided by the Allied Public Risk WaterPlus policy forms and are subject to the terms, exclusions, conditions and limitations of those policy forms. Actual policies should be reviewed for specific details. Specimen policies are available from your insurance broker.

PAGE	COVERAGE SECTION	PREMIUM
3-7	<b>SECTION 1. PROPERTY</b> (Property, Equipment Breakdown & Mobile Equipment)	\$ 33,382.00
8	<b>SECTION 2. COMMERCIAL CRIME</b>	\$ 938.00
9-10	<b>SECTION 3. COMMERCIAL GENERAL LIABILITY</b>	\$ 26,744.00
11	<b>SECTION 4. PUBLIC OFFICIALS &amp; MANAGEMENT LIABILITY (POML)</b> (Wrongful Acts, Employment Practices, Employee Benefits, Privacy & Network Risk)	\$ 5,497.00
12	<b>SECTION 5. BUSINESS AUTO</b>	\$ 28,975.00
13	<b>SECTION 6. COMMERCIAL EXCESS LIABILITY</b>	\$ 23,356.00

	<b>TOTAL ANNUAL PREMIUM</b> (excludes state-imposed taxes, surcharges, and fees)	\$ 118,892.00
	<b>TERRORISM PREMIUM</b>	\$ 601.00
	<b>FULLY EARNED POLICY FEE</b>	\$ 300.00
	<b>STATE-IMPOSED TAXES, SURCHARGES, AND FEES</b>	\$ N/A
	<b>TOTAL AMOUNT DUE*</b> *Payment is due in accordance with the producer agreement.	\$ 119,793.00

### NOTES:

**INSURED: Reclamation District 1000**  
**EFFECTIVE DATE: 10/15/2019**

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SECTION 1. PROPERTY\*

\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes

### CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

### FORM:

- Special Causes of Loss
- Proprietary
- Integrated

### LIMITS:

<b>Blanket Property:</b> (Real Property & Business Personal Property)	<b>\$20,785,164</b>
<b>Blanket Coverage Extension:</b> A separate blanket limit that applies to the following coverages: Business Income, Extended Business Income, Commandeered Property, Civil Authority, Extra Expense, Tenant Leasehold Interest, Electronic Data, Preservation of Property.	<b>\$2,000,000</b>
<b>Equipment Breakdown / Boiler &amp; Machinery:</b>	<b>Included</b>
<b>Mobile Equipment (Scheduled):</b>	<b>\$1,671,029</b>
<b>Mobile Equipment (unscheduled, maximum \$10,000 any one item):</b>	<b>\$12,650</b>
<b>Mobile Equipment (borrowed, rented &amp; leased):</b>	<b>\$100,000</b>
<b>Earthquake (earth movement excluded):</b>	<b>N/A</b>
<b>Flood Zone AE:</b>	<b>N/A</b>
<b>Flood Zone X (unshaded):</b>	<b>N/A</b>

### DEDUCTIBLES:

<b>\$1,000</b>	Property
<b>\$1,000</b>	Mobile Equipment
<b>\$1,000</b>	Equipment Breakdown (aboveground & less than 50 feet belowground)
<b>\$2,500</b>	Equipment Breakdown (greater than 50 feet belowground)
<b>N/A</b>	Earthquake (earth movement excluded)
<b>N/A</b>	Flood Zone X (per occurrence)
<b>N/A</b>	Flood Zone AE <sup>1</sup> (per occurrence)
<b>N/A</b>	Flood Zone AE <sup>1</sup> (per damaged structure / per occurrence)
	<sup>1</sup> the greater of the deductibles will be applied
<b>N/A</b>	Wind/Hail <sup>2</sup> (per occurrence)
<b>N/A</b>	Wind/Hail <sup>2</sup> (per damaged structure / per occurrence)
	<sup>2</sup> the greater of the deductibles will be applied

### POLICY HIGHLIGHTS:

- Blanket Policy Limits
- Blanket Coverage Extension Limits
- No Coinsurance Penalty
- Equipment Breakdown
- Broad Definition of Covered Property
- Proprietary Coverage Extensions

### VALUATION:

- Replacement Cost: Real Property & Business Personal Property
- Actual Cash Value: Mobile Equipment
- Actual Loss Sustained: Loss of Income & Expenses
- Market Price: Fine Arts

INSURED: Reclamation District 1000

EFFECTIVE DATE: 10/15/2019

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## SPECIAL COVERAGES:

- **New Locations Or Newly Constructed Property:**  
Pays up to \$1,000,000 for your new real property while being built on or off described premises as well as real property you acquire, lease or operate at locations other than the described premises; and business personal property located at new premises.
- **Utility Services – Direct Damage, Business Income & Expense:**  
Pays up to \$250,000 for covered property damaged by an interruption in utility service to the described premises. The interruption in utility service must result from direct physical loss or damage by a Covered Cause of Loss and does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. Separate limits apply to Direct Damage and Business Income/Expense Expense.
- **Pollution Remediation Expenses:**  
Pays up to \$100,000 or \$250,000 for remediation expenses resulting from a Covered Causes of Loss or Specified Cause of Loss occurring during the policy period and reported within 180 days. Covered Causes of Loss means risks of direct physical loss unless the loss is excluded or limited by the Property Coverage Form. Specified Cause of Loss means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire extinguishing equipment; sinkhole collapse; volcanic action; falling objects; weight of snow; ice or sleet; water damage; and equipment breakdown.
- **SCADA Upgrades:**  
Pays up to \$100,000 to upgrade your scheduled SCADA system after direct physical loss from a Covered Cause of Loss. The upgrade is in addition to its replacement cost. SCADA means the Supervisory Control and Data Acquisition system used in water and wastewater treatment and distribution to monitor leaks, waterflow, water analysis, and other measurable items necessary to maintain operations.
- **Contract Penalties:**  
Pays up to \$100,000 for contract penalties you are required to pay due to your failure to deliver your product according to contract terms solely as a result of direct physical loss or damage by a Covered Cause of Loss to Covered Property.
- **Contamination:**  
Pays up to \$100,000 for loss or damage to covered property because of contamination as a result of a Covered Cause of Loss. Contamination means direct damage to real property and business personal property caused by contact or mixture with ammonia, chlorine, or any chemical used in the water and / or wastewater treatment process.
- **Property In Transit:**  
Pays up to \$100,000 for direct physical loss or damage to covered property while in transit more than 1000 feet from the described premises. Shipments by mail must be registered for covered to apply. Electronic data processing property and fine arts are excluded.
- **Unintentional Errors:**  
Pays up to \$100,000 for any unintentional error or omission you make in determining or reporting values or in describing the covered property or covered locations.



## KEY DEFINITIONS

### ■ **Real Property:**

The buildings, items or structures described in the Declarations that you own or that you have leased or rented from others in which you have an insurable interest. This includes:

- Aboveground piping;
- Aboveground and belowground penstock;
- Additions under construction;
- Alterations and repairs to the buildings or structures;
- Buildings;
- Business personal property owned by you that is used to maintain or service the real property or structure or its premises, including fire-extinguishing equipment; outdoor furniture, floor coverings and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering;
- Completed additions;
- Exterior signs, meaning neon, automatic, mechanical, electric or other signs either attached to the outside of a building or structure, or standing free in the open;
- Fixtures, including outdoor fixtures;
- Glass which is part of a building or structure;
- Light standards;
- Materials, equipment, supplies and temporary structures you own or for which you are responsible, on the premises or in the open (including property inside vehicles) within 1000 feet of the premises, used for making additions, alterations or repairs to buildings or structures at the premises;
- Paved surfaces such as sidewalks, patios or parking lots;
- Permanently installed machinery and equipment;
- Permanent storage tanks;
- Solar panels;
- Submersible pumps, pump motors and engines;
- Underground piping located on or within 1000 feet of premises described in the Declarations;
- Underground vaults and machinery.

### ■ **Business Personal Property:**

The property you own that is used in your business including:

- Furniture and fixtures;
- Machinery and equipment;
- Computer equipment;
- Communication equipment;
- Labor materials or services furnished or arranged by you on personal property of others;
- Stock;
- Your use interest as tenant in improvements and betterments.
- Leased personal property for which you have a contractual responsibility to insure.

### ■ **Pollution Conditions:**

The discharge, dispersal, release, seepage, migration, or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, minerals, chemical elements and waste. Waste includes materials to be recycled, reconditioned or reclaimed.



## KEY DEFINITIONS *(continued)*

### ■ **Remediation Expenses:**

Expenses incurred for or in connection with the investigation, monitoring, removal, disposal, treatment, or neutralization of pollution conditions to the extent required by: (1) Federal, state or local laws, regulations or statutes, or any subsequent amendments thereof enacted to address pollution conditions; and (2) a legally executed state voluntary program governing the cleanup of "pollution conditions."

### ■ **Outdoor Property:**

Fixed or permanent structures that are outside covered real property including but not limited to:

- Historical markers or flagpoles;
- Sirens, antennas, towers, satellite dishes, or similar structures and their associated equipment;
- Exterior signs not located at a premises;
- Fences or retaining walls;
- Storage sheds, garages, pavilions or other similar buildings or structures not located at a premises;
- Dumpsters, concrete trash containers, or permanent recycling bins;
- Hydrants; or
- Electric utility power transmission and distribution lines and related equipment owned by the insured.

### ■ **Equipment Breakdown:**

Direct damage to mechanical, electrical or pressure systems as follows:

- Mechanical breakdown including rupture or bursting caused by centrifugal force;
- Artificially generated electrical current, including electrical arcing, that disturbs electrical devices, appliances or wires;
- Explosion of steam boilers, steam piping, steam engines or steam turbines owned or leased by you, or operated under your control;
- Loss or damage to steam boilers, steam pipes, steam engines or steam turbines; or
- Loss or damage to hot water boilers or other water heating equipment;
- If covered electrical equipment requires drying out as a result of a flood, we will pay for the direct expenses for such drying out.
- None of the following are covered objects as respects to equipment breakdown:
  - a. Insulating or refractory material;
  - b. Buried vessel or piping;
  - c. Sewer piping, piping forming a part of a fire protection system or water piping other than:
    - (1) Feed water piping between any boiler and its feed pump or injector;
    - (2) Boiler condensate return piping; or
    - (3) Water piping forming a part of refrigerating and air conditioning vessels and piping used for cooling, humidifying or space heating purposes;
  - d. Structure, foundation, cabinet or compartment containing the object;
  - e. Power shovel, dragline, excavator, vehicle, aircraft, floating vessel or structure, penstock, draft tube or well-casing;
  - f. Conveyor, crane, elevator, escalator or hoist, but not excluding any electrical machine or electrical apparatus mounted on or used with this equipment; and
  - g. Felt, wire, screen, die, extrusion, late, swing hammer, grinding disc, cutting blade, cable chain, belt, rope, clutch late, brake pad, non-metallic part or any part or tool subject to frequent, periodic replacement.

**INSURED: Reclamation District 1000**  
**EFFECTIVE DATE: 10/15/2019**

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**PROPERTY SUBLIMITS:**

<b>Coverage</b>	<b>Limit</b>
Accounts Receivable	\$500,000
Valuable Papers and Records	\$500,000
Contamination	\$100,000
Tools and Equipment Owned by Your Employees	\$5,000
Personal Effects and Property of Others	\$5,000
Outdoor Property (unscheduled)	\$25,000
New Locations or Newly Constructed Property	\$1,000,000
Business Personal Property at New Locations	\$1,000,000
Utility Services - Direct Damage	\$250,000
Utility Services – Business Income and Extra Expense	\$250,000
Dependent Business Premises	\$250,000
Property at Other Locations	\$250,000
Pollution Remediation Expense (specified cause of loss)	\$250,000
Pollution Remediation Expense (covered cause of loss)	\$100,000
Contract Penalties	\$100,000
SCADA Upgrades	\$100,000
Property in Transit	\$100,000
Backup/Overflow of Water from Sewer, Drain, Sump	\$100,000
Fine Arts	\$25,000
Limited Coverage for "Fungus", Wet Rot or Dry Rot	\$25,000
Trees, Shrubs & Plants (maximum \$1,000 any one item)	\$25,000
Indoor and Outdoor Signs (unscheduled)	\$25,000
Arson Reward	\$10,000
Fire Department Service Charge	\$5,000
Non-Owned Detached Trailers	\$5,000
Cost of Inventory or Adjustment	\$5,000
Patterns, Dies, Molds, Forms	\$2,500
Fire Protection Devices	\$2,500
Debris Removal	25% of scheduled limit
Ordinance or Law Provision	25% of scheduled limit

**NOTES:**

Premium is calculated from attached property schedule; review property schedule for coverage and limit adequacy.

**Earthquake and Flood coverages are excluded.**

**INSURED: Reclamation District 1000**  
**EFFECTIVE DATE: 10/15/2019**

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## SECTION 2. COMMERCIAL CRIME\*

\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary
- Integrated

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

EMPLOYEE THEFT	FORGERY OR ALTERATION	INSIDE THE PREMISES Theft of Money and Securities	INSIDE THE PREMISES Robbery or Safe Burglary or Other Property	OUTSIDE THE PREMISES	COMPUTER FRAUD	FUNDS TRANSFER FRAUD	MONEY ORDERS & COUNTERFEIT PAPER CURRENCY
\$250,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000

**DEDUCTIBLE:**

\$1,000 each claim

**DESIGNATED EMPLOYEE BENEFIT PLAN(S):**

**POLICY HIGHLIGHTS:**

- Separate Limits Apply to Each Coverage
- Coverage Extended to Directors and Authorized Volunteers
- Faithful Performance

**NOTES:**

**INSURED: Reclamation District 1000**

**EFFECTIVE DATE: 10/15/2019**

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## SECTION 3. COMMERCIAL GENERAL LIABILITY\*

\*IS SECTION INCLUDED IN THE PROPOSAL? Yes

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence
- Proprietary

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

Per Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products & Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Payments	\$10,000

**DEDUCTIBLE:**

N/A

**POLICY HIGHLIGHTS:**

- Duty to Defend
- Broad Definition of Insured
- Fellow Employee
- Per Location Aggregate
- Blanket Additional Insured Endorsement

**OPTIONAL COVERAGES INCLUDED IN QUOTE:**

Dam, Levee & Dike Structural Failure

**INSURED: Reclamation District 1000**  
**EFFECTIVE DATE: 10/15/2019**

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## SPECIAL COVERAGES:

- **Water & Wastewater Testing Errors & Omissions:**  
Coverage is provided for damages arising out of an act, error or omission which arises from your water or wastewater testing.
- **Failure To Supply:**  
Coverage is provided for bodily injury or property damage arising out of the failure of any insured to adequately supply water.
- **Waterborne Asbestos:**  
Coverage is provided for bodily injury or property damage from waterborne asbestos arising out of potable water which is provided by you to others.
- **Contractual Liability - Railroads:**  
Coverage is provided for any contract or agreement that indemnifies a railroad for bodily injury or property damage arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.
- **Pollution:**  
Coverage is provided for bodily injury or property damage which occurs or takes place as a result of your operations and arises out of the following:
  - Potable water which you supply to others;
  - Chemicals you use in your water or wastewater treatment process;
  - Natural gas or propane gas you use in your water or wastewater treatment process;
  - Urgent response for the protection of property, human life, health or safety conducted away from premises owned by or rented to or regularly occupied by you;
  - Your application of pesticide or herbicide chemicals if such application meets all standards of any statute, ordinance, regulation or license requirement of any federal, state or local government;
  - Smoke drift from controlled or prescribed burning that has been authorized and permitted by an appropriate regulatory agency.
  - Fuels, lubricants or other operating fluids needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of mobile equipment or its parts
  - Escape or back-up of sewage or waste water from any sewage treatment facility or fixed conduit or piping that you own, operate, lease, control or for which you have the right of way, but only if property damage occurs away from land you own or lease.
  - Sudden and accidental events that are neither expected nor intended by an Insured. However, no coverage is provided under this exception for petroleum underground storage tanks.

## NOTES:

**INSURED: Reclamation District 1000**  
**EFFECTIVE DATE: 10/15/2019**

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

## SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY\*

\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence

**DEFENSE COSTS:**

- Outside the Limits of Liability

**LIMITS:**

Wrongful Acts	\$1,000,000	per act
Employment Practices <i>(including third party discrimination)</i>	\$1,000,000	per offense
Employee Benefit Plans	\$1,000,000	per offense
Injunctive Relief	\$5,000	per act
	\$3,000,000	aggregate limit

**PRIVACY LIABILITY AND NETWORK RISK<sup>1</sup>:**

Privacy & Network Security Wrongful Acts	\$1,000,000	per act
Breach Consultation Services	\$50,000	per act
Breach Response Services	\$50,000	per act
Public Relations & Data Forensics	\$50,000	per act

<sup>1</sup>Coverage provided for Privacy Liability & Network Risk Coverage is issued on a claims made basis with defense inside the limit of liability. Privacy Retroactive Date: 10/15/2018. Privacy Deductible: \$1,000.

**SPECIAL COVERAGES:**

- Inverse Condemnation: Yes

**DEDUCTIBLE**

\$1,000 each claim including expenses

**RETROACTIVE DATE:**

**POLICY HIGHLIGHTS:**

- Duty To Defend
- Broad Definition of Named Insured including Past and Future Employees
- Outside Directorship
- Punitive Damages are Covered Where Insurable by Law
- No Intentional Acts, Assault & Battery or Bodily Injury Exclusions

**NOTES:**

**INSURED: Reclamation District 1000**

**EFFECTIVE DATE: 10/15/2019**

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SECTION 5. BUSINESS AUTO\*

\*IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- ISO Business Auto

**PORTFOLIO:**

	Symbol	Limit
Combined Single Limit for Bodily Injury & Property Damage (each accident)	1	\$1,000,000
Hired Auto Liability	8	\$1,000,000
Non-Owned Auto Liability	9	\$1,000,000
"No-Fault" or Statutory Personal Injury Protection (each person)	No Coverage	N/A
Medical Payments	2	\$5,000
Uninsured / Underinsured Motorists	2	\$1,000,000
Hired Physical Damage	8	\$50,000
Owned Physical Damage – Comprehensive	2	ACV
Owned Physical Damage – Collision	2	ACV

**DEDUCTIBLE:**

Liability: None  
 Comprehensive: \$500  
 Collision: \$500

**NOTES:**

Please refer to Auto terms provided for per unit coverage.

INSURED: Reclamation District 1000  
 EFFECTIVE DATE: 10/15/2019

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

## SECTION 6. COMMERCIAL EXCESS LIABILITY\*

\*IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes

### CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

### FORM:

- Proprietary
- Following Form

### LIMITS:

\$10,000,000 / \$10,000,000

### RATING BASIS:

- On file with underwriter
- Non auditable

### SCHEDULED UNDERLYING POLICIES:

Commercial General Liability - Yes

Hired and Non-Owned Auto Liability - Yes

Public Officials & Management Liability - Yes

Wrongful Acts - Yes

Employment Practices - Yes

Employee Benefit Plans - Yes

Owned Auto Liability - Yes

Employer's Liability (minimum underlying limit requirement of \$500,000 / \$500,000 / \$500,000) - Yes

Other:

### NOTABLE EXCLUSION:

- Workers' Compensation

### NOTES:

Employers' Liability subject to Allied World security requirements.

**Excess Coverage for Inverse Condemnation is limited to the first \$5M of Excess.**

INSURED: Reclamation District 1000

EFFECTIVE DATE: 10/15/2019

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

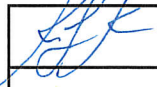
**POLICYHOLDER DISCLOSURE  
NOTICE OF TERRORISM  
INSURANCE COVERAGE**

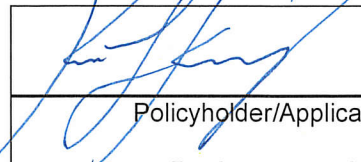
You are hereby notified that under the Terrorism Risk Insurance Act, as amended via the Program Reauthorization Act of 2015, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the United States Attorney General—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES [85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020] OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**Acceptance or Rejection of Terrorism Insurance Coverage**

	I hereby elect to purchase terrorism coverage for a prospective premium of \$601.00
	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

	
Policyholder/Applicant's Signature	Insurance Company
<b>Reclamation District 1000</b>	<b>Allied World Specialty Insurance Company</b>
Print Name	Policy Number
KEVIN L. KING	
9/24/19 Date	

# CALIFORNIA UNINSURED MOTORISTS COVERAGE SELECTION/REJECTION

<b>Applicant/Named Insured:</b> Reclamation District 1000
<b>Company:</b> Allied World Specialty Insurance Company

California law permits you to make certain decisions regarding Uninsured Motorists Coverage. This document describes this coverage and the options available.


You should read this document carefully and contact us or your agent if you have any questions regarding Uninsured Motorists Coverage and your options with respect to this coverage.

This document includes general descriptions of coverage. However, no coverage is provided by this document. You should read your policy and review your Declarations Page(s) and/or Schedule(s) for complete information on the coverages you are provided.

### A. Mandatory Offer Of Bodily Injury Uninsured Motorists Coverage

Please indicate your choices by initialing next to the appropriate item(s) below.

#### 1. Selection Of Bodily Injury Uninsured Motorists Coverage

<b>(Initials)</b> 	<b>I select Bodily Injury Uninsured Motorists Coverage at limits equal to the limits of my Bodily Injury Liability Coverage (split limits) or Combined Single Limit for Liability Coverage.</b>
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#### 2. Rejection Of Bodily Injury Uninsured Motorists Coverage

The California Insurance Code requires that we provide you with the following information:

"The California Insurance Code requires an insurer to provide uninsured motorists coverage in each bodily injury liability insurance policy it issues covering liability arising out of the ownership, maintenance, or use of a motor vehicle. Those provisions also permit the insurer and the applicant to delete the coverage completely or to delete the coverage when a motor vehicle is operated by a natural person or persons designated by name. Uninsured motorists coverage insures the insured, his or her heirs, or legal representatives for all sums within the limits established by law, which the person or persons are legally entitled to recover as damages for bodily injury, including any resulting sickness, disease, or death, to the insured from the owner or operator of an uninsured motor vehicle not owned or operated by the insured or a resident of the same household. An uninsured motor vehicle includes an underinsured motor vehicle as defined in subdivision (p) of Section 11580.2 of the Insurance Code".

(Initials)

I reject Bodily Injury Uninsured Motorists Coverage entirely.

I delete Bodily Injury Uninsured Motorists Coverage only with respect to the following individuals:

(Name of Excluded Driver(s))

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### 3. Lower Limit(s) For Bodily Injury Uninsured Motorists Coverage

The California Insurance Code requires that we provide you with the following information:

"The California Insurance Code requires an insurer to provide uninsured motorists coverage in each bodily injury liability insurance policy it issues covering liability arising out of the ownership, maintenance, or use of a motor vehicle. Those provisions also permit the insurer and the applicant to agree to provide the coverage in an amount less than that required by subdivision (m) of Section 11580.2 of the Insurance Code but not less than the financial responsibility requirements. Uninsured motorists coverage insures the insured, his or her heirs, or legal representatives for all sums within the limits established by law, which the person or persons are legally entitled to recover as damages for bodily injury, including any resulting sickness, disease, or death, to the insured from the owner or operator of an uninsured motor vehicle not owned or operated by the insured or a resident of the same household. An uninsured motor vehicle includes an underinsured motor vehicle as defined in subdivision (p) of Section 11580.2 of the Insurance Code".



(Initials)

I reject Bodily Injury Uninsured Motorists Coverage at limits equal to my Bodily Injury Liability Coverage (split limits) or Combined Single Limit for Liability Coverage and I select the following lower limits.

(Choose one):

(Initials)	Split Limits	OR	(Initials)	Combined Single Limit
_____	\$ 15,000/30,000		_____	\$ 30,000
_____	20,000/40,000		_____	40,000
_____	25,000/50,000		_____	50,000
_____	30,000/60,000		_____	60,000
_____	50,000/100,000		_____	100,000
_____	100,000/300,000		_____	250,000
_____	250,000/500,000		_____	300,000
_____	500,000/1,000,000		_____	500,000
_____	\$ _____		_____	1,000,000
	(Other)		_____	\$(Other)

**B. Mandatory Offer Of Property Damage Uninsured Motorists Coverage**

Uninsured Motorists Coverage may also include Property Damage Uninsured Motorists Coverage. Property Damage Uninsured Motorists Coverage provides insurance protection to an insured for compensatory damages for injury to or destruction of a covered auto caused by an automobile accident which an insured is legally entitled to recover from the owner or operator of certain types of uninsured motor vehicles. However, Property Damage Uninsured Motorists Coverage is available only:

1. If you have not rejected Bodily Injury Uninsured Motorists Coverage; and
2. For autos for which you have not purchased Collision Coverage.

Please indicate your choices by initialing next to the appropriate item(s) below.

<p>(Initials)</p> <p><u>KK</u></p>	<p>I select Property Damage Uninsured Motorists Coverage at a limit of \$3,500 for each accident for the following vehicle(s):</p> <p>(Specify Year/Make/Model)</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>(Initials)</p> <p>_____</p>	<p>I reject Property Damage Uninsured Motorists Coverage entirely.</p> <p>I delete Property Damage Uninsured Motorists Coverage only with respect to the following individuals:</p> <p>(Name of Excluded Driver(s))</p> <p>_____</p> <p>_____</p>

Kevin C. King      KEVIN C. KING      9/24/19  
Applicant's/Named Insured's Signature      Date



September 24, 2019

Gina McColl, Associate Planner  
City of Roseville Development Services – Planning Division  
311 Vernon Street  
Roseville, CA 95678

**Subject: Comments on Notice of Preparation of Draft Environmental Impact Report (DEIR) for City of Roseville General Plan Update**

Dear Ms. McColl:

Reclamation District No. 1000 (RD 1000; District) appreciates the opportunity to comment on the Notice of Preparation of a Draft Environmental Impact Report (DEIR) for the City of Roseville General Plan Update (Plan). RD 1000 is the entity responsible for the operation and maintenance of the levees and drainage system protecting the Natomas Basin in Sacramento and Sutter counties. Minimizing the impacts of flooding for human safety, health, and welfare is RD 1000's sole mission. As such, the District has been working closely with the Sacramento Area Flood Control Agency (SAFCA), State Central Valley Flood Protection Board and U.S. Army Corps of Engineers (USACE) on levee improvements to provide a minimum of 200-year flood protection to the system commensurate with the flood risk, as required by State Urban Level of Flood Protection standards.

Due to the nature of the items to be considered in the Plan coupled with RD 1000's mission to minimize impacts of flooding, the District requests the DEIR specifically address the following comments:

Hydraulic Impact Analysis.

- The hydraulic impact analysis should evaluate changes to peak stage for the 10 – 200-year flood events, as required by the State's Urban Level of Flood Protection (ULOP).
- The evaluation of hydraulic impacts should focus on mitigating increases in peak flood stage, as well as changes in the duration of flooding and changes in velocity that have the potential to increase erosion. This is particularly true for downstream levee systems that have a short hydrograph. Extending the duration of high water on these levee systems may result in increased performance issues associated with seepage both through and under the levees. The District requests that the DEIR disclose the change in duration of flood events and determine whether that change adversely effects downstream levee systems. Mitigation measures could be considered that include alternatives such as groundwater recharge, metering the water more slowly out of detention basins, or storage of the water for use.

- RD 1000 is concerned the potential impacts of increased storm water drainage flows into upstream tributaries for past projects; and potential future projects may increase flood risks downstream. Mitigating increased runoff is crucial in order to avoid downstream impacts to critical flood infrastructure. Mitigation measures in the DEIR should consider all potential hydrologic impacts; specifically, increases to peak and base flows, the duration of runoff, duration of peak flows, and the subsequent increased periods of high velocities.
- Hydrographs for smaller systems tend to have shorter hydrographs. Past performance is based on this tendency and is considered in the design of downstream levee improvements. If detention is the alternative used to mitigate increases in peak flow, it can result in the adverse impact of extending the duration of the hydrograph. This has the potential to increase geotechnical problems, such as slope stability and under seepage, and can contribute to an increase of erosion potential, all of which would increase flood risk and create increased Operations and Maintenance (O&M) costs for downstream critical flood infrastructure. In addition, to peak flows and duration, upstream development typically results in higher base flows due to runoff from landscaping, wastewater treatment discharge, or other discharges associated with urbanization. Increasing base flows may also result in increased vegetation growth, erosion, and beaver activity; thus, causing an increase in downstream O&M costs.

Any of the impacts discussed in this letter could have detrimental downstream effects that not only could increase flood risk to public safety but could also result in increased O&M costs for RD 1000 that may be required in order to mitigate potential Plan impacts. Flood risk may include erosion, increased vegetation, or potential impacts to channel maintenance or downstream flood infrastructure due to an increased duration of peak runoff and peak flows.

Therefore, RD 1000 believes thorough hydraulic impact analysis is a critical component of the DEIR. The Plan should consider any planned future development within the area that may contribute to cumulative downstream effects on both stage and duration of peak flows.

The District appreciates the opportunity to review and comment on Notice of Preparation for the DEIR for the General Plan Update. The District is prepared to work with the City of Roseville to ensure the Plan impacts are appropriately addressed and mitigated. Should there be further questions or the need for additional clarification on the information provided, please contact me directly via email ([kking@rd1000.org](mailto:kking@rd1000.org)) or phone (916) 922-1449.

Sincerely,

**Reclamation District 1000**



Kevin L. King  
General Manager



## Board of Directors Agenda of

### September 19, 2019 - 3:00 pm

City of Sacramento Council Chambers, 915 I Street, Sacramento, CA. 95814

**Directors/Alternates Present:** Avdis, Barandas, Conant, Frost, Harris, Kennedy, Nava, Peters, Shah, and Vander Werf

**Directors Absent:** Ashby, Jennings, and Nottoli

#### ROLL CALL

#### PUBLIC COMMENTS – no comments received

#### CONSENT MATTERS

Motion by Director Shah and seconded by Director Conant to approve Resolution Nos. 2019-115; 2019-116; 2019-117; and 2019-118 of Consent Matters.

AYES: Barandas, Conant, Harris, Kennedy, Peters, Shah and Vander Werf

NOES: (None)

ABSTAIN: (None)

RECUSE: (None)

ABSENT: Ashby, Avdis, Frost, Jennings, Nava and Nottoli

1. [Adopting the Action Summary for August 15, 2019 \(Russell\).](#)
2. [Resolution No. 2019-115 - Ratifying the Environmental Coordinator's Approval of Addendum No. 2 to the Environmental Impact Statement/Environmental Impact Report on the American River Watershed Common Features General Reevaluation Report and Approving Modifications and Refinements to the American River Watershed Common Features General Reevaluation Report Project \(Campbell\).](#)

3. [Resolution No. 2019-116 - Ratifying the Environmental Coordinator's Approval of Addendum No. 4 to the Mitigated Negative Declaration for the Bryte Landfill Remediation Project \(Tibbitts\).](#)
4. [Resolution No. 2019-117 - Authorizing the Executive Director to Enter Into a Contract with Wood Rodgers, Inc., for Professional Engineering Services to Design Levee Improvements Along the North Beach Lake Levee and Morrison Creek and Approving an Appropriation Adjustment Request in the Amount of \\$350,000 for Design Costs of the North Beach Lake Levee Project \(Ghelfi\).](#)
5. [Resolution No. 2019-118 - Authorizing the Executive Director to Execute Amendment No. 1 to Implementation Agreement No. 3 with the Natomas Basin Conservancy Regarding the Natomas Levee Improvement Program Pappa-Rosa Property \(Bassett\).](#)

## SEPARATE MATTERS

6. [Resolution No. 2019-119 - Authorizing the Executive Director to Award Contract No. 4454 - Dry Creek Fence Rehabilitation and Replacement Project, Phase 2, Sacramento County, California to the Lowest Responsive and Responsible Bidder and Authorizing the Executive Director to Execute the Contract \(Sorgen\).](#)

Motion by Director Conant and seconded by Director Barandas to approve Resolution No. 2019-119.

AYES: Avdis, Barandas, Conant, Frost, Harris, Kennedy, Nava, Peters, Shah, and Vander Werf  
 NOES: (None)  
 ABSTAIN: (None)  
 RECUSE: (None)  
 ABSENT: Ashby, Jennings, and Nottoli

7. [Resolution No. 2019-120 - Authorizing the Executive Director to Award Contract No. 4471 - North Area Levee Improvement Project \(2019\), City of Sacramento, Sacramento County, California to the Lowest and Responsive and Responsible Bidder and Authorizing the Executive Director to Execute the Contract \(Ghelfi\).](#)

Motion by Director Avdis and seconded by Director Conant to approve Resolution No. 2019-120.

AYES: Avdis, Barandas, Conant, Frost, Harris, Kennedy, Nava, Peters, Shah, and Vander Werf  
 NOES: (None)  
 ABSTAIN: (None)  
 RECUSE: (None)  
 ABSENT: Ashby, Jennings, and Nottoli

8. [Resolutions - Authorizing the Executive Director to Enter Into Consulting Services Contracts for Land Surveying and Mapping Services on an As-Needed Basis to Support Execution of SAFCA Programs and Projects \(Tibbitts\)](#)

- A. Resolution No. 2019-121 - Psomas, Contract No. 1502
- B. Resolution No. 2019-122 - R.E.Y. Engineers, Inc., Contract No. 1503
- C. Resolution No. 2019-123 - Kjeldsen, Sinnock, & Neudeck, Inc., Contract No. 1504
- D. Resolution No. 2019-124 - M-H-M, Inc., Contract No. 1505

Motion by Director Avdis and seconded by Director Conant to approve Resolution No. 2019-120.

- AYES: Avdis, Barandas, Conant, Frost, Harris, Kennedy, Nava, Peters, Shah, and Vander Werf
- NOES: (None)
- ABSTAIN: (None)
- RECUSE: (None)
- ABSENT: Ashby, Jennings, and Nottoli

**RECEIVE & FILE – no action**

9. [Information - Executive Director’s Report for September 19, 2019 \(Johnson\)](#)

**ADJOURN**

Respectfully submitted,

Lyndee Russell

**CVFPB Coordinating Committee Meeting**  
Meeting Agenda and Information

**Date:** Wednesday, September 25, 2019  
**Time:** 9 a.m.-12 p.m.  
**Location:** City of West Sacramento, 1110 W. Capitol Avenue, West Sacramento  
Map: [www.cityofwestsacramento.org/about/maps.asp](http://www.cityofwestsacramento.org/about/maps.asp)

**Call In:** 1-515-606-5131; Participant Access Code: 617801

**Purpose:** To provide a forum to work with DWR, the USACE, and key stakeholders on the implementation of the 2017 CVFPP Update.

**PARTICIPANTS:** DWR, Stakeholders and CVFPB members and staff

**Agenda**

1. Administrative Matters
  - a. Introductions
  - b. Handouts
2. New Items
  - a. DWR Reorganization Update – *John Paasch, DWR*
  - b. Delta Stewardship Council Rulemaking Update – *Erin Mullin, DSC*
  - c. Looking Ahead: CVFPP 2022 Update – *Mary Jimenez & Eric Tsai, DWR*
  - d. Use of Drones for Levee Inspections/Flood Management – *Ben Tustison & Nate Hershey - MBK*
3. Standing Items
  - a. Legislative Update – *Darren Suen, CVFPB*
  - b. Update on Inspection Compliance Work Group – *Ruth Darling, CVFPB*
4. Comments (items not on the agenda)
5. Important Dates
  - a. CVFPB Meeting – September 27
  - b. CVFPB Workshop – October 11
  - c. CVFPB Meeting – October 25
6. Adjourn

Meeting Arranged by: [Kim Floyd](#)  
Meeting contact: [916-838-2666](tel:916-838-2666)  
[kim@floydcommunications.com](mailto:kim@floydcommunications.com)





CALIFORNIA CENTRAL VALLEY  
**FLOOD CONTROL**  
ASSOCIATION

<i>Executive Director</i>	<b>MELINDA TERRY</b>
<i>President</i>	<b>MIKE HARDESTY</b>
<i>Vice President</i>	<b>LEWIS BAIR</b>
<i>Treasurer</i>	<b>PETE GHELFI</b>

**CCVFCA Board of Directors Meeting Agenda**  
**September 18, 2019 – 9:00 am**  
**Downey Brand, 621 Capitol Mall, 18<sup>th</sup> Floor, Sacramento**

- 1. Call to Order and Introductions**  
*Mike Hardesty, President*
- 2. Approval of Minutes**  
*Mike Hardesty, President*
  - A. Approval of June 19, 2019 board meeting minutes
- 3. Financial Report**  
*Cindy Tiffany, Associate Director*
  - A. Fiscal Year-End 2018-19 Financial Statements
  - B. Quarterly Financial Statements
- 4. Executive Director Report**  
*Melinda Terry, Executive Director*
  - A. Approve excused absences
  - B. Approve New Member – SJAFCA
  - C. Appoint Board member for SJAFCA and RD 900
- 5. CCVFCA Strategic Plan**
  - A. Work Group completed planning process for two objectives
  - B. Will complete final objective at the October 22 meeting
  - C. Next steps will be presentation and adoption of final Strategic Plan and formation of committees to work on implementation
- 6. Legislative Report**  
*Bob Reeb, Lobbyist*
  - A. Update on Legislation – SB 1, AB 137, and other legislative issues
- 7. Legal & Engineering Report**  
*Scott Shapiro, Attorney and Ric Reinhardt, Engineer*
  - A. DWR - Status of Levee Repair Sites and Other Issues
  - B. CVFPB – Water Resilience Portfolio listening sessions and submission of comments
  - C. Federal Issues – HR 3167 (NFIP reauthorization), WRDA and other legislation

- D. SWRCB – State Wetland Definition and Procedures for Discharges of Dredge and Fill Materials to Waters of the State Becomes Effective on May 28, 2019
- E. Assessments – Legal/legislative options for clarifying payment by state agencies
- F. Update on filing of CCVFCA amicus brief on SCVWD lawsuit against regional water board

## 8. Delta Activities

*Melinda Terry, Executive Director*

- A. USBR issued Record of Decision and DWR issued response to CCVFCA comment letter on Yolo Bypass Salmonid Restoration and Fish Passage Project
- B. Delta Stewardship Council – Rulemaking for Delta Levee Investment Strategy conflicts with CVFPB regulations and statutory authority for distribution of Delta Subvention funding
- C. Delta Protection Commission – Update of Land Use & Resource Management Plan and deadline to apply for DPC Leadership Program is Oct 18
- D. Delta Roundtable – Formed by Sec. Crowfoot, inaugural meeting Sept. 23

## 9. Announcements

- A. Sept 23 – Delta Roundtable, Jean Harvie Center, Walnut Grove
- B. Dec 18 – CCVFCA Board meeting

## 10. Adjournment

**Sacramento Office of Emergency  
Services**

Stephen Cantelme, Chief



**AGENDA ITEM 4.1  
ATTACHMENT NO. 6**  
**County Executive**  
Navdeep S. Gill

## **County of Sacramento**

### **DocuSign Tips & Instructions**

**IF YOU ARE NOT THE AUTHORIZED SIGNER** – in upper right hand corner select Other Actions, Assign to Someone Else and complete the required information in the pop up box. For more information visit DocuSign support at <https://support.docusign.com/guides/signer-guide-signing-other-actions-new> or contact Sarah Gallimore at (916) 874-4674 or [gallimores@saccounty.net](mailto:gallimores@saccounty.net).

**IF YOUR AGENCY REQUIRES A SECOND SIGNATURE** – Contact Sarah Gallimore at (916) 874-4674 or [gallimores@saccounty.net](mailto:gallimores@saccounty.net) and give the name, title and email address of the required signatories for your agency. The document will be corrected re-sent through DocuSign.

**Sacramento Office of Emergency Services**  
Stephen Cantelme, Chief of Emergency Services



**County Executive**  
Navdeep S. Gill

## **County of Sacramento**

July 8, 2019

To: the Operational Area Partners  
RE: Operational Area Plan and MOA Revision 2019

Dear Operational Area Partners,

As a signatory to the 2009 Operational Area (OA) Memorandum of Agreement (MOA) and the 2014 OA Plan, the Sacramento County Office of Emergency Services is sharing the updated documents for 2019. I am asking for your review and signature of approval of this latest plan along with the revised Operational Area Agreement addressing a commitment to adhere to the plan during a regional disaster impacting multiple jurisdictions.

The OA Plan addresses planned methods of coordination, communication and prioritization of resources among the various local governments during emergencies and disasters. It provides an overview of operational concepts, identifies components, and describes the overall responsibility of the OA lead agencies and participants.

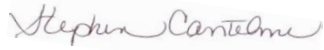
Both the OA Plan and MOA apply to the County of Sacramento and to all local governments within county including cities and special districts and the authorities are derived from Sacramento County government code as well the California Emergency Services Act, including Standardized Emergency Management System (SEMS) regulations.

Attached along with the OA Plan and the OA Agreement, are three recently finalized annexes to the OA Plan: Alert and Warning Annex, Joint Information Systems Annex, Evacuation Annex. These annexes have previously been shared at our OA meetings in late 2018 and early 2019. Due to their frequently changing nature, the following list of attachments are not included: OA Participants List, OA Council Roster, Roster Contact List, and OA Forms.

Upon your review and agreement, this plan and MOA are officially adopted and promulgated and will supersede any previous OA Plans and MOA's. I want to thank you for

your past commitment to both the OA plan and MOA and look forward to your continued commitment and cooperation into the future.

Best Wishes,

A handwritten signature in cursive script that reads "Stephen Cantelme". The signature is written in black ink on a light-colored background.

Stephen Cantelme, Chief  
Sacramento County OES  
3720 Dudley Blvd., Suite 122  
McClellan CA 95652

Attachments:

2019 Sacramento Operational Area Plan  
2019 Operational Area Memorandum of Agreement  
2019 Alert and Warning Plan  
2019 Joint Information Systems  
2018 Evacuation Plan

## **MEMORANDUM OF AGREEMENT FOR PARTICIPATION IN SACRAMENTO OPERATIONAL AREA ORGANIZATION**

**THIS MEMORANDUM OF AGREEMENT (MOA)** is made and entered into on 9/25/2019, by and between the County of Sacramento, hereinafter referred to as "County", and the Cities of Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento, hereinafter referred to as "Cities", and each other local government signatory hereto. The COUNTY, CITIES and other local government signatories may be referred to collectively "Parties" or "Party" as the context requires

### **RECITALS**

**WHEREAS**, the Standardized Emergency Management System entered into law in 1993 under California Code of Regulations Title 19, Division 2, Office of Emergency Services, and requires the establishment of an Operational Area (OA); and,

**WHEREAS**, the County Board of Supervisors established the operational area under SEMS regulations in 1994 and in 2009, established the county as the lead agency by separate resolution; and,

**WHEREAS**, an Operational Area is defined as an intermediate level of the state emergency services organization consisting of a county and all political subdivisions within the county geographic area whose purpose is to coordinate emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operation centers of the political subdivisions comprising the operational area; and,

**WHEREAS**, the potential for a major catastrophe due to flood, earthquake, or other natural or human caused disaster requires all governmental entities within Sacramento County to be prepared to share resources and information among themselves and with the State of California in order to protect public welfare; and,

**WHEREAS**, greater coordination, efficiency, planning and response can be achieved by joining the efforts of Cities, Special Districts, Business, Non-Governmental agencies and the County in pre-disaster agreements; and,

**WHEREAS**, the County, Cities, Special Districts, Businesses and Non-Governmental agencies desire to enter into this Memorandum of Agreement on the terms and conditions set forth herein.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS:**

**I. PURPOSE**

The purpose of the MOA is to establish mutually agreeable terms and conditions to function as an Operational Area under the OA concepts as described in SEMS and in the Government Code Section 8559(b) and 8605 which designates an intermediate level of organization, coordination, cooperation and planning between public entities within Sacramento County boundaries.

**II. TERM OF THE MOA**

This MOA shall be effective and commence as of the date first written above and shall remain in effect until terminated in accordance with the termination provision set forth in Section VIII of this agreement.

**III. ROLES AND RESPONSIBILITIES**

Each Party to this Agreement shall designate, in writing, one primary representative and one alternate representative to act on behalf of the Party jurisdiction during emergencies and at all OA meetings. OA organizational structure is a planning and coordination partnership for a systematic approach to sharing information and intelligence as well as requesting and filling resource requests during human caused, natural disasters or emergencies when multiple jurisdictions are responding or impacted. The Parties agree to participate in the OA and provide emergency preparedness through training and exercise activities as needed. The COUNTY will designate and train individuals to staff the OA organization.

**IV. CONSIDERATION**

The consideration under this agreement is the mutual advantage of the protection afforded to each Party under this MOA. There shall be no monetary compensation required from any Party to another Party. The Emergency Management Performance Grant (EMPG) a federal grant awarded annually to the Sacramento OA for emergency management planning, shall be allocated to Sacramento County as the lead agency, to support county-wide emergency planning and to administer and support the OA.

**V. OPERATIONAL AREA COUNCIL**

An Operational Area Council was established under the original OA agreement per Government Code Section 8559(b) and 8605. Parties to this agreement shall continue to recognize this Council as the advisory body to

the OA for the purpose of coordinating emergency management issues among jurisdictions of the OA. The Council shall consist of the following:

- a. One representative of each city and one representative of the county.
- b. Special Districts shall be represented on the Council as follows:
  - i. Sacramento Metropolitan Fire District representing fire districts.
  - ii. Sacramento County Water Quality Department representing water districts.
  - iii. Sacramento County Water Resources Department representing reclamation districts.
  - iv. SMUD representing utility districts.
- c. Other representatives to the Council include one person representing Public Health, Coroner, Red Cross, Sheriff, school districts, park & recreation districts, Chair of the Volunteer Organizations Active in Disasters (representing non-governmental agencies active in disasters) and one business representative appointed by the Chamber of Commerce.

Additional representatives, who are public entities within the geographical boundaries of Sacramento County, may be added to the Council by a two-thirds vote of the members present at a duly convened Council meeting. It shall be the responsibility of the Council to establish policies and procedures for the governing of the Council; approve the OA plan; and advise the COUNTY on the operation of the OA. The COUNTY will provide staff for the Council.

## **VI. OPERATIONAL AREA COORDINATION**

The Operational Area Organization shall perform all functions required by statute or regulation and address the following functional areas: management, operations, planning/intelligence, logistics, finance/administration and joint public information. The COUNTY will function as the OA Coordinator. The County Office of Emergency Services Chief, or his/her designee, shall fill the role of the OA Coordinator. The Coordinator shall maintain a current roster of all public agencies which are parties to this Agreement and annually provide an updated OA emergency communications directory to all operational area jurisdictions. All Parties to this Agreement shall abide by the protocols and procedures for OA coordination described in the OA Plan, establish communications with the OA Coordinator during emergencies, report situation status to the OA Coordinator and request mutual aid resources thorough the OA Mutual Aid Coordinators.



**VII. FACILITIES AND SUPPORT**

The County shall provide the Emergency Operations Center (EOC) and will provide EOC support staff along with all necessary supplies for the OA Organization during actual operations and exercises.

**VIII. TERMINATION**

Any Party may terminate this Agreement with a 30 day written notice to the County. Written notice shall be made to the address of the Parties listed in Section X of this agreement.

**IX. NEW PARTIES TO THIS AGREEMENT**

New Parties to this Agreement become members upon execution of an Exhibit to this Agreement in which the new Party agrees to the conditions and terms set forth in this Agreement.

**X. NOTICE**

Except as otherwise stated herein, any notice, demand, request, consent or approval that any Party hereto may or is required to give the other pursuant to this MOA shall be in writing and shall be either personally delivered or sent by U.S. Certified mail, addressed as follows:

**To County**

Stephen Cantelme, Chief  
Sacramento County OES  
3720 Dudley Blvd., # 122  
McClellan, CA 95652  
(916) 874-4670  
[cantelmes@sacoes.org](mailto:cantelmes@sacoes.org)

**XI. HOLD HARMLESS**

Except for damages or loss resulting from willful misconduct, gross negligence or breach of a fiduciary obligation in connection with this Agreement, no Party shall be liable to any other Party for any loss or damage in connection with this Agreement. Each Party shall be responsible for the consequences of its own willful misconduct, gross negligence and/or breach of a fiduciary duty in connection with this Agreement, and in connection with work undertaken in accordance with this Agreement, and shall indemnify, defend and hold harmless the other Party from the consequences thereof to the extent allowed by law.

**XII. ORIGINAL AGREEMENT SUPERCEDED IN ITS ENTIRETY**

The original Agreement shall be superseded in its entirety by this Agreement as to those Parties who have adopted a resolution approving this Agreement.

**XIII. DUPLICATE COUNTERPARTS**

This MOA may be executed in duplicate counterparts, with copies provided to all Parties hereto. The MOA shall be deemed executed when it has been signed by the Party.

**IX. AUTHORITY TO EXECUTE**

Each person executing this MOA represents and warrants that he/she is duly authorized and has legal authority to execute and deliver this MOA for or on behalf of the Parties to this MOA. Each Party represents and warrants to the other that the execution and delivery of the MOA and the performance of such Party's obligation hereunder have been duly authorized.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be duly executed as of the day and year first written above.

**COUNTY OF SACRAMENTO,  
a political Subdivision of the  
State of California**

Reclamation District 1000

DocuSigned by:  
By Stephen Cantelme  
51D113867D7B491  
Stephen Cantelme,  
Chief of OES

DocuSigned by:  
By Kevin L. King  
030A2F7B0A6845F  
Kevin L. King,  
General Manager

Date 9/25/2019

Date 9/24/2019

**Approved as to form:**

By Krista Whitman  
Krista Whitman,  
Assistant County Counsel

By \_\_\_\_\_

Date 9-28-19

Date \_\_\_\_\_

## SACRAMENTO COUNTY OFFICE OF EMERGENCY SERVICES

# OPERATIONAL AREA PLAN



MARCH 2019

## FOREWORD

The Sacramento Operational Area Plan (OA Plan) addresses planned methods for managing information, resources, and priorities during a multi-jurisdiction response in the OA to extraordinary emergency situations associated with natural and human caused disasters. This plan is an adjunct to local jurisdiction emergency and disaster plans and does not apply to normal day-to-day emergencies or the established procedures used to cope with such emergencies.

This plan encompasses and addresses operational coordination. Respective Emergency Operation Plans (EOPs) contain information regarding special needs and disabilities, access and functional needs, animals (pets) and CERT and other volunteer organizations in addition to other related material.

The Sacramento OA encompasses the boundaries of Sacramento County and includes the various municipalities and special districts.

*Agencies participating in the OA Plan include:*

- Sacramento County
- City of Sacramento
- City of Citrus Heights
- City of Elk Grove
- City Folsom
- City of Galt
- City of Isleton
- City of Rancho Cordova
- Cemetery Districts
  - Elk Grove-Cosumnes Cemetery District
  - Fair Oaks Cemetery District
  - Galt-Arno Cemetery District
  - Sylvan Cemetery District
- Community Services Districts
  - Cosumnes Community Services District
  - Rancho Murrieta Community Services District
  - San Juan Community Services District
- Conservation Districts
  - Florin Resource Conservation District
  - Granite Resource Conservation District
  - Lower Cosumnes Resource Conservation District
  - Sloughhouse Resource Conservation District
- Fire Districts
  - Courtland Fire District
  - Delta Fire Protection District
  - Herald Fire District
  - Natomas Fire Protection District
  - Pacific Fruitridge Fire Protection District
  - River Delta Fire District
  - Sacramento Metropolitan Fire District (Metro Fire)
  - Walnut Grove Fire District
  - Wilton Fire Protection District
- Flood Control District
  - American River Flood Control District

## ***Sacramento Operational Area Plan***

- Irrigation District
  - Galt Irrigation District
- Maintenance District
  - Brannan-Andrus Levee Maintenance District
- Mosquito and Vector Control District
  - Sacramento-Yolo Mosquito and Vector Control District
- Reclamation Districts
  - 3, 317, 341, 349, 369, 407, 551, 554, 556, 563, 744, 755, 800, 813, 1000, 102, 1601, 2067, 2110, 2111
- Recreation and Park Districts
  - Arcade Creek Recreation and Park District
  - Arden Manor Recreation and Park District
  - Arden Park Recreation and Park District
  - Cordova Recreation and Park District
  - Fair Oaks Recreation and Park District
  - Fulton-El Camino Recreation and Park District
  - North Highlands Recreation and Park District
  - Orangevale Recreation and Park District
  - Rio Linda-Elverta Recreation and Parks District
  - Southgate Recreation and Park District
- Sanitation District
  - Sacramento Regional County Sanitation District
- Sewer District
  - Sacramento Area Sewer District
- Utility District
  - Sacramento Municipal Utility District (SMUD)
- Water Districts
  - Carmichael Water District
  - Citrus Heights Water District
  - Clay Water District
  - Del Paso Manor County Water District
  - Fair Oaks Water District
  - Florin County Water District
  - Omochumne-Hartwell Water District
  - Rio Linda/Elverta Community Water District
  - Sacramento Suburban Water District

The OA Plan was prepared by the Sacramento County Office of Emergency Services and approved by the Sacramento OA Council.

*Sacramento Operational Area Plan*

**SACRAMENTO OA PLAN**

**TABLE OF CONTENTS**

**1.0 Introduction ..... 4**

**2.0 Concept of Operations ..... 7**

**3.0 SEMS ..... 9**

**4.0 Operational Area ..... 12**

**5.0 Mutual Aid..... 21**

**6.0 Multi-Agency Coordination ..... 23**

**Annexes ..... 25**

**Emergency Support Functions ..... 26**

**Alert and Warning ..... TBD**

**Joint Information Systems ..... TBD**

**Evacuation ..... TBD**

**ATTACHMENTS**

OA Agreement ..... TBD

Attachment 1 OA Participants ..... TBD

Attachment 2 OA Council Roster ..... TBD

Attachment 3 Emergency Contact List ..... TBD

Attachment 4 OA Forms ..... TBD

## *Sacramento Operational Area Plan*

### **1.0 INTRODUCTION**

#### **1.1 PURPOSE**

The OA Plan address Sacramento OA's planned method of coordination, communications, and prioritization of resources among the various local governments during emergencies and disasters. It provides an overview of operational concepts, identifies components, and describes the overall responsibility of the OA lead agencies and participants.

#### **1.2 SCOPE**

The OA Plan applies to all local governments within Sacramento County including cities, the county, and special districts. This plan is meant to be used in conjunction with the local government's Multi-Hazard Disaster Plan, local Emergency Operation Plans and any other area-wide plans.

#### **1.3 ASSUMPTIONS**

The following assumptions are made for planning purposes and operational response:

- Local jurisdictions are primarily responsible for emergency actions within their scope of responsibility and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property. Local governments will utilize their respective EOPs.
- Sacramento OA will utilize SEMS, ICS and NIMS in emergency operations.
- Sacramento County will participate in the Sacramento OA as the lead agency.
- The OA will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the OA's ability to meet them.
- Local governments should cooperate in organizing an effective OA.
- OA authority and responsibility is not affected by the nonparticipation of any local government.
- Procedures presented in this plan will be used in the Sacramento OA.
- Nonparticipation in the Sacramento OA Agreement does not preclude a local government from being bound by the requirements of this plan.

#### **1.4 LIMITATIONS**

The OA Plan identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. Assets, resources, and departments are potentially vulnerable and may become overwhelmed. Deviations from the organizational and response structures outlined in this Plan may be required, based upon evolving needs and available resources. Given these potential conditions, this Plan is designed to promote flexibility whenever possible and is not intended to limit the use of good judgment and common sense in matters not foreseen or adequately addressed by elements of the OA Plan and its associated annexes, appendices, or plans.

**Sacramento Operational Area Plan**

**1.5 AUTHORITIES AND REFERENCES**

OA functions will be conducted as outlined in Concept of Operations, and in accordance with the enabling legislation, plans, and agreements listed below:

- **California Emergency Services Act**
- **Standardized Emergency Management System (SEMS) Regulations**
- **California Emergency Operations Plan**
- **Sacramento OA Agreement**, Sacramento County Board of Supervisors Resolution #95-1390
- **Robert T. Stafford Act**
- **Homeland Security Presidential Directive 5 & 8**
- **FEMA – National Incident Management System (NIMS)**
- **Local Multi-Jurisdictional Hazard Mitigation Plan**

**1.6 TRAINING, EXERCISING, AND MAINTENANCE OF THE PLAN**

The OA Coordinator is responsible for coordination and exercising of this plan. The Sacramento County Emergency Operations Division will conduct regular exercises of this plan to train all necessary OA staff in the proper response to disaster situations.

The OA Plan is the result of a joint planning effort by the County, cities, and special districts in the OA. The plan will be reviewed annually to ensure that plan elements are valid and current. The OA Coordinator is responsible for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed to all OA jurisdictions and the OA EOC.

**Sacramento OA Plan  
Revision Record**

*The date and initials of the person inserting revisions should be entered opposite the revision number.*

<b>Rev</b>	<b>Date</b>	<b>Printed Name / Agency</b>	<b>Initials</b>
1			
2			
3			
4			
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**Sacramento Operational Area Plan**

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**1.7 APPROVAL AND PROMULGATION**

Prior to issuance, this Plan has been reviewed by all jurisdictions in the OA. Upon completion of review, the plan will be submitted the Sacramento OA Council and the State Office of Emergency Services for review. Upon concurrence of the Sacramento OA Council, the plan is officially adopted and promulgated. It will become the official Plan of the OA and shall supersede any previous plans. Nothing in this plan shall be construed in a manner that limits good judgment and common sense in matters not foreseen or covered by the elements of the plan or any appendices hereto.

This plan will be reviewed, updated, and approved by participating agencies and OA Council as needed.

\_\_\_\_\_  
Chair, OA Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
OA Coordinator

\_\_\_\_\_  
Date

## *Sacramento Operational Area Plan*

# 2.0 CONCEPT OF OPERATIONS

## 2.1 INTRODUCTION

All local governments must be prepared to coordinate information, resources, and priorities promptly and effectively within their emergency response organization and with the OA during emergencies. Emergency management activities are associated with four emergency management phases: preparedness, response, recovery, and mitigation. The two phases addressed in this plan are preparedness and response.

### *2.1.1 Preparedness*

Preparedness involves activities taken in advance of an emergency. These activities include development of communication and coordination links within the OA and with the regional level, establishing resources procurement and distribution procedures, establishing mutual aid agreements, planning, training and exercises.

### *2.1.2 Response*

During the response phase of an emergency, the OA will be active in three areas:

**Information:** Status reports from local governments to assess the seriousness of the situation and to coordinate the provision of information to the regional level.

**Resources:** Survey of resources available within the OA to determine whether there are adequate resources, facilities, and other support to provide to jurisdictions whose own resources prove to be inadequate to cope with an emergency, or, if there is a need to request resources from outside the OA.

**Priorities:** Coordination of the distribution of mutual aid resources and restoration activities.

## 2.2 LEVELS OF ACTIVATION

Emergency information, resources, and priorities will be coordinated by the OA organization in one of three modes, depending on the magnitude of the emergency. For planning purposes, State OES has established three levels of emergency response, which are based on the severity of the situation and the availability of local resources.

## Sacramento Operational Area Plan

EOC activation levels are scalable based in the evolving needs and may include full or partial staffing as required. See table below:

Level	Operational Status	Trigger Event/Situation <i>(examples include but not limited to)</i>	Activities
Level 3 - Minimal Staffing	Emergency Services Coordinator	Small incident or event One site Potential threat of: Flood Severe storm Escalating incident	Situational Analysis Public Information Response Coordination Resource Coordination Reporting to State
Level 2 Partial Staffing	Management, EOC Section Coordinators Branches/Divisions/Units Liaison/Agency reps	Large scale evacuations 2+ incident sites Severe Weather Warning Earthquake with minor damage Major scheduled event	Situational Analysis Public Information Response Coordination Resource Coordination Logistics Support Reporting to State
Level 1 - Full Staffing	All positions (as required)	Large Winter Storm Terrorist incident Major Earthquake Regional Disaster Major Wildland Fire in Urban interface Other events as require	Situational Analysis Public Information Response Coordination Resource Coordination Logistics Support Recovery Operations Sustained Operations Reporting to State

Specific emergency response actions of the various elements of the OA organization are reflected in **EOC Manual – OA Job Aids and Checklists** of this Plan.

### 2.3 ACTIVATION OF DEPARTMENT OPERATIONS CENTERS

A department operations center provides a central place close to field operations where supervisors responsible for departmental activities can coordinate their activities with other responding local jurisdictions, state government agencies, and special districts. Activation of a department operations center may occur at any level of activation of the OA.

### 2.4 OA ALERTING, NOTIFICATION

Methods of alerting local governments about emergency situations are not altered by this plan. In addition to already established methods of emergency notification, OA members will be notified by the most expeditious method (smartphone, tablet, cellphone, or e-mail) of the activation of the OA organization and the OA EOC. See the Alert and Warning Annex for detailed specifics regarding methods and ways of alerting and notifying.

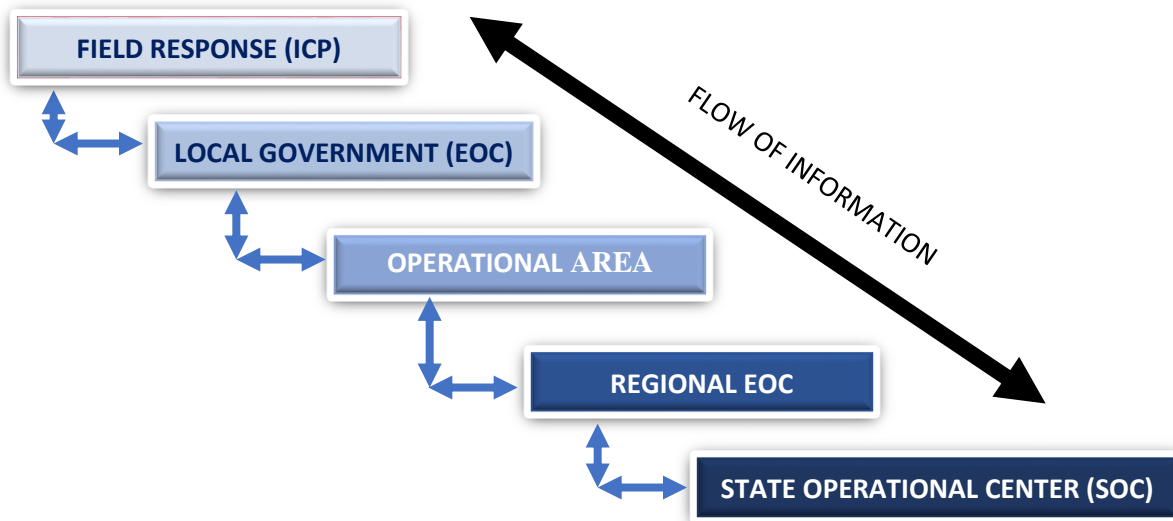
## Sacramento Operational Area Plan

### 3.0 STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

Standardized Emergency Management System (SEMS) is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: field response, local government, OA (countywide), OES Mutual Aid Regions, and state government.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement and mutual aid systems, the OA concept, and multi-agency coordination (MAC).

SEMS has been adopted by Sacramento County for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies.



## *Sacramento Operational Area Plan*

### **3.1 LOCAL GOVERNMENT LEVEL**

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts are units of local government (other than a city or county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under Section 6500 et seq. of the Code.

Cities are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the OA. Local governments are also responsible for providing mutual aid within their capabilities.

#### ***3.1.1 SEMS Requirements for Local Governments***

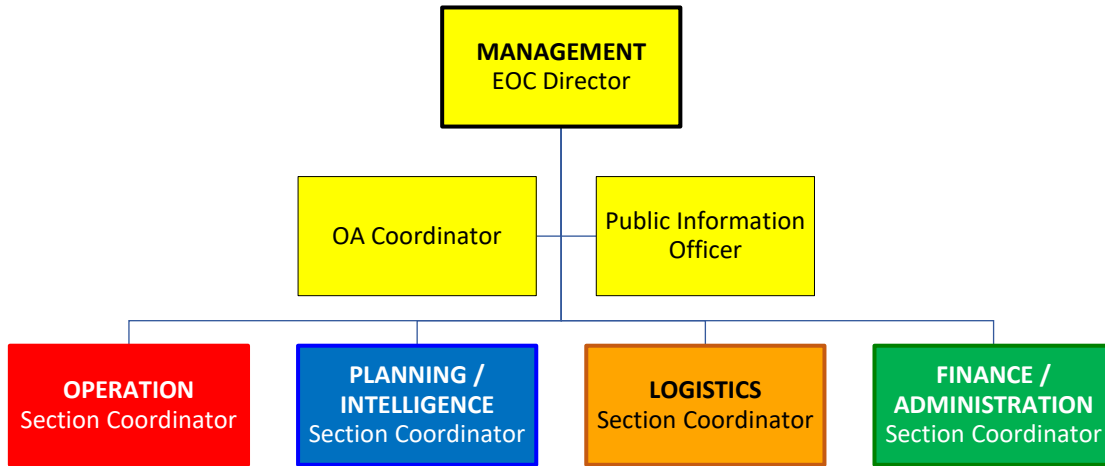
Local governments will comply with SEMS regulation in order to be eligible for state funding of response-related personnel costs and will:

- 1) Use SEMS when a local emergency is declared or proclaimed, or the local government EOC is activated.
- 2) Establish coordination and communications with Incident Commanders either through departmental operating centers (DOCs), when activated, or directly to the EOC.
- 3) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 4) Establish coordination and communications between the local jurisdiction EOC when activated, and the OA organization and any state or local emergency response agency having jurisdiction at an incident within the local jurisdiction's responsibilities.
- 5) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes fulfilling the management and coordination role of local government and providing for the five essential SEMS functions of management, operations, planning/intelligence, logistics and finance/administration.

The EOC is organized by the five major function areas as outlined in SEMS:

## Sacramento Operational Area Plan



**Management** Responsible for overall direction, setting operational goals and objectives

**Operations:** Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.

**Planning:** Responsible for collecting, evaluating and disseminating information; documenting incident activities, situations, developing the jurisdiction's EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.

**Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials.

**Finance:** Responsible for financial activities and other administrative aspects.

The EOC may also include representatives from special districts, volunteer agencies, and private agencies with significant response roles.

## *Sacramento Operational Area Plan*

### **4.0 OPERATIONAL AREA**

#### **4.1 DEFINITION**

The Operational Area (OA) is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county geographic area. Political subdivisions include cities, counties, special district or other local governmental agency, or public agency as authorized by law. The OA is responsible for:

- Coordinating information, resources and priorities among local governments within the OA,
- Coordinating information, resources and priorities between the regional level and the local government level, and
- Using multi-agency and/or inter-agency coordination to facilitate decisions for overall OA level emergency response activities.

The OA Plan is used by the county, the cities and other local governments comprising the OA for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operation centers and the operations centers of the local governments in the OA. The OA will be the focal point for information transfer and support requests by cities and special districts within the County, unless there is an alternative arrangement agreed to by all affected jurisdictions.

#### **4.2 SACRAMENTO OA**

The Sacramento OA was approved in November 1995 by the Board of Supervisors. The Sacramento OA Agreement by and between the county, cities, and public agencies established the OA and the terms of agreement between the participants. Attachment 1 is the OA Agreement, Attachment 2 lists the participants. OA members are those whose governing bodies have signed the Sacramento OA Agreement.

##### ***4.2.1 Lead Agency***

Sacramento County is the lead agency for the Sacramento OA.

##### ***4.2.2 OA Organization***

The OA organization consists of an OA Coordinator, functional coordinators, and supporting staff. This group constitutes the OA emergency management staff. During emergencies, policy decisions and priorities are set by the Policy Group of the impacted jurisdictions when resources are scarce, or priorities are in conflict.

During larger scale emergencies that involve more than one responsible jurisdiction or agencies, management personnel from the responsible jurisdictions may form a Unified Command or Multi-Agency Coordination Group. The Multi-Agency Coordination section of this plan provides more detail on this aspect of the organization.

##### ***4.2.3 OA Council***

The Sacramento OA Agreement established the OA Council. The Council consists of a representative from each member city and the county, and a representative from each of the following groups; law enforcement, fire districts, flood control and reclamation districts, water districts, utilities, park and

## ***Sacramento Operational Area Plan***

recreation districts, school districts, and cemetery districts. The council is responsible for reviewing and concurring with OA plans, policies and procedures. See Attachment 3 is the OA Council Roster.

The Council will meet no less than once a year and as often as necessary to handle the business of the OA. Sacramento County Emergency Operations staff function as staff to the Council and are responsible for scheduling, notification, and logistics for Council meetings. OA staff will ensure that minutes, correspondence, plans, and other vital business documents of the council are disseminated to Council representatives and OA members.

### **4.3 ACTIVATION OF THE OA**

Activation of the OA during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- 1) A local government within the OA has activated its EOC and requested activation of the OA EOC to support their emergency operations. §2407(a)(1)
- 2) Two or more cities within the OA declare or proclaim a local emergency §2409(f)(2).
- 3) The county and one or more cities have proclaimed a local emergency. §2409(f)(3)
- 4) A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b). §2409(f)(4)
- 5) A state of emergency is proclaimed by the governor for the county or two or more cities within the OA. §2409(f)(5)
- 6) The OA is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements. \*§2409(f)(6)
- 7) The OA has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements. §2409(f)(7)

#### ***4.3.1 OA Participant's Responsibilities***

During an activation of the OA organization and/or OA EOC, participant jurisdictions are responsible to:

- designate a representative who has authority to speak on behalf of the jurisdiction to coordinate with the OA,
- establish communication and coordination with the OA,
- notify the OA when the local government EOC is activated,
- provide status reports of emergency conditions within the jurisdiction,
- determine the utilization of jurisdictional resources and render mutual aid, if possible, when requested by the OA,
- utilize OA functional coordinators when requesting mutual aid resources, and



## ***Sacramento Operational Area Plan***

- If necessary, participate with other affected jurisdictions in the operation area in a multi-jurisdictional coordination group.

### ***4.3.2 OA Staff Responsibilities***

- Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency. The OA functions as the first point of contact for the coordination of local assistance within the OA. OA staff must rapidly assess the situation, identify and prioritize the initial actions to be taken, and acquire/deploy those resources needed to meet the immediate needs of OA jurisdictions.
- OA functional coordinators will establish and maintain contact with local jurisdictions involved in the emergency response to assess the scope of the emergency situation and the need for additional resources. Functional coordinators prepare periodic reports on the emergency situation and the status of OA resources with information gathered from impacted jurisdictions.
- Prior to activation of the OA EOC, the County Emergency Operations Office compiles status reports from all functions for OA situation reports required by State OES. When the OA EOC is activated, the Planning section assumes responsibility for preparing situation reports. During situations of a significant magnitude and scope, where the OA EOC activates and will likely operate for an extended period of time, the OA Coordinator will ensure that communication links are established with necessary agency representatives for multi-agency coordination. Attachment 4 is an Emergency Contact List for the OA.
- Specific responsibilities of OA staff will be found in the checklists in Part 2 of this plan for each of the positions which may be assigned duties in support of the OA.

## **4.4 OA Emergency Operations Center**

The basic purpose of the OA EOC is to serve as the coordination point for obtaining additional resources and coordinating information and priorities for a multitude of emergency response agencies. The Sacramento County (EOC) will function as the OA EOC.

### **OA EOC Location**

Sacramento County OES  
 Building 600 Suite 122  
 3720 Dudley Blvd.  
 McClellan, CA 95652

### **Alternate EOC**

City of Folsom  
 Emergency Operations Center

### ***4.4.1 EOC Activation Policy***

The OA Coordinator and OA staff may function from the OA EOC or from other locations depending on the situation. The OA EOC may be partially or fully staffed to meet the demands of the situation. The level of OA EOC activation is based on the incident and resource needs. The nature of an emergency will determine the level of EOC activation, the numbers of personnel, and the EOC positions that are activated.

The Sacramento OA EOC will be activated at a Level I or Level II emergency. OA members will be notified whenever the OA is activated. Level III OA coordination may be conducted at the Sacramento County Emergency Operations Office or virtually using WebEOC.

## *Sacramento Operational Area Plan*

### **4.4.2 Activation Authority**

The decision to activate the OA EOC will be made the County Executive or his/her designee, the Chief of Emergency Services.

### **4.4.3 OA EOC Organization**

The OA organization will address the five functional areas of SEMS; management, operations, planning/intelligence, logistics, and finance. Activated functions will be coordinated by the section coordinators responsible for OA activities. The OA Coordinator and the section coordinators function as the OA EOC management team

- OA staff (management team, functional coordinators, and support staff) are responsible for interacting with one another and other entities within the EOC to ensure the effective functioning of the OA EOC organization.

### **4.4.4 OA Management Team Responsibilities in the EOC**

**Management** – Sacramento County Code designates the County Executive as the County’s Director of Emergency Services who is tasked with overseeing and directing all aspects of the OA emergency response and recovery operations including priority setting and resource management. The Director is assisted by a Command staff charged with delivering public information, reviewing legal issues, maintaining safety and security for the EOC, and EOC operations. Management may also facilitate multi-agency coordination.

**Operations** - The Operations Section supports jurisdictional operations supporting the response to the emergency as well as operational DOCs. Additionally, this section assists with the coordination and deployment of necessary resources for field operations. The Section Coordinator manages functional coordinators who share information and decisions about discipline specific operations.

**Planning/Intelligence** - The Section will gather information from a variety of sources, including all activated local government EOCs, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation and prepare advanced planning information as necessary. Technical Specialists assigned to the EOC will initially be part of the Planning/Intelligence Section.

**Logistics** - The Logistics Section provides facilities, services, resources and other support services both to county agencies responding to the emergency to local governments in response to requests for resources, and to meet internal EOC operating requirements. Incident, DOC or agency, and local government requests for support directed to the EOC will be channeled through the EOC Operations Section.

**Finance** - The Finance/Administration Section is responsible for providing fiscal and administrative procedures to support emergency responses of the Operational Area. The EOC Finance/Administration Section will ensure vital records are preserved in the event of a major disaster or emergency, including documentation for work performed and associated costs, time sheets for employees, and the procurement of equipment and supplies.

## ***Sacramento Operational Area Plan***

### ***4.4.5 Public Information – Joint Information Center***

During an area wide emergency or disaster, dissemination of information can be essential and timely. In order to provide public information coordination, the OA may open a Joint Information Center (JIC) and manage a Joint Information System (JIS) that provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with nongovernmental organizations and the private sector. Joint Information System Annex is listed with the Annexes.

### ***4.4.6 Duration of EOC Activation - Deactivation***

The OA EOC will remain staffed until such time as the County Executive or his/her designee conclude that it is no longer needed to manage the situation. Once the OA EOC is deactivated, OA staff will be responsible for following up on any ongoing mutual aid missions as well as compiling, generating and forwarding required reports. The EOC Plans Section is tasked with developing a deactivation plan.

## **4.5 DISASTER INFORMATION**

The OA plays a pivotal role in resource coordination and situation analysis. Communication with California Office of Emergency Services (Cal OES) is essential and important. In the initial stages of an emergency, the OA informs the state by submitting an Event/Major Incident Report, and, as the situation develops, uses Situation Status reports to keep the state informed. Functional Coordinators serve as the communication link between the OA and the cities and districts within the OA.

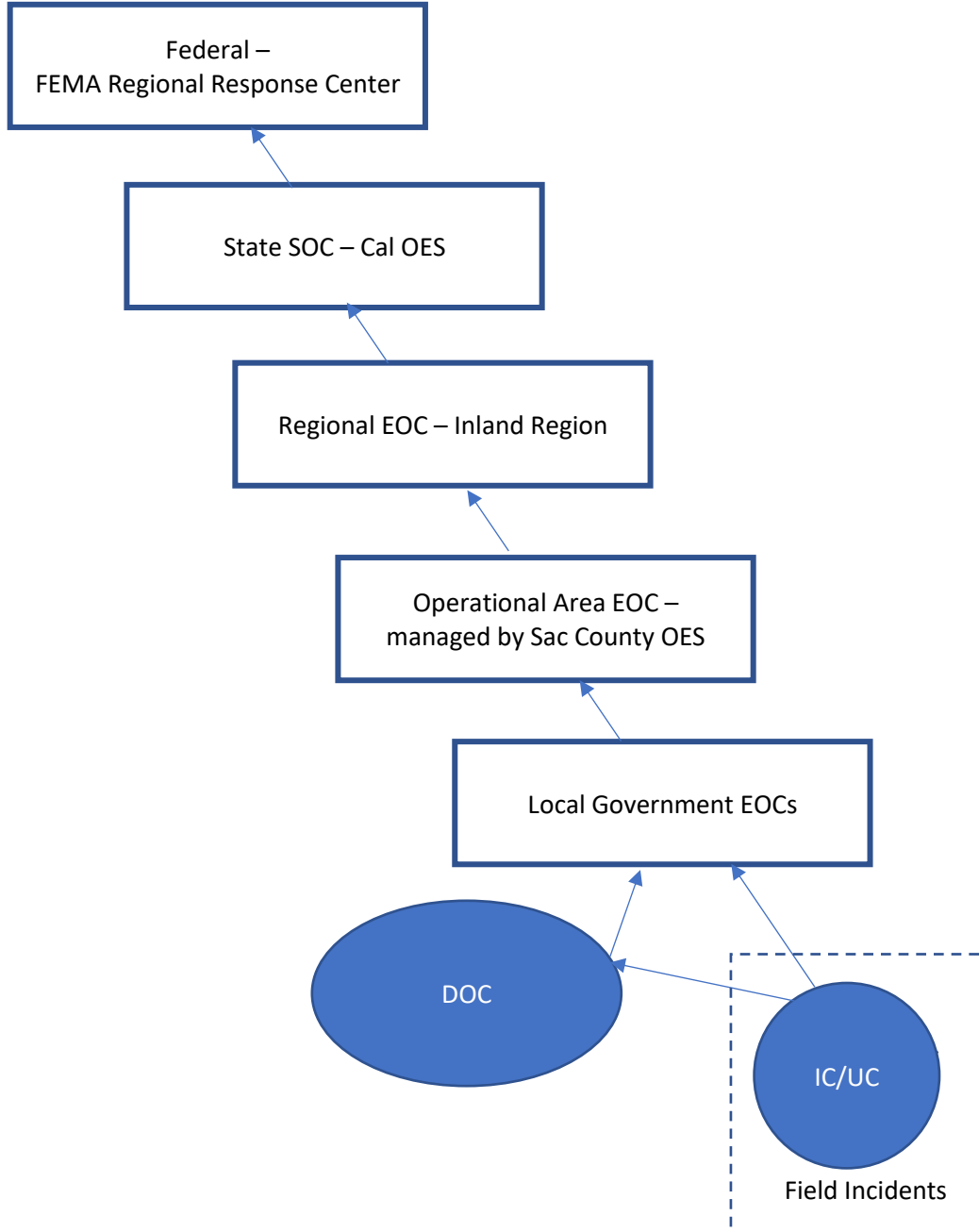
### ***4.5.1 Information Flow***

Cities and special districts gather status information from their field operations and/or department operations centers and report their status to the OA level. A joint agreement between the county and cities is in place to utilize WebEOC for incident documentation and information sharing. Cities and special districts may use WebEOC to report their status to the OA. Information may also be gathered by functional coordinators at the OA level from cities and special district functional liaisons (law enforcement, fire, construction and engineering, flood control, health/medical, care and shelter, energy, utilities and potable water), or in the case of small jurisdictions, from a designated liaison who reports on all emergency functions.

The OA compiles status information from all impacted jurisdictions and reports the status of the OA to Cal OES Inland Region. OES compiles information from the regions and prepares a state disaster status report for the governor. This conduit also works in reverse. Cal OES status reports are disseminated to OAs, and OA status reports are disseminated to impacted jurisdictions in the OA.

*Sacramento Operational Area Plan*

**SEMS Communication and Coordination Chart**



## *Sacramento Operational Area Plan*

### **4.5.2 Relationship to Resource Management**

Information about a disaster and tracking of resources used to respond to a disaster are connected items. At a minimum, disaster information is needed to estimate resource requirements. Resource status information is an element within disaster situation reports and is used to help create an overall picture of what is happening.

### **4.5.3 OA Reports**

Narrative reports and statistical compilation are the means by which information flows from the OA to the state level and back. Samples are located in Attachment 5 - Forms.

**Event/Major Incident Report** - is the first report submitted to OES by the OA. Information contained in this report is intended to paint an initial picture of the scope and magnitude of the situation. The OA names the event, reports the date and type of emergency, describes the jurisdictions/disciplines impacted, and the status of functional areas.

**Situation Reports** - are usually brief narratives that present a concise "picture" of the emergency situation and are prepared for specific time periods. This report provides the planning staff a place for a compilation of updated information on the incident usually derived from the functional Status Reports. At the beginning of an emergency response, the REOC and the OA should agree upon times for submitting Situation Reports. The Situation Report is intended for use after the Event/Major Incident Report has been filed with OES.

**"Flash" Reports** - are used by local jurisdictions and the OA for transmitting critical, time-sensitive information outside regularly scheduled Situation Reports, i.e., the report of an impending dam failure. They can be both oral and written. An oral flash report would precede written reports. The written report serves later as a confirmation and as documentation.

**Initial Damage Estimate Report** - is completed by OA staff during the first several days of the emergency to transmit statistical information about the severity and type of damage to public and private property, and to estimate the cost of those damages. Local jurisdictions may use this form to submit damage estimates to the OA or may use any format that conveys their damage information.

**After Action Report** - As part of the recovery phase, and in accordance with SEMS, the State of California requires any city and/or county proclaiming a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after-action report (AAR) to the California Office of Emergency Services (Cal OES) within 90 days of the close of the incident period. Sac OES would be tasked with completing an AAR.

### **4.5.4 Information Transmission**

Forms and information can be sent to Cal OES through CalEOC (WebEOC) by email, telephone or FAX. Regardless of how information is sent, certain cautions should be observed:

- Unverified data should not be transmitted. All data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed.

**Sacramento Operational Area Plan**

- Sensitive information must be transmitted with an appropriate level of security. Use of such information may need to be restricted.

**4.6 OA RESOURCE COORDINATION**

The OA functional coordinator tracks and coordinates resources within the county area for their function/discipline. The functional coordinator should determine what type of request is being made when a request for resources is received. Is the local requesting jurisdiction asking for:

- assistance in identifying a vendor who may be able to supply needed resources,
- resources (equipment or personnel) that OA jurisdictions have on hand and do not need to keep in reserve for their own emergency response, or
- specific State or Federal resources for which the request must be passed on to the REOC?

The type of request will determine what action the functional coordinator takes:

Type of resource request	Action
Resources available through purchase	Refer to Logistics. Purchasing unit will consult vendor listings and refer requestor to local vendors who supply the needed resources.
Equipment/personnel available in the OA	<ol style="list-style-type: none"> <li>1. Canvass OA for available resources.</li> <li>2. Complete OA resource request form and assign OA tracking #.</li> <li>3. Arrange contact with lending jurisdiction.</li> <li>4. Track deployment of OA resources.</li> <li>5. Follow-up with jurisdictions to ensure return of resources.</li> </ol>
State or Federal resources	<ol style="list-style-type: none"> <li>1. Complete the State Resource Request Form.</li> <li>2. Contact functional coordinator in the REOC to place request.</li> <li>3. Document State mission # on request form.</li> <li>4. Coordinate between REOC and requestor.</li> <li>5. Give copy of completed request form to Planning.</li> </ol>

Functional coordinators use the Resource Request Form when taking a request from an OA jurisdiction. Functional coordinators may also use the following forms for identifying and tracking OA resources:

- **OA Resources Inventory** of critical resources located within the OA;
- **OA Resources Request Tracking Form** for determining where resources are being used, where they come from, and when they are once again available for use.

**4.6.1 Relationship to Disaster Intelligence**

Resource management and disaster intelligence are connected activities. The deployment of resources could be based upon information received from disaster intelligence. In addition, the nature and frequency of resource requests are part of the information gathered for status reports.

## ***Sacramento Operational Area Plan***

### ***4.6.2 Resource Requests - Procurement Role***

The general rule for resource requests is to process them at the lowest possible level before forwarding them to the next level. Generally, a resource request is not forwarded to the next higher level until all possible sources of that item have been reasonably exhausted at the lowest level. In some cases, available State resources may be requested without a procurement effort being made if it might be unreasonable to attempt to procure that type of resource through purchasing a service or supply (examples: helicopters, boats, water buffaloes, canvass tents, cots and blankets available through Red Cross or the National Guard, or other supplies specifically maintained by the State or Federal government for response to disasters).

The Logistics section handles requests for resources not available within functional areas. As an example, if the OA Care and Shelter Coordinator had received a request for shelter security from an OA jurisdiction, the coordinator would direct the request to the Logistics section rather than to the regional Care & Shelter coordinator because security services are not a typical Care and Shelter resource. The Logistics Chief, who also functions as the Logistics Coordinator for the OA, would coordinate with Sheriff and Police representatives of the requesting jurisdiction to have security personnel assigned to the shelter. If law enforcement personnel were fully committed elsewhere and unable to staff security for the shelter in their jurisdiction, Purchasing would refer the jurisdiction to a vendor who provides security services.

### ***4.6.3 Report Formats***

Within the EOC, the overall status of resources should be reflected in functional status reports submitted to the planning section and on status boards. Various functional areas may maintain their own internal report formats, which typically focus on:

- required resources;
- requested/pending resources;
- projected shortfalls;
- resources on hand;
- resource locations; and
- released/returned resources.

### ***4.6.4 Needs and Shortfalls***

All functional areas need to maintain data on available resources before a shortfall reaches a critical level and becomes life-threatening.

## *Sacramento Operational Area Plan*

### **5.0 MUTUAL AID**

#### **5.1 INTRODUCTION**

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state.

#### **5.2 MUTUAL AID SYSTEM**

A statewide mutual aid system allows for the progressive mobilization of resources to and from emergency response agencies, local governments, OAs, regions and state with the intent to provide requesting agencies with adequate resources.

Requests for mutual aid will be initiated through the Sacramento OA when local resources are committed to the maximum and additional resources are required. Fire, law enforcement agencies, medical, utilities, and water districts request mutual aid directly through established channels.

##### **5.2.1 EMERGENCY MANAGEMENT MUTUAL AID (EMMA)**

One of the mutual aid systems available to Emergency Operation Centers (EOC) for EOC Personnel is EMMA. This system allows for the request or provision of single EOC Staff positions. All EMMA coordination either for personnel assisting other county or city jurisdictions, or receiving staff to a local EOC will happen through the Sacramento OA.

Requesting jurisdictions will provide to the Sacramento OA their position needs. If EOC resources cannot be obtained from other jurisdictions through the OA, then Sacramento OA will submit an EMMA request to the State Regional Emergency Operation Center (REOC).

All EMMA requests from outside jurisdictions must be approved and validated by the Sacramento OA before personnel may be deployed to leave the county. Those individuals approved for deployment will be issued an EMMA number for tracking purposes.

#### **5.3 FUNCTIONAL COORDINATORS MUTUAL AID RESPONSIBILITIES**

To facilitate resource requests, discipline-specific mutual aid systems work through designated functional coordinators at the OA, regional and state levels. The basic role of the functional coordinator regarding mutual aid is to receive resource requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level.

The Sacramento OA has designated functional coordinators to handle resource requests that do not fall into one of the already established mutual aid systems. Functions:

- Flood Control for non-project levee and drainage facilities
- Potable Water
- Care and Shelter
- Construction and Engineering
- Utilities



## ***Sacramento Operational Area Plan***

- Energy

OA functional coordinators may coordinate from an EOC, their normal departmental location or other locations depending on the circumstances. When local government EOCs are activated, all OA functional coordinators will establish communications with local government functional contacts. When the OA EOC is activated, OA functional coordinators will respond to the OA EOC to facilitate coordination and information flow.

### **5.4 POLICIES AND PROCEDURES**

Local jurisdictions will make resource requests through the Sacramento OA. Request must specify:

- Requesting agency
- Jurisdiction/agency responsible for payment
- Type of request:
  - assistance with vendor identification,
  - resources available through OA member agencies, or
  - specific State resources (request is passed on to the REOC).
- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time, location, check-in information, and contact information.
- Authority to whom forces should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.
- Jurisdictional authority to make request.

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement.

During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the OA level.

### **5.5 AUTHORITIES AND REFERENCES**

Mutual aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement.
- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- California Emergency Management Mutual Aid (EMMA) Plan
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended), provides federal support to state and local disaster activities.
- Public Law 98-99: Flood Fight and Recovery Authorities, Corps of Engineers

## *Sacramento Operational Area Plan*

### **6.0 MULTI-AGENCY COORDINATION**

As appropriate, the OA may organize a MAC Group as outlined in SEMS and NIMS. Cal OES guidance suggests that a MAC System is a tool to assist emergency managers with prioritizing multiple emergency incidents for the allocation of scarce resources. Similarly, the OA may function concurrently as a MAC Group.

Multi-agency coordination may be used by the OA during emergencies for:

- establishing priorities for response,
- allocating critical resources,
- developing strategies for handling multi-agency response problems,
- sharing information, and
- facilitating communications.

#### **6.1 MULTI-AGENCY COORDINATION IN THE OA EOC**

Emergency information, resources, and priorities are normally coordinated at the EOC by:

- Director of Emergency Operations/Services,
- OA Coordinator and support staff,
- OA functional coordinators, and
- Liaison with agency/jurisdiction representatives from cities, special districts, volunteer agencies and private organizations.

Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.

Decisions regarding the prioritization of scarce resources and resolution of conflicts between jurisdictions over response priorities or strategies for handling multi-agency response problems will be deferred to a MAC group.

#### **6.2 MULTI-AGENCY COORDINATION GROUP**

The responsibility of a multi-agency coordination (MAC) group is to set priorities and resolve conflicts. A MAC group may:

- be convened to establish priorities for response or allocation of critical resources during major disasters when resources are scarce,
- be comprised of the senior executive/management staff from the impacted jurisdictions,
- develop consensus on priorities, resource allocation and response strategies, and
- function within the OA EOC, at another location or through conference calls, but will remain in contact with the OA EOC.

## *Sacramento Operational Area Plan*

### **6.3 SPECIAL DISTRICT INVOLVEMENT**

Special districts are defined as local governments under SEMS. The emergency response role of special districts is generally focused on restoring normal services, however some special districts can be extensively involved in emergency response or assisting other local governments.

Coordination and communications must be established among special districts that are involved in emergency response, other local governments and the OA. This may be accomplished in various ways depending on the situation. Relationships among special districts, cities, county government and the OA are complicated by overlapping boundaries and by the multiplicity of special districts. Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the OA EOC to facilitate coordination and communication with the various entities it serves.

Field operations centers provide an opportunity for special districts that are heavily involved in the emergency response and may not have staff to spare for liaison to the OA EOC to coordinate activities and share situation status information with other local governments who are involved in the emergency response.

### **6.4 COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES**

Liaison must be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in the OA EOC at the appropriate SEMS level.

Coordination with agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency coordination groups on specific issues.

*Sacramento Operational Area Plan*

**ANNEXES**

*Additional ones to be added*

## Sacramento Operational Area Plan

### Emergency Support Functions

CA ESF	Definition	Federal ESF
ESF 1 - Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.	ESF 1 – Transportation
ESF 2 - Communication	Provide resources, support, and restoration of government emergency telecommunications, including voice and data.	ESF 2 – Communication
ESF 3 – Construction & Engineering	Organizes the capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support.	ESF 3 – Public Works and Engineering
ESF 4 – Fire & Rescue	Monitors the status of fire activities. Coordinates support activities related to the detection and suppression of urban, rural, and wildland fires and emergency incident scene rescue activities and provide personnel, equipment, and supplies.	ESF 4 - Firefighting
ESF 5 – Management	Coordinates and resolves issues among the CA-ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC Director	ESF 5 – Information & Planning
ESF 6 – Care & Shelter	Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery.	ESF 6 – Mass Care, Emergency Assistance Housing and Human Services
ESF 7 - Resources	Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations.	ESF 7 – Logistics Management & Resource Support
ESF 8 – Public Health & Medical	Coordinates Public Health, Environmental Health, and Emergency Medical Services activities statewide in support of local jurisdiction resource needs for preparedness, response, recovery, and mitigation from emergencies and disasters.	ESF 8 – Public Health & Medical Services
ESF 9 – Search & Rescue	This Emergency Support Function was merged into CA-ESF 4 Fire and Rescue for Urban Search and Rescue requests and CA-ESF 13 Law Enforcement for Wilderness Search and Rescue.	ESF 9 – Search & Rescue
ESF 10 – Hazardous Materials	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases, including oil spills.	ESF 10 – Oil & Hazardous Material Response
ESF 11 – Food & Agriculture	Supports the responsible jurisdiction and coordinates activities during and immediately following a disaster, impacting the agriculture and food industry, and supports the recovery of impacted industries and resources post disaster.	ESF 11 – Agriculture & Natural Resources
ESF 12 - Utilities	Provide resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater and telecommunications.	ESF 12 – Energy

**Sacramento Operational Area Plan**

ESF 13 – Law Enforcement	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities, Wilderness Search and Rescue, and public safety in accordance with Law Enforcement and Coroner’s Mutual Aid Plans.	ESF 13 - Public Safety & Security
ESF 14 – Long Term Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters.	ESF 14 - Long Term Community Recovery
ESF 15 – Public Information	Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population.	ESF – External Affairs
ESF – 16 – Evacuation	This Emergency Support Function was merged into CA-ESF 13 Law Enforcement in August 2013.	N/A
ESF 17 – Volunteer & Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a State response.	N/A
ESF 18 - Cybersecurity	Coordinates resources to prepare, mitigate, respond to, and recover from a significant cybersecurity event.	N/A

*Sacramento Operational Area Plan*

**Alert and Warning Annex**

*Sacramento Operational Area Plan*

**Joint Information Systems**



*Sacramento Operational Area Plan*

**Evacuation**

*Sacramento Operational Area Plan*

**ATTACHMENTS**

*Sacramento Operational Area Plan*

**OA Agreement**

*Sacramento Operational Area Plan*

**OA Council Roster**

*Sacramento Operational Area Plan*

**OA Emergency Contact List**

*Sacramento Operational Area Plan*

**OA Forms**

**Sacramento County Office of Emergency Services**  
**ANNEX**

**Alert and Warning**



**January 22, 2019**  
**FINAL**

**Table of Contents**

**HANDLING INSTRUCTIONS..... 4**

**RECORD OF CHANGES..... 5**

**INTRODUCTION..... 6**

    Purpose ..... 6

    Policy..... 6

    Whole Community Approach ..... 6

    Intended Audience ..... 7

    What is Alert and Warning? ..... 7

    People with Disabilities and Access and Functional Needs..... 8

**ROLES AND RESPONSIBILITIES..... 8**

    Local Alert and Warning Program Advisory Committee..... 10

    Sacramento OA Citizen Emergency Notification..... 10

    State of California ..... 10

    Federal Government..... 11

    National Weather Service (NWS) ..... 12

**SACRAMENTO-ALERT.ORG ..... 14**

**ISSUING LOCAL ALERT AND WARNING MESSAGES ..... 15**

**WHEN TO ISSUE ALERT AND WARNINGS ..... 15**

    Timeframes for Issuing Alert and Warnings ..... 16

    Alerting Coordination ..... 16

**COMMUNITY MESSAGING..... 17**

**EMPLOYEE EMERGENCY NOTIFICATION ..... 18**

**CONSTRUCTING EMERGENCY MESSAGES ..... 18**

**INTEGRATED PUBLIC ALERT & WARNING SYSTEM (IPAWS)..... 19**

**EMERGENCY ALERT SYSTEM (EAS) ..... 20**

**WIRELESS EMERGENCY ALERTS (WEA) ..... 20**

    Common Alerting Protocol..... 21

**BEST PRACTICES FOR SENDING NOTIFICATIONS..... 21**

    Social Media..... 21

    Websites..... 21

    County ..... 22

**ADDITIONAL ALERT & WARNING METHODS ..... 22**

    2-1-1 Sacramento ..... 22

    Electronic Changeable Message Boards. .... 23

    Medical and Health Systems ..... 23

    School Systems..... 23

    Campus Alert Systems and Methods..... 23

    Physical Notification Systems ..... 24

**ANNEX MAINTENANCE ..... 25**



**Annex Distribution..... 25**  
**Annex Updates..... 25**  
**Annex Testing, Training, and Exercises..... 25**  
**Privacy Policy..... 27**  
**AUTHORITIES AND REFERENCES ..... 28**  
**TERMINOLOGY..... 30**  
**PRE-SCRIPTED MESSAGE EXAMPLES ..... 35**  
**ALERT AND WARNING PROGRAM IMPLEMENTATION ..... 38**

## **HANDLING INSTRUCTIONS**

1. The title of this document is the *Sacramento Operational Area (OA) Alert and Warning Annex*
2. The information gathered herein is to be used for training and reference purposes within the Sacramento OA. Reproduction of this document, in whole or in part, without prior approval from the Sacramento County Office of Emergency Services is prohibited.
3. Alternative formats (e.g. Large Print) can be made upon request with the point of contact below.
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**RECORD OF CHANGES**

(Note: File each revision transmittal letter behind this record page.)

<b>REVISION NUMBER</b>	<b>ENTERED BY</b>	<b>DATE</b>	<b>REVISION NUMBER</b>	<b>ENTERED BY</b>	<b>DATE</b>
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6			26		
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9			29		
10			30		
11			31		
12			32		
13			33		
14			34		
15			35		
16			36		
17			37		
18			38		
19			39		
20			40		

## **INTRODUCTION**

Emergency communications to the public, commonly known as Alert and Warning continues to change with advancements in technology. Essential to all jurisdictions is an effective alert and warning strategy to support the distribution of information to the public. In an emergency/disaster, the strategies and systems used become critical. The magnitude of a particular emergency situation will determine the degree to which systems are utilized.

The Sacramento Operational Area (OA) contains many jurisdictions such as cities, numerous special districts, state and private agencies which support a number of systems including the unincorporated areas of the county. The various Alert & Warning systems and methods used together during a disaster/emergency can ensure wide spread distribution of information to a greater number of residents than could be reached by any one system.

This document is closely coordinated with the OA's Joint Information System/Joint Information Center Annex.

### ***Purpose***

The Sacramento OA Alert and Warning Annex establishes guidelines for use in partnership with the jurisdictions within the Sacramento OA and the surrounding counties. The alert and warning program provides public notification of protective actions to take before, during, and after threats or emergencies and to disseminate other kinds of messages to community members who have opted in to receive such messages.

### ***Policy***

This policy establishes appropriate use of the Sacramento OA alert and warning program. Each jurisdiction within the OA is responsible for preparing for a disaster, including establishing methods for alerting and warning the public, mobilizing resources, and initiating protective actions. Participating jurisdictions expressly agree to activate the Sacramento OA alert and warning program when an incident threatens life or property, participants can use the jurisdiction's alert and warning program to disseminate protective action instructions to affected populations. For a checklist on how to implement an alert and warning program in your jurisdiction, refer to the attachments section of this annex.

### ***Whole Community Approach***

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency

management planning builds a more effective path to societal security and resilience. This Annex supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities, the elderly, and people with other access and functional needs;
- Engage and empower all parts of the community to assist in all phases of the disaster cycle; and
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this Annex was developed with the guidance of representatives from the OA cities and representatives from county departments, law enforcement, fire services, emergency management, the access and functional needs communities, and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the community. Community resiliency consists of three key factors:

- The ability of first responder agencies (e.g., Emergency Medical Services (EMS), fire, and law) to divert from their day-to-day operations to the emergency effectively and efficiently;
- The strength of the emergency management system and organizations within the OA, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems; and
- The civil preparedness of the OA's citizens, businesses and community organizations.

Focusing on enhancing all three of these components constantly focuses the OA on improving the region's resiliency.

### ***Intended Audience***

The intended audience for this document are the agencies and jurisdictions within the Sacramento OA that have a role in ensuring the public is effectively notified before, during, and after emergencies.

### ***What is Alert and Warning?***

A **public alert** is a communication intended to attract public attention to an unusual situation and motivate individual awareness. The measure of an effective alert message is the extent to which the intended audience becomes attentive and searches for additional information.

A **public warning** is a communication intended to provide members of the public to take one or more protective actions in order to reduce losses or get out of harms' way. The measure of an effective public warning message is the extent to which the

intended audience receives the message and takes the protective action and/or heeds the guidance.

### ***People with Disabilities and Access and Functional Needs***

In a catastrophic event, it is expected that alert and warning protocols will be in place to address and meet various access and functional needs, particularly as they relate to the ways in which messages are conveyed to the general public such as in another language, for the deaf and or hard of hearing, the blind, elderly and many other formats. Some of the methods available are as follows:

- TTY/TTD;
- Font size;
- Color analyzer;
- Sound & vibrations;
- Flashes;
- Use of attachments (video);
- 508 compliance (use of screen-readers);
- Posting of accessible electronic content, documents, and videos; and
- Video relay as an option.

### **ROLES AND RESPONSIBILITIES**

Planning for, preparing and disseminating alerts and warnings are the responsibility of multiple levels of government within the Sacramento OA. Each level of government—and designated entities within those levels—hold responsibility and/or authority to ensure the overall effectiveness of the countywide alert & warning system.

It is an inherent responsibility of local government organizations and officials to keep the public informed about both natural and human-caused disasters and what actions they need to take to protect themselves and their families.

Sacramento OA officials typically have the most accurate and complete understanding of the situation, the necessary protective actions, and potential adverse impacts of the incident. It is incumbent upon local officials to rapidly and adequately communicate to the public what is occurring and any steps or actions the public needs to take.

These actions could include but are not limited to:

- evacuation orders;
- locations of points of distribution (for food, water, medicine, etc.);
- directions to move out of the area; and
- shelter-in-place guidance.

Specifically, local entities, are responsible for:

- Installation, maintenance, user training and exercise/testing of public alert and warning capabilities;
- Understanding the access and functional needs-related considerations associated with public alert and warning systems and messaging;
- Obtaining authority and tools for accessing federal warning systems as a Collaborative Operating Group (COG) via the Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS);
- Participate in revisions of mandated FCC local EAS plans, including approval of authorized event codes;
- Enactment of ordinances and/or policies identifying roles and responsibilities to enable the issuance and coordinated dissemination of alerts and warnings to the public by responsible officials within Sacramento OA;
- Development of procedures for initiating, cancelling, and revoking accidental alerts, and for rapidly correcting and updating alert details as additional information becomes available;
- Coordination with adjoining jurisdictions, other OAs, the State, and the National Weather Service (NWS) regarding origination of alerts and warnings over NWS Weather Radio related to hazards that have effects across jurisdictional boundaries; and
- Developing, maintaining, and submitting to the State EAS Committee a Local Emergency Alert System Plan (Local EAS Plan).

Within SEMS regulations, the Sacramento OA is responsible for coordinating response and recovery support to county jurisdictions, i.e. cities and special districts, which includes coordination of mass notification alerts, within the authority of the Local EAS Plan.

Specifically, OAs are responsible for:

- Coordinating with all Alerting Authorities within an OA, and OAs within same Local EAS Plan, as needed to effectively manage an incident and prepare and warn the public;
- Coordinating training, testing, and exercising of county-wide alerting and warning systems;
- Incorporating alert and warning systems into OA standard procedures and protocols; and
- Utilization of IPAWS as a component of the county-wide alert and warning plan.

**Local Alert and Warning Program Advisory Committee**

The Sacramento OA Alert and Warning Program Advisory Committee is a jurisdiction-wide organization composed of participating city and jurisdiction agency representatives. Maintained and led by the Sacramento OA, the committee shall meet annually or more frequently as established by the committee. The purpose of the Advisory Committee is to conduct after action reviews of the system usage, coordinate ongoing administration, training, public outreach, modifications to policies and guidelines, protocols, or other issues related to the alert and warning program. All recommendations for substantive changes to the alert and warning program shall be submitted to the appropriate committee/council.

**Sacramento OA Citizen Emergency Notification**

Emergency Mass Notification requests typically come from a Fire or Law Enforcement Official to a local PSAP or OES. The PSAP or OES is the sender of the information contained in the notification request. An emergency notification request in the Sacramento OA will only be accepted from:

- Law enforcement official ranked lieutenant or higher;
- Fire official ranked battalion chief or higher;
- Jurisdictional Emergency Services Managers or their designees; and
- Jurisdictional Public Information Officers (PIO) when authorized by those noted above.

The primary methodology used for citizen emergency notification is geo-graphic. The Sacramento-Alert system allows a sender to draw a shape on a map so that every phone number, e-mail, TTY/TTD associated with an address within the shape will be notified.

Officials noted above will need to provide the following information to the sending agency:

- Name and rank;
- Message content;
- Defined shape or group to be notified; and
- Vehicle for message delivery (i.e. voice, text, etc.).

Various groups which serve in an emergency capacity within the Sacramento OA have been defined and programmed into the Citizen Portal. The membership of these groups in the system is maintained through a partnership between the Sacramento County Office of Emergency Services and the group wishing to use the system for group notification.

**State of California**

Recognizing that virtually all disasters emerge on a local level, the main public alert and warning responsibility of the state is to provide training, consultation, and



guidance on alert and warning standards and best practices to local government entities. This includes establishing access to and utilizing available urgent communications tools, such as the federal IPAWS network. The state will work with the Sacramento OA to support their mass notification activities, and, when requested, serve as a back-up capability for the OA. However, on occasion, the state may need to issue public alerts under its own authority when an incident's severity and breadth of impact threatens multiple jurisdictions. When the State issues an alert or warning, every effort will be made to coordinate with the OA and possibly the National Weather Service within the available timeframe prior to issuing a public alert and/or warning.

The State of California, acting through California Highway Patrol, is responsible for:

- Distributing public alerts regarding the well-being of at-risk children (AMBER Alerts), elders (SILVER Alerts), and officer safety (Blue Alerts) to law enforcement, broadcasters, the National Center for Missing and Exploited Children (NCMEC), Lottery, ports of entry, and members of the public.

### ***Federal Government***

FEMA is the lead federal agency for coordination and implementation of IPAWS. FEMA ensures that this nationwide system is maintained and operational. FEMA's stated goals for IPAWS are to:

- Operate NAWAS to notify state warning points and other critical operations centers of a wide variety of events including military attacks. NAWAS is controlled from FEMA's Operations Center and the FEMA Alternate Operations Center in the National Capital Region;
- Build and maintain an effective, reliable, integrated, flexible, and comprehensive alert and warning system;
- Diversify and modernize the broadcast EAS;
- Issue an IPAWS MOU and IPAWS certificate with the COG jurisdictions, acknowledging the approved event codes, and designated alerting authorities, ensuring required certificated training has been completed;
- Create an interoperability framework by establishing or adopting
- standards, such as the Common Alerting Protocol (CAP);
- Enable alert and warning to those with disabilities and others with access and functional needs and to those without an understanding of the English language;
- Partner with National Oceanic and Atmospheric Administration (NOAA) for seamless integration of message transmission through NWS national networks;
- Facilitate dissemination of Presidential Alerts during a national emergency;
- Receive and authenticate alert messages, then simultaneously deliver to all IPAWS-compliant public alerting systems; and

- Ensure that required Emergency Management Institute (EMI) courses are available and updated periodically.

### **National Weather Service (NWS)**

The NWS has responsibility for originating public warnings regarding weather hazards. The NWS operates several public alert and warning dissemination systems, including NOAA Weather Radio All Hazards (NWR), a network of over 1,000 VHF radio transmitters serving the population of the United States, NOAA Weather Wire Service (NWWS), and the Emergency Managers Weather Information Network (EMWIN). In addition, the NWS National Tsunami Warning Center issues Tsunami statements, watches and warnings which are disseminated by the Coastal CA NWS offices. While the NWS has responsibility for weather-related alerting, local government is not precluded from sending notifications and alerts in support of weather events.

### **NOAA Weather Radio All Hazards (NWR)**

Working with the FCC EAS, NWR is an "All Hazards" radio network, making it your single source for comprehensive weather and emergency information. In conjunction with Federal, State, and Local Emergency Managers and other public officials, NWR also broadcasts/conveys warning and post- event information for all types of non-weather hazards – including natural (such as earthquakes or avalanches), environmental (such as chemical releases or oil spills), and public safety (such as civil emergency messages or 9-1-1 telephone outages).

### **NWS and EAS**

The FCC, in conjunction with FEMA and NOAA NWS, implements the EAS at the federal level. The NWS develops emergency weather information to alert the public about imminent dangerous weather conditions.

The NWS requests activation of the EAS for imminent and dangerous weather conditions. The NWS uses NWR as its primary means to activate EAS. The NWS can assist with relaying state and local authorities' non-weather EAS messages and activations via NWR to communicate important non- weather emergency messages, such as 9-1-1 outages, shelter-in-place and Civil Emergency Messages. NOTE: in 2018, CHP ENTAC is responsible for AMBER alerts via IPAWS for the state of CA, triggering EAS and WEA accordingly.

With the exception of national-level activation of the EAS, it is voluntary for EAS participants, such as radio and television stations, to further relay NWS-generated messages. NWS EAS codes can be found here:

<https://www.weather.gov/NWR/eventcodes>

**Naming Convention for EAS Event Codes**

The FCC established naming conventions for EAS event codes. In most cases, and for all future codes to be approved, the third letter of all hazardous state and local event codes is limited to one of four letters:

**W for WARNINGS, A for WATCHES, E for EMERGENCIES, S for STATEMENTS**

- A WARNING is an event that alone poses a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short.
- A WATCH meets the classification of a warning, but either the onset time, probability of occurrence, or location is uncertain.
- An EMERGENCY is an event that, by itself, would not kill or injure or do property damage, but indirectly may cause other things to happen that result in a hazard. For example, a major power or telephone loss in a large city alone is not a direct hazard, but disruption to other critical services could create a variety of conditions that could directly threaten public safety.
- A STATEMENT is a message containing follow up information to a warning, watch, or emergency.

**NWS and Wireless Emergency Alerts (WEA)**

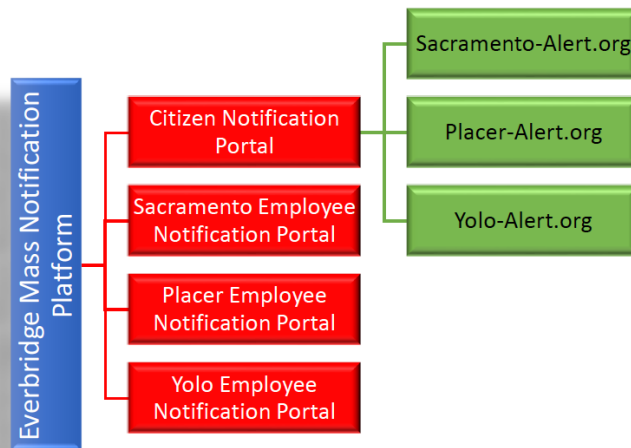
The NWS coordinates with the Sacramento OES prior to issuing WEA messages for continuity of operations and effective response. The NWS in conjunction with the FCC has an established list of weather warnings that will trigger WEA for the affected area, generally defined as a polygon. WEA messages are disseminated via FEMA's Integrated Public Alert and Warning System (IPAWS). The approved NWS warnings that will initiate a WEA are:

- Tsunami (TSW)
- Flash Flood (FFW) – including, due to dam inundation and debris flows
- Tornado (TOR)
- Hurricane (HUW)
- Storm Surge (SSW)
- Dust Storm (DSW)
- Extreme Wind (EWW)

**SACRAMENTO-ALERT.ORG**

Sacramento-Alert.org, powered by Everbridge®, is part of a Regional Mass Notification system maintained between Yolo, Sacramento and Placer counties. Regional configurations and information are located in the *Regional Mass Notification Plan*. Each jurisdiction within the Sacramento OA has the ability to use **Sacramento-Alert.org** for alerts & warnings, as well as community messaging. The Regional Mass Notification System contains data from many different sources. To sign-up for this system to receive emergency alerts and warnings please go to **Sacramento-alert.org** to establish a login and create an account. During an emergency, all sources can be used to push information to as many people as possible. Some of these sources include:

- **White Pages** – Annually all numbers in the traditional “White Pages” section of a phone book is uploaded into the system. This data set can be used at any time for any notification;
- **Yellow Pages** - Annually all numbers in the traditional “Yellow Pages” section of a phone book is uploaded into the system. This data set can be used at any time for any notification;
- **Unlisted Numbers** – Unlisted numbers are supplied and loaded into the system by carriers who service land-line based phone numbers to facilitate emergency notifications. This data set can **ONLY** be used in extreme circumstances; and
- **Citizen Opt-in** – Citizens can go to the web portal and register for a free account within the system. This is the data set which contains cellular, Voice Over IP (VOIP) lines and e-mail based information. This data set may be used to forward community messages to a citizen **IF** they opt-in for those types of messages.



All Public Service Answering Points (aka PSAP or 9-1-1 Dispatch Center) and Offices of Emergency Services (OES) in the three partnering counties have access to launch a notification to any portion of the system at any time. Notifications can also be sent by the vendor provided that the requesting agency has an active account on the

system. This allows for another jurisdiction or the vendor to distribute notifications even if access to the web portal is unavailable due to connectivity issues in the affected jurisdiction.

### **ISSUING LOCAL ALERT AND WARNING MESSAGES**

Issuing public alerts and warnings requires the exercise of reasonable and well-informed judgment. There is no all-encompassing formula for making warning decisions. There are, however, some evidence-based principles and best practices that can help guide the decision maker.

The responsibility for issuing alerts and warnings during an emergency rests with designated public officials—known as Alerting Authorities—that may include city or OA emergency managers/authorities, communications center staff members, executive leaders, Incident Commanders (ICs) or designees in coordination with the local Public Safety Dispatcher, or Public Information Officer (PIO). Jurisdictional plans may identify designated individuals such as:

- Dispatch personnel;
- Emergency management personnel;
- Fire personnel;
- Health officer's; and
- Law enforcement personnel

### **WHEN TO ISSUE ALERT AND WARNINGS**

Warnings should be issued when there is an *imminent threat to life, health or property*. This can include alerts and warnings issued in advance of forecasted severe weather events when doing so will give the public time to evacuate. Warning systems, such as sirens, should not be used for the purpose of reassuring the public that an ongoing situation or an upcoming event is not hazardous; other public information channels should be used for those purposes instead.

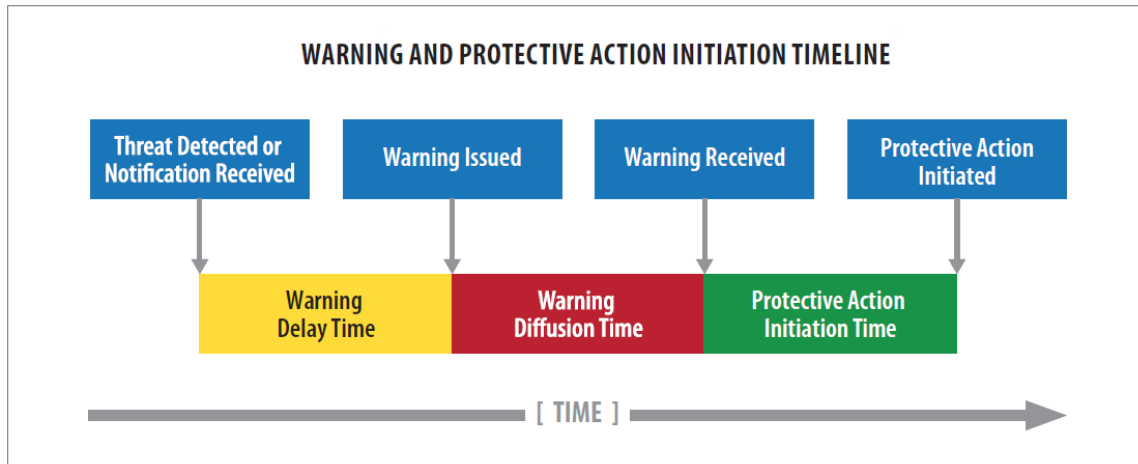
*Fear of triggering "panic"* is not a valid reason to delay or avoid issuing a warning. "Mass panic" very rarely occurs as the result of a warning message. Note that justified anxiety or physical flight is not the same thing as panic. When public warning information is delivered by a credible alerting authority, the public usually responds by following the recommended actions. Rarely do such warning messages lead to mistrust or panic. When dealing with uncertain or conflicting information about a threat, Sacramento OA will choose to *err on the side of protecting the public*.

Irrelevant warnings can fatigue the public rapidly and lead to recipients discounting further warning messages or opting out of receiving future alerts and warnings. Every effort will be made—within the capabilities of Sacramento OA's program—to *limit the warning to people actually at risk*.

**Timeframes for Issuing Alert and Warnings**

Agencies should maintain an alerting capability at all times by maintaining a primary operational capability, as well as, a back-up capability for use when the primary capability is not functioning or inaccessible.

Agencies should issue alert and warning messages as soon as feasible given the circumstances of the situation. Access to the designated alerting authority and alerting originator should not be delayed due to limited resources or non-operational equipment. Designated alerting staff should have ready and reasonable access to primary or back-up alerting systems. The graphic below depicts the warning and protective action initiation timeline



**Warning messages sent in error should be updated, clarified, or retracted as soon as possible.**

**Alerting Coordination**

Disasters are not typically limited to jurisdictional boundaries. Alerting Authorities, such as the Sacramento OA are generally bound to their own jurisdiction. When considering issuing an alert and/or warning to the public, coordination, communication, and collaboration is a priority.

To the extent a warning originator within the OA has the ability, warnings should be targeted to the area known to be at risk, while coordinating with any other affected jurisdictions, such as the OA Duty Officer or other officially designated position/individual as soon as possible. If the initial warning originator lacks the ability to deliver warnings to the at-risk area, coordination with other jurisdictions should be given priority. If a warning is issued from a higher level of government or jurisdiction, lower levels within the target area of the initial warning need not repeat that warning. However, local jurisdictions should issue additional warning messages, or request assistance from the Sacramento OA, if needed, to communicate local variations on the recommended protective action, to expand the target area for the message, or to utilize local warning dissemination capabilities that will enhance delivery of the warning to people at risk.

Evacuation messages are particularly demanding, as they must be coordinated with agencies responsible for transport, traffic control, and evacuee reception and sheltering. Confusing and/or uncoordinated evacuation orders can have unintended adverse consequences. Evacuation messages must come from the jurisdiction's designated authority, often the local law enforcement authority and should address issues such as:

- Direction and destination of travel (include a map image if possible);
- Routes to be used and routes to be avoided;
- Means of travel (by auto, by bus, on foot, etc.);
- Accessible transportation and sheltering resources;
- Things to take along (papers, medications, pets, etc.);
- Expected duration of relocation (a few hours, a day, etc.); and
- Phone or social media links for additional information.

### **Pre-Message Coordination**

It is critically important to inform all key stakeholders of the notification contents and implications prior to full message dissemination, as feasible while maintaining timely notification under emergency situations. Use message templates to ensure consistency of content delivery and use checklists when informing critical stakeholders.

### **Post Message Coordination**

Evaluate whether or not another message is warranted, if clarification is needed, or "false alarm effect" is occurring. "False alarms were defined as an event that did not occur as predicted, meaning that the alert, warning, or prediction did not materialize in the way it was described."<sup>1</sup>

## **COMMUNITY MESSAGING**

The alert and warning program may be used to disseminate non-emergency information only to community members who have opted-in to receive this information.

Each authorized System Administrator is responsible for determining the non-emergency (opt-in) messaging groups that their jurisdiction will make available to community members.

Sacramento -Alert.org also has the ability to house subscription lists. A subscription list is a feature that allows a citizen to opt-in to receive community messages on specific topics. The owner of the subscription list maintains the discretion of sending any community messages to their respective subscription lists.

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<sup>1</sup> Trainor, Joseph E., et al. "Tornadoes, Social Science, and the False Alarm Effect." *Weather, Climate, and Society*, vol. 7, no. 4, 2015, pp. 333–352., doi:10.1175/wcas-d-14-00052.1.

**EMPLOYEE EMERGENCY NOTIFICATION**

Employee notification portals for each respective jurisdiction have all of the same sending functionality as the Citizen portal and are maintained by each independent jurisdiction via data uploads. Each jurisdiction within the Sacramento OA works with the Sacramento County Office of Emergency Services to maintain the data in the Sacramento employee portal.

**CONSTRUCTING EMERGENCY MESSAGES****Message Content**

There are five essential components of an emergency alert/warning message. These five topics are listed and defined on the following page. Each topic is color-coded to make it easy for the sender to see where these different topics are placed in the message templates contained in this section.

**Message Style**

Messages should be constructed with specificity and clarity.

- Specificity – be precise with the wording selected for each of the five components.
- Clarity – construct messages free of jargon and in a manner which will clearly be understood by those receiving the message.

**Message Content & Order**

Short messages (90 or 140 characters) work best if the content is presented in the following order:

source, guidance and time, threat, location, message expiration time

Longer messages, for example those that may be part of a press release, work best if the message content is presented in the following order.

source, threat, location, guidance and time, message expiration time

**SOURCE:** say who the message is from

**THREAT:** describe the flooding event and its impacts

**LOCATION:** state the impact area boundaries in a way that can be easily understood (for example use street names, landmarks, natural features, and political boundaries)

**GUIDANCE/TIME:** tell people what protective action to take, the time when to do it, how to accomplish it, and how doing it reduces impacts

**EXPIRATION TIME:** tell people when the alert/warning expires and/or new information will be received



### INTEGRATED PUBLIC ALERT & WARNING SYSTEM (IPAWS)

The Federal Emergency Management Agency’s (FEMA) Integrated Public Alert and Warning System (iPAWS) is an Internet-based capability Federal, State, local, tribal and territorial alerting authorities can use to issue critical public alerts and warnings. Alerting authorities can use iPAWS and integrate local systems that use Common Alerting Protocol standards with the iPAWS infrastructure. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

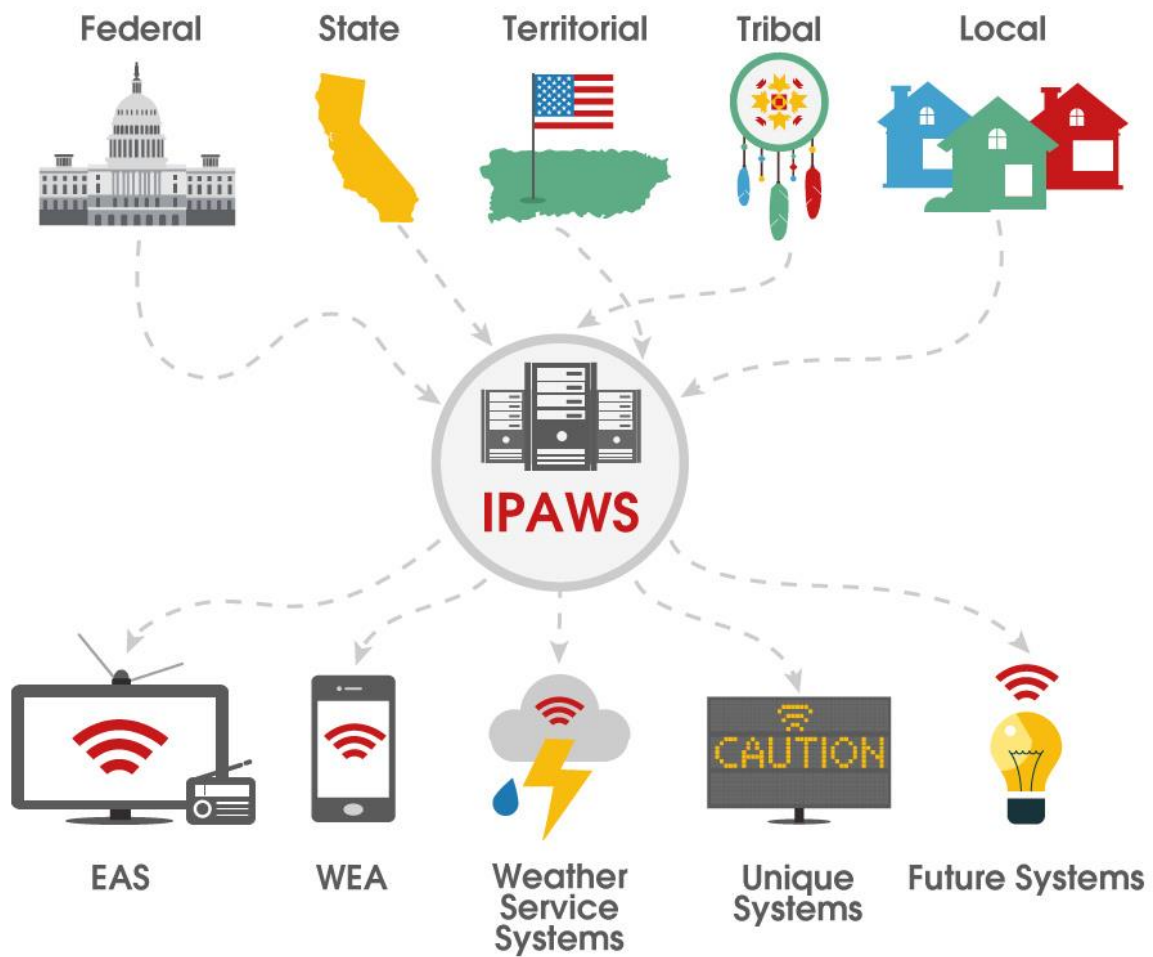


Figure 1 California OES IPAWS Chart

The Sacramento County Office of Emergency Services is the only authorized alerting official within the iPAWS architecture and maintains alerting authority for the entire OA. Many of the systems included in iPAWS are accessible by other alert and warning senders, on an individual system basis, throughout the Sacramento OA. iPAWS open is the primary way that Sacramento County accesses the Emergency

Alert System and Wireless Emergency Alert System. The sending platform for the Sacramento OA is the Sacramento-Alert Mass Notification system.

### **EMERGENCY ALERT SYSTEM (EAS)**

The Emergency Alert System (EAS) is used by alerting authorities to send warnings via broadcast, cable, satellite, and hard wired communication pathways. Emergency Alert System participants, which consist of broadcast, cable, satellite and hard wired providers, are the stewards of this important public service in close partnership with alerting officials at all levels of government. The EAS is also used when all other means of alerting the public are unavailable, providing an added layer of resiliency to the suite of available emergency communication tools.

Accessing the EAS within the Sacramento OA can be accomplished in the following manner:

- EAS is part of iPAWS open and is therefore accessible by Sacramento OES when messages are sent through the Everbridge Mass Notification System using iPAWS.

### **WIRELESS EMERGENCY ALERTS (WEA)**

WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically-targeted, test-like messages alerting them of imminent threats to safety in their area. WEA enables government officials to target emergency alerts to specific geographic areas through cell towers that broadcast emergency alerts for reception by WEA-enabled mobile devices.

Currently, the smallest level of WEA alert accessible through the OA sending platform is the entire Sacramento County jurisdiction. Access to send WEA messages through Sacramento-Alert requires a separate digital certificate, completion of the IS247.a course and agreement with FEMA, and all are user specific. Current individuals who can send WEA alerts in Sacramento County are:

- Sacramento County Office of Emergency Services (OES) Coordinators

Message content for WEA's cannot be customized. Message limits are constrained to 90 characters (with increase to 360 characters in May 2019). Once a message is entered for a WEA alert, the message format will be determined by the assigned values of the common alerting protocol. The specific format will resemble the following example:

“[Event name corresponding to event code element]” **in this area until**  
[Expiration time in local time zone derived from expires element]. [Assigned

value derived from instruction specific event code (EVI, SPW) or response type element per below]. [Sender Name value, typically associated with the alert originator log in ID]”

### ***Common Alerting Protocol***

Common Alerting Protocol is an international standard for publishing and sharing alerts. We advocate using an open and common standard, in order for everyone to have a consistent way to automatically receive and share alerting information, as well as publishing alerts securely using open web formats like Atom and RSS.

### **BEST PRACTICES FOR SENDING NOTIFICATIONS**

The following best practices have been demonstrated during past events. Those sending messages via Sacramento-Alert will follow as many of these as possible, specifically for public alerts & warnings:

- A “real” voice recording will be attached to the message when sending a phone message. Every attempt will be made to avoid the use of the text-to-speech engine. (If possible, have a locally known person record the message so that the voice is recognized by citizens);
- Publishing to the Everbridge Network will be done so that other Everbridge owners may receive the message and decide whether or not to redistribute it. Any private entity owning an Everbridge Mass Notification product worldwide may choose to republish an emergency notification if they have facilities in Sacramento County;
- The contact preferred delivery order will be used for devices;
- If they are to be used as a call back hotline for questions from residents, 2-11, 3-1-1 can be provided as the sender caller ID;
- A single contact cycle will be used in cases where protective actions required are not immediate; and
- A hyperlink to additional information via a website should be provided for messages distributed via e-mail and text (use a tiny URL when possible).

### ***Social Media***

Social media is a critical piece of the OA alert and warning strategy due to its extensive use by every jurisdiction within the OA. Several jurisdictions maintain multiple accounts on a variety of platforms and endeavor to ensure messages are consistent across all accounts. Posting guidelines for each jurisdiction are outlined in social media policies on file within each jurisdiction. A summary of social media platforms utilized by each jurisdiction is provided below.

### ***Websites***

A critical way to distribute information is via local websites. Whether using a traditional alert and warning system or social media, additional information will

need to be provided. Prior to releasing an emergency notification, information will need to be added to a local website (or multiple sites) so that links can be provided in the alert and warning messages (preferably via tiny URL).

It is important to compile, edit and make the web-based information “live” as quickly as possible, and to keep the information current. At the beginning of an event, information on a website may be launched in simple paragraph format while additional resources (infographics, maps, etc.) are under development. Edits to the page initially launched throughout the duration of the event are recommended to maintain a consistent URL. A jurisdiction will never wait on the distribution of an emergency message based on the fact that the website is not active at the time of dissemination.

Several websites exist within the Sacramento OA which may be used to disseminate emergency information. The Sacramento OA website is the preferred site for information and is as follows:

**[www.sacramentoready.org](http://www.sacramentoready.org)**

### ***County***

The Sacramento County website, in addition to being the primary location for emergency information coming from Sacramento County, has two emergency notification components which can assist with public notifications:

1. The homepage can be overridden with an emergency message banner. During times where alert and warning messages are of a time sensitive nature and county-wide nature, this functionality may be enabled to relay pertinent information directly on the main page of the website.
2. An eSubscription service accompanies the website with e-mail addresses of those who have elected to receive notifications as specific webpages are updated. During times of emergency, a notification can be sent to the entire database.

### **ADDITIONAL ALERT & WARNING METHODS**

There are multiple other systems maintained throughout the Sacramento OA. Systems may be maintained by departments within City/County government, special districts or private partner agencies.

#### ***2-1-1 Sacramento***

2-1-1 Sacramento is a free, non-emergency, confidential information and referral service that operates 24 hours a day, seven days a week, in English, Spanish, Vietnamese, and many other languages. For everyday needs and in times of disaster, 2-1-1 Sacramento provides streamlined access to critical health and human services such as food, shelter, counseling, drug and alcohol intervention, employment assistance, and much more. It also serves as a link for individuals seeking to

volunteer, provide resources, or assist during a crisis in Sacramento County. The 2-1-1 Sacramento service plays a critical role in the dissemination of information in a disaster.

### ***Electronic Changeable Message Boards.***

Remotely programmable text and graphic displays exist along many highways, at mass-transit stations, and other public areas within the Sacramento OA. Many of these signs can only display very short messages. Such displays are effective at disseminating location-specific information, but may not be seen by everyone at risk.

### ***Medical and Health Systems***

Systems under this section are maintained by the Sacramento County Department of Health Services. For additional information on the use of any system listed in this section, please refer to the Information Sharing and Communications Plan for the Health Services department.

#### California Health Alert Network (CAHAN)

The California Health Alert Network is a Mass Notification System provided by the California Department of Public Health and powered by Everbridge®. Within Sacramento County, the maintenance and administration of this system is the responsibility of the Emergency Preparedness Division. The primary purpose of CAHAN is to distribute Health related alerts/notifications to Healthcare Groups.

#### Medical Reserve Corps Volunteers Database

This database is comprised of healthcare volunteers who have registered with Sacramento County. This system, among others, has the ability to distribute messages to those who are registered in the system.

#### Women Infants & Children (WIC) Autodialer

The WIC Autodialer is a system which can issue phone calls to Sacramento County WIC participants. The system is normally used to relay appointment information but has the capability of distributing any notification that WIC deems in the best interest of their participants.

### ***School Systems***

All School Districts within Sacramento County have access, internally, to auto-dialer systems that are normally used to contact parents with information pertaining to their child. Local jurisdictions will partner with schools to ensure that consistent messages are being released through these autodialer systems.

### ***Campus Alert Systems and Methods***

College Campuses throughout the OA have systems for use during emergencies or other urgent situations that may directly affect their well-being. Their systems can

send simultaneous messages to their constituents by e-mail, text, telephone and cell phone.

### ***Physical Notification Systems***

A physical notification system is one that would be used to visually post a message, physically deliver a message and/or audibly sound a message.

#### **Posting Locations**

During times where Mass Notifications are issued, City Hall's, County Administration buildings, Libraries, shelter locations if open and other local gathering locations will be the primary posting location(s) within a jurisdiction to provide information to citizens who have no additional way of accessing other resources mentioned in this Annex.

#### **Door-to-Door**

In emergencies/disasters that are fast moving (such as fires or potential shelter in place situation) local public safety professionals may issue notifications by going door-to-door. Public safety officials will be identified to members of the public by uniforms issued from their agency.

#### **Sirens & Loudspeakers**

Public safety officials may communicate with the public through audible sirens and loudspeakers. In some cases, vehicles with loudspeakers may be used to relay information to neighborhoods. Another common form of notification can be a siren with an audible tone. At this time alert and warning sirens that exist in Sacramento County are not operable. If sirens are added throughout the county, their individual tones and meanings will be added to this Annex.

#### **Transit System – Regional Transit**

In the event time allows, information can be printed and posted within buses owned by the Transit agencies or programmed for display at bus stops and within the busses themselves. Signage to be displayed inside buses can be printed on heavy cardstock while messages for the outside of the bus must be weatherproofed prior to delivery.

Many communities may have established institutions that can serve as effective alert and warning delivery systems. Consider coordinating with these embedded institutions to broaden the reach of alert and warning messaging.

- Church/Community Bells;
- Digital outdoor billboards;
- Security Doorbell systems such as Ring; and
- Navigational apps, such as Waze, Google Maps, and Apple Maps may add emergency notifications to their systems to warn users of a threat or hazard.

**ANNEX MAINTENANCE**

The process for maintaining the Annex is described in this section. The discussion identifies who receives and reviews the Annex, how updates are to be integrated into the Annex, how the Annex is tested, what type of training and exercises are developed to enhance understanding and execution of the Annex, and how after-action review is conducted after the Annex has been implemented, whether as part of an exercise or in response to a real emergency.

***Annex Distribution***

Once completed and approved, the Alert and Warning Annex for Sacramento County is distributed throughout the OA. Printed and electronic copies are also delivered to the EOC in Sacramento County and to other agencies and departments in Sacramento County. Electronic versions of the Final Annex are also distributed to each of the regional and/or local offices with major roles to play in alert and warning.

***Annex Updates***

Sacramento County is responsible for the maintenance, revision, and distribution of the Sacramento County Alert and Warning Annex. Sacramento County OES annually assesses the need for revisions to the Annex based on the following considerations:

- Changes to local, State, or Federal regulations, requirements, or organization;
- The need for additional subsidiary plans to develop regional response capabilities or eliminate gaps in capabilities, as suggested by Mutual Aid Regional Advisory Committee members; and
- Implementation of tools or procedures that alter or improve on annex components.

Sacramento County maintains the record of amendments and revisions (the Record of Changes table in the front of this document), as well as executable versions of all documents, and is responsible for distributing the Annex to all applicable agencies.

***Annex Testing, Training, and Exercises***

Exercising the Annex and evaluating its effectiveness involves using training, exercises and evaluation of actual disasters to determine whether goals, objectives, decision, actions, and timing outlined in the Annex led to a successful response.

Exercises are the best method of evaluating the effectiveness of an annex and are also a valuable tool in training emergency responders and government officials to become familiar with the procedures, facilities, and systems that they actually use or manage in emergency situations. Exercises are conducted on a regular basis to maintain readiness.

To ensure effective and efficient use of alert and warning capabilities, agencies must regularly train and exercise their alert and warning policies, procedures, and systems. It is recommended that jurisdictions create a training program consistent of readily available coursework divided into sections of system access and responsibilities. Below is a recommended structure:

**Technician** – is a level designed for those who can physically access and send on platforms within the jurisdiction’s alert & warning program:

- Monthly tests to themselves if they haven’t sent a real-world message during the week
- Training from the system vendors designed to teach technical skill-sets within the system specific to message sending

If person is to be a sender for any portion of the IPAWS system, s/he must also have the following (as per FEMA):

[IS-247a: IPAWS Alerting Authority Online Training](#) (required under FEMA MOU)

- IPAWS Rules of Behavior: Read, understand, and sign the IPAWS Rules of Behavior. This document helps public safety officials understand that the IPAWS-OPEN system:
  - Is for official use only;
  - Requires approved email accounts for access;
  - Requires users to create user IDs and passwords based on the provided guidelines; and
  - Requires users to follow guidelines for protecting physical devices used for accessing IPAWS-OPEN and to use only officially approved devices.
- [IS-248: IPAWS for the American People](#)
- [IS-251: IPAWS for Alerting Authorities Best Practices](#)

**Practitioner** – is a level designed for those who request message sends and craft messages

- Read articles that explain the social science of alert & warning, such as:
  - *A Guide to Public Alerts and Warnings for Dam and Levee Emergencies* (US Army Corps of Engineers);
  - Best Practice Guide for Warning Originators (US Attorney General’s Department);
  - *WEA Messages: Impact on Physiological, Emotional, Cognitive and Behavioral Responses* - (U.S. Dept. of Homeland Security); and
  - Best Practices in Wireless Emergency Alerts – (U.S. Dept. of Homeland Security).
- PER-304: Social Media for Natural Disaster Response and Recovery.



- G290-291: Basic PIO and JIC-JIS.

If person is to be a crafter of messages to be distributed through IPAWS, take the following:

- IS-248: IPAWS for the American People.
- IS-251: IPAWS for Alerting Authorities Best Practices.

**Program Administrator** – is a level designed for those overseeing the entire alert & warning program. All course-work under the previous two levels as well as:

- Training from the system vendors designed to teach technical skill-sets within the system specific to data refresh and management.
- Training from local GIS professionals within the jurisdiction, *IF* the system(s) in use require geo-coding and/or shape files
- Person should be knowledgeable in cross-jurisdictional coordination techniques within the jurisdiction L0388: Advanced Public Information Officer or L-402: Liaison Officer.

***Privacy Policy***

It is policy that each member jurisdiction preserve and protect the integrity and privacy of personal data collected for use with the alert and warning program.

No personal data will be disseminated or extracted from master records, nor will reports produced as part of the jurisdiction’s alert and warning program will be used for purposes other than mass notification.

## **AUTHORITIES AND REFERENCES**

Sacramento County Emergency Operations Plan 2018

Regional Mass Notification Standard Operating Procedures for the Counties of Placer, Sacramento and Yolo Counties, January 2018

Sacramento County Mass Notification System *Sacramento-Alert* Standard Operating Procedures, January 2018

The Americans with Disabilities Act, 1990

California Emergency Services Act; California Government Code § 8550 et seq.

California Assembly Bill 2311

Standardized Emergency Management System; California Code of Regulations, Title 19, Division 2, Chapter 1

State of California Emergency Plan, October 2017

California Public Alert and Warning System (CalPAWS) Plan, December 2016

State of California Emergency Alert System Plan, October 2017

Standardized Emergency Management System Guidelines, November 2009

CFR 47, §11.55-EAS operation during a State or Local Area emergency

IPAWS Strategic Plan FY14-FY18 FINAL-Signed (06052014)

National Incident Management System, FEMA, December 2008

'Public Alert and Warning System,' Presidential Executive Order 13407, June 26, 2006

Warning, Alert, and Response Network (WARN) Act, October 13, 2006

National Response Framework, Second Edition, Federal Emergency Management Agency, May 2013

"National Strategy for Integrated Public Warning", Partnership for Public Warning, February 2003, Washington DC

“Effective Disaster Warnings”, Report of the National Science and Technology Council, 2000

## TERMINOLOGY

**Access and Functional Needs (AFN)** – As defined in Government Code section 8593.3, access and functional needs refers to individuals who have developmental, intellectual or physical disabilities; chronic conditions or injuries; limited English proficiency or non-English speaking; Or, individuals who are older adults, children, or pregnant; living in institutional settings; low-income, homeless, and/or transportation disadvantaged; or from diverse cultures.

**Advisory** – Highlights special conditions that are less serious than a warning, shelter in place, or evacuation. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

**Agency Representative** – A person assigned by a primary, assisting, or cooperating federal, state, territorial, tribal, or local government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Agency** – A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Alert** – a communication intended to attract attention and warn of a danger or threat typically with the intention of avoided or dealt with it.

**Alert Aggregator** - The Alert Aggregator, known as the IPAWS Open Platform for Emergency Networks (IPAWS-OPEN), is the part of the IPAWS system that collects emergency alerts, authenticates the sender, and makes the alerts available for alert dissemination services.

**Alerting Authority** – Alerting Authorities are public officials that are granted the authority to alert the public of emergency situations through Federal, State, and local laws. These are designated in a local FCC EAS Plan, and within a signed FEMA MOU.

**Alerting Originator** – Alerting Originators are designated individuals who have been designated the authority and have the training to draft and distribute the alert and warning message through the approved notification systems.

**Alert Origination Tool** - Alert origination tools are software products used by emergency managers, public safety officials, and other alerting authorities to create

and send critical lifesaving messages to the public or to other emergency management officials for collaboration.

**AMBER Alert** - The AMBER Alert Program is a voluntary partnership between law-enforcement agencies, broadcasters, transportation agencies, and the wireless industry, to activate an urgent bulletin in the most serious child-abduction cases. AMBER alerts are one of the three categories of Wireless Emergency Alerts (WEA).

**Civil Danger Warning (CDW)** – A warning of an event that presents a danger to a significant civilian population. The CDW, which usually warns of a specific hazard and gives specific protective action, has a higher priority than the Local Area Emergency (LAE) (e.g. contaminated water supply, terrorist attack). Public protective actions could include evacuation, shelter in place, or other actions (such as boiling contaminated water or seeking medical treatment).

**Civil Emergency Message (CEM)** – An emergency message regarding an in-progress or imminent significant threat(s) to public safety and/or property. The CEM is a higher priority message than the Local Area Emergency (LAE), but the hazard is less specific than the Civil Danger Warning (CDW).

**Collaborative Operating Group** – IPAWS is structured around Collaborative Operating Groups (COG). A COG is a virtual organization of alerting authorities that holds membership in IPAWSOPEN and manages system access within that organization. When the application process is complete, FEMA will assign each agency a COG Identification number and Digital Certificate.

**Common Alerting Protocol (CAP)** - The Common Alerting Protocol (CAP) is an XML-based OASIS data format standard adopted by FEMA for exchanging public warnings between alerting technologies. CAP allows a warning message to be sent simultaneously over many warning systems to many different outlets (such as radio, television, mobile devices, Internet).

**Disaster** – The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, or significant adverse impact on the environment, resulting from any natural or technological hazards, or a terrorist act, including but not limited to fire, flood, earthquake, wind, storm, hazardous substance incident, water contamination requiring emergency action to avert danger or damage, epidemic, air contamination, blight, drought, infestation, explosion, civil disturbance, or hostile military or paramilitary action.

**Emergency** – A suddenly occurring and often unforeseen situation which is determined by the Governor to require state response or mitigation actions to immediately supplement local government in protecting lives and property, to provide for public health and safety, or to avert or lessen the threat of a disaster. Local government's adaptation of this definition connotes an event that threatens or

actually does inflict damage to people or property, exceeds the daily routine type of response, and still can be dealt with using local internal and mutual aid resources.

**Evacuation** – the action of evacuating a person or a place.

**FIPS Codes** – Federal Information Processing Standards Codes (FIPS Codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities. The entities covered include: states, counties, American Indian and Alaska Native areas, etc. FIPS codes are used by IPAWS as one method to specify geographic warning areas.

**HazCollect** - is shorthand for the National Weather Service All-Hazards Emergency Message Collection System that allows authorized public officials to use NOAA communication pathways, such as NOAA weather radio, to send pre-and post-disaster alerts and warnings to the public.

**Imminent Threat Alert** - “Imminent Threat” is one of the three categories of Wireless Emergency Alerts. Imminent Threat alerts must meet specific criteria for urgency, severity and certainty.

**Integrated Public Alert and Warning System (IPAWS)** – In the event of a national emergency, the President will be able to use IPAWS to send a message to the American people quickly and simultaneously through multiple communications pathways. IPAWS is available to United States Federal, State, local, territorial and tribal government officials as a way to alert the public via the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), NOAA Weather Radio and other National Weather Service dissemination channels, the internet, existing unique warning systems, and emerging distribution technologies.

**IPAWS-OPEN** - IPAWS Open Platform for Emergency Networks (IPAWS-OPEN) is the Alert Aggregator that receives and authenticates messages transmitted by alerting authorities and routes them to alert dissemination services.

**Jurisdiction** – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, state or federal boundary lines) or functional (e.g., police department, health department).

**Law Enforcement Warning (LEW)** - A warning of a bomb explosion, riot, or other criminal event (e.g. a jailbreak). An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons.

**Local Area Emergency (LAE)** - An emergency message that defines an event that, by itself, does not pose a significant threat to public safety and/or property.

However, the event could escalate, contribute to other more serious events, or disrupt critical public safety services. Instructions, other than public protective actions, may be provided by authorized officials. Examples include a disruption in water, electric or natural gas service, or a potential terrorist threat where the public is asked to remain alert.

**Memorandum of Agreement (MOA)** – An agreement document between two or more agencies establishing reciprocal assistance to be provided upon request (and if available from the supplying agency) and laying out the guidelines under which this assistance will operate. For IPAWS, Memorandum of Agreement is a cooperative document written between parties to work together on an agreed upon project or meet an agreed objective. FEMA executes MOAs with alerting authorities who would like to use IPAWS to send alerts and warnings as well as system developers who would like to test products in the IPAWS-OPEN test environment.

**Mutual-Aid Agreement** – Written agreement between agencies and/or jurisdictions that they will assist one another upon request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National Warning System (NAWAS)** – A communication system of the federal government which provides warning to the population of an attack or other national emergency. Reception is at local and state warning points.

**National Weather Service (NWS)** – Federal government agencies charged with weather related reporting and projections.

**NOAA Weather Radio** - "The voice of the National Weather Service" - NOAA Weather Radio broadcasts National Weather Service warnings, watches, forecasts and other hazard information 24 hours a day. It is provided as a public service by NOAA. The NOAA Weather Radio network has more than 480 stations in the 50 states and near adjacent coastal waters, Puerto Rico, the U.S. Virgin Islands and U.S. Pacific Territories.

**NOAA Radio's Specific Area Message Encoding (SAME)** – provides in a digital format specific, timely information on the nature and location of a threat to the safety of those most immediately at risk from severe weather or other hazards. Its greatest value is to significantly improve the automatic selection and distribution of messages about events that threaten people and/or property.

**Non-Weather Emergency Message (NWEM)** - NWEM refers to emergency messages for the public about hazardous events that are originated by government organizations other than the National Weather Service, but still utilize NWS alert dissemination services.

**Presidential Alert** - A Presidential Alert is one of the three categories of Wireless Emergency Alert (WEA) messages that is reserved for use of the President of the United States in the event of a national emergency.

**Primary Entry Point (PEP) Stations** - Primary Entry Point (PEP) Stations (also known as LP-1 and LP-2) are private/commercial radio broadcast stations that cooperatively participate with FEMA to provide emergency alert and warning information to the public prior to, during, and after incidents and disasters.

**Shelter in place** – Take immediate shelter where you are—at home, work, school, or wherever you can take protective cover. It may also mean "seal the room"; in other words, take steps to prevent outside air from coming in.

**Severe Weather Potential Statement** - This statement is designed to alert the public and state/local agencies to the potential for severe weather up to 24 hours in advance. It is issued by the local National Weather Service office. This could be used to make citizens aware of non-weather situation.

**Severe Weather Statement** - A National Weather Service product which provides follow up information on severe conditions which have occurred or are currently occurring. Could use a Statement for evacuation or shelter-in-place updates.

**Operational Area** – the county and its sub-divisions with responsibility to manage and/or coordinate information, resources, and priorities among local governments and serve as the link between the local government level and the regional level.

**State** – When capitalized, refers to the State of California.

**Warning** – Communication intended to persuade members of the public to take one or more protective actions in order to reduce losses or harm.

**Wireless Emergency Alert (WEA)** - Wireless Emergency Alerts (WEA) were established pursuant to the Warning, Alert and Response Network (WARN) Act under Federal Communication Commission (FCC) rules. Alerting authorities can broadcast WEAs to cellular carrier customers with compatible mobile devices located in the geographic vicinity of cellular towers serving an affected area.



## PRE-SCRIPTED MESSAGE EXAMPLES

Below are sample messages alerting agencies can use as a guide to draft a specific message relevant to a local emergency. These samples are not exhaustive. Final messages should always be tailored to the specific needs of the unique event precipitating their need.

---

### Evacuation Samples

#### *Long Messages*

This is **Sacramento County** with an evacuation order for **[location]**. Take the following protective actions and leave immediately; 1. Gather all family members and all pets. 2. Take only essential items, such as medications. 3. Turn off all appliances and lights in your home and lock your doors. The evacuation route is: **[Evacuation Route]**. An Evacuation Center is open at **[Name and Location of Evacuation Center]**. For more information, please tune to local radio and television stations, visit **[url]**, or call **[###-###-####]**.

**Sacramento County Sheriff's Office** is issuing a mandatory evacuation order for **[location]**. The National Weather Service has issued a flood warning for **[location]**. All residents in the impacted area should evacuate immediately. An Evacuation Center is open at **[location]**. For more information go to **[insert resource]**. Please listen to **[radio station]** for updated details.

#### *Short Message*

Flood threat-Evacuation Order for **[location]**-Leave now-Details on **[Agency]** website

---

### Shelter-in-Place Samples

#### *Long Messages*

This is **[Agency]** reporting a shelter in-place for residents in **[location]** due to a hazardous materials release. Take self-protective actions immediately: 1. Go inside immediately and stay inside your house or building 2. Bring pets indoors only if you can do so quickly. 3. Close all windows and doors 4. Turn off air conditioners and heating system blowers 5. Close fireplace dampers 6. Gather radio, flashlight, food, water and medicines 7. Call 911 only if you have a true emergency. You will be advised when this dangerous condition has passed and it is safe to go outside and resume normal activities. For more information, please tune to local radio and television stations, visit **[url]**, or call **[###-###-####]**.

The **Fire Department** requests everyone within a ½ mile radius of **[location]** to get

inside and remain inside due to a hazardous materials release. Stay indoors, close your windows, turn off your air conditioner, and bring your pets indoors. More information to follow. [\[link\]](#)

#### *Short Message*

Hazardous Release. All within ½ mi of [\[location\]](#). Get Inside. Stay Inside. Stay Tuned.

---

### **Weather Awareness Samples**

#### *Long Messages*

This is [\[Agency\]](#) reporting mandatory evacuation order for [\[location\]](#) due to potential flooding. Take the following protective actions and leave immediately: 1. Gather all family members or other individuals and all pets 2. Gather only essential items, such as medications. 3. Turn off all appliances and lights in your home and Lock your home. The evacuation route is: [\[Evacuation Route\]](#). An Evacuation Center is open at [\[Name and Location of Evacuation Center\]](#). For more information, please tune to local radio and television stations, visit [\[url\]](#), or call [\[###-###-####\]](#).

The National Weather Service is predicting flooding in [\[location\]](#) within the next 24 hours. Police are advising residents who live in this area to be prepared for an evacuation at any time. Updates to follow.

#### *Short Message*

Flood Warning for [\[location\]](#) Avoid area. Turn Around-Don't Drown. Stay tuned for updates.

---

### **Active Shooter Samples**

#### *Long Message*

This is [\[Law Enforcement Agency\]](#) reporting an active shooter near [\[location\]](#). Avoid the area. If you are near [\[location\]](#), get inside, stay inside, and take the following protective measures: 1. Go inside immediately and stay inside your residence 2. Bring pets indoors only if you can do so quickly 3. Close and lock all windows and doors 4. Call 911 immediately if you have a true emergency or hear or see any suspicious activity in or near your location. You will be advised when your safety is no longer at risk. For more information, please tune to local radio and television stations, visit [\[url\]](#), or call [\[###-###-####\]](#).

Update: As of **11am**, **Police** advise public to avoid area of [\[insert location\]](#). Officers are responding to an active shooter. Those located in the area should seek shelter and mute phones. If engaged with the shooter, RUN, HIDE, FIGHT. Please go to [\[link\]](#) for additional information and standby for further instruction.

Short Message

Active shooter near [location]. Avoid Area or Run, Hide, Fight. Stay tuned in for update.

**ALERT AND WARNING PROGRAM IMPLEMENTATION  
CHECKLIST FOR LOCAL GOVERNMENT**

<b>Establishing an Alert and Warning Program</b>	
<input type="checkbox"/>	Clearly identify and train Designated Alerting Authorities within the jurisdiction on local alert & warning capabilities, their roles and responsibilities described in the Sacramento OA Alert and Warning Annex and associated SOPs.
<input type="checkbox"/>	Clearly identify and train Designated Alerting Originators within the jurisdiction on local alert & warning capabilities, their roles and responsibilities described in the Sacramento OA Alert and Warning Annex and associated SOPs.
<input type="checkbox"/>	Develop a training plan for alerting Authorities and Originators to ensure expertise on local alerting protocols, system expertise, and IPAWS, including Emergency Alert System (EAS) Event Codes and Wireless Emergency Alerts (WEA). Training Program requirements are located in the Sacramento OA Alert and Warning Annex.
<input type="checkbox"/>	Train on the Everbridge platform that incorporates a wide range of alerting methods.
<input type="checkbox"/>	Test coordination protocols with the primary and secondary Public Safety Answering Point (PSAP) per the Sacramento OA Alert and Warning Annex.
<input type="checkbox"/>	Identify and train multiple individuals as Designated Alerting Authority and Originators to ensure someone with authority to approve an alert and someone with the ability to execute an alert is accessible at all times.
<input type="checkbox"/>	Ensure messaging platforms account for accessibility considerations of individuals with access and functional needs.
<input type="checkbox"/>	Conduct routine emergency exercises and drills to test the Alert and Warning System, including alerting protocols, roles and responsibilities, and technology capabilities.
<input type="checkbox"/>	Read and understand the Sacramento OA Alert and Warning Annex and associated SOPs.
<input type="checkbox"/>	Coordinate training, testing, and exercising of jurisdictional alerting and warning with the Sacramento Office of Emergency Services.
<b>Executing an Alert &amp; Warning Program</b>	
<input type="checkbox"/>	Issue warnings when there is an imminent threat to life or health.
<input type="checkbox"/>	Ensure that alert and warning messages are issued as soon as feasible.

<input type="checkbox"/>	Confirm the jurisdiction for the incident prompting the alert.
<input type="checkbox"/>	Confirm the incident location.
<input type="checkbox"/>	Ensure warning messages are distributed to all members of the community at risk, including secondary spoken languages and to those who are blind and/or deaf.
<input type="checkbox"/>	Craft messages with appropriate tone and language to maximize warning effectiveness.
<input type="checkbox"/>	If other jurisdictions (cities, OA,) are affected, coordinate and ensure those jurisdictions' public safety officials and PSAPs are provided the emergency alert and warning information and/or ask the Sacramento OA for assistance.
<input type="checkbox"/>	Ensure warning messages are updated and refined as additional information becomes available.
<input type="checkbox"/>	Ensure that a warning message sent in error is promptly clarified or retracted.
<input type="checkbox"/>	Avoid issuing irrelevant warnings.
<b>Issuing Alert &amp; Warning Notifications</b>	
<input type="checkbox"/>	Limit the alert and warning distribution area, as much as technically feasible, to the area actually at risk.
<input type="checkbox"/>	Ensure the notification is reviewed for accuracy by a second person for verification before dissemination, whenever feasible.
<input type="checkbox"/>	Clearly identify the originating agency.
<input type="checkbox"/>	Ensure message includes source, hazard, location, protective actions, and timeframe, whenever possible given message length constraints.
<input type="checkbox"/>	Update and refine messages as additional vetted information becomes available.
<input type="checkbox"/>	Ensure that any message sent in error is promptly clarified or retracted.
<input type="checkbox"/>	Ensure resources are available to find additional information about the alert and warning notification.
<input type="checkbox"/>	Send a follow-up message when the threat or warning is no longer applicable.
<input type="checkbox"/>	Update and refine messages as additional vetted information becomes available.

<b>Maintaining an Alert &amp; Warning Program</b>	
<input type="checkbox"/>	Establish a regular (weekly or monthly) alert and warning technology maintenance check to confirm technology is operational.
<input type="checkbox"/>	Annually review and update the jurisdictional procedures/policies.
<input type="checkbox"/>	Annually review, update, and train (new personnel) the key personnel with alert and warning responsibilities within the Sacramento OA Alert and Warning Annex and associated SOPs.

**Sacramento County Office of Emergency Services**  
**ANNEX D**

**Joint Information  
System**



**June 2019**

**FOR OFFICIAL USE ONLY (FOUO)**

Sacramento County Operational Area  
Emergency Operations Plan

Joint Information System Annex D

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**FOR OFFICIAL USE ONLY (FOUO)**

Sacramento County Operational Area  
Emergency Operations Plan

Joint Information System Annex D

**Record of Changes**

<b>Date of Revision</b>	<b>Revision Description</b>	<b>Section/Component</b>	<b>Reviewed By</b>	<b>Revision Completed By</b>
2019 January	Minor edits	All	PIO Group	Flynn-Nevins
2019 June	JIC Layout	2.3.9	OES Chief	Flynn-Nevins

**Record of Distribution**

- Sacramento County Departments
- Special Districts
- Cities
- Schools/School Districts
- OPERATIONAL AREA (OA) Council Members
- Operational Area Public Information Officers
- Volunteer Organizations

FOR OFFICIAL USE ONLY (FOUO)

Sacramento County Operational Area  
Emergency Operations Plan

Joint Information System Annex D

**Table of Contents**

Record of Changes..... ii

    Date of Revision..... ii

    Revision Description ..... ii

    Section/Component..... ii

    Reviewed By..... ii

    Revision Completed By..... ii

Record of Distribution..... ii

Table of Contents..... ii

Chapter 1: INTRODUCTION..... 1

    1.1. Purpose..... 1

    1.2. Scope..... 2

    1.3. How to use the Annex..... 2

    1.4 Policy ..... 2

    1.5 Planning Assumptions..... 2

    1.6. OPERATIONAL AREA (OA) Profile..... 3

    1.7. Relationship to Hazard-Specific Annexes ..... 3

    1.8. Disclosure Exemptions ..... 3

Chapter 2: Concept of Operations ..... 4

    2.1. Phases of the Joint Information System..... 4

        2.1.1 Preparedness..... 4

        2.1.2. Functional Readiness..... 5

        2.1.3. Response ..... 5

    2.2 Public Information Elements and the PIO..... 6

        2.2.1 PIO Responsibilities..... 6

        2.2.2 Public Awareness and Education..... 7

        2.2.3 Media Relations and Coordination..... 7

        2.2.4 Whole Community Strategy ..... 8

        2.2.5 Intergovernmental Affairs – State and Local Officials..... 10

    2.3 Direction Control and Organization ..... 10

        2.3.1 JIC Purpose ..... 10

        2.3.2 Roles and Responsibilities ..... 11

        2.3.3 JIS/JIC Activation ..... 11

        2.3.4 Organizational Structure ..... 13

FOR OFFICIAL USE ONLY (FOUO)

Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

2.3.5 JIC Structure..... 17

2.3.6 Operating Concepts..... 18

2.3.7 Initial Activities ..... 19

2.3.8 JIC Action Plans..... 20

2.3.9 JIC Facility ..... 20

2.3.10 JIC Deactivation ..... 21

2.4 Information Collection, Analysis and Dissemination ..... 21

2.4.1 Message Development..... 21

2.4.2 Message Dissemination..... 22

2.4.3 Spokespersons..... 22

2.4.4 Media Outlets ..... 22

2.5 Communication Tools ..... 22

2.5.1 Web Site Pages..... 22

2.5.2 Integrated Public Alert and Warning System (IPAWS) EAS ..... 23

2.5.3 Sacramento Alert (Everbridge) ..... 23

2.5.4 Wireless Emergency Alerts ..... 23

2.5.5 2-1-1 Sacramento ..... 23

2.5.6 Translation Services..... 23

2.5.7 News Conference and Public Forums and Community Meetings..... 23

2.5.8 Social Media ..... 24

Chapter 3 – Plan Development and Maintenance ..... 24

3.1 Annex Updates..... 24

3.2 Training and Exercises..... 24

Attachment 1: Initial Response/EOC Activation ..... 26

Public Information Checklist..... 26

Attachment 2: Pre-Scripted Messages ..... 27

Warning – General Incident..... 27

Warning – Road/Facility Closure..... 28

Warning Shelter-in-Place ..... 29

Advisory – Evacuation Advisory..... 31

Warning Message – Mandatory Evacuation Order ..... 33

Special News Advisory – Supplemental Evacuation Information..... 35

Attachment 3: Media Contact Information ..... 37

Appendix 1: PIO Go-Kits ..... 38

Appendix 2: Whole Community Communication Tools ..... 39

**FOR OFFICIAL USE ONLY (FOUO)**

Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

Smartphone Accessibility ..... 39

Websites and Blogs ..... 39

Photos ..... 39

Closed Captioning ..... 39

Infographics and Pictorial Displays ..... 39

Sign Language Interpreter ..... 39

Sacramento Alert (Everbridge) ..... 39

Soundcloud ..... 39

Traplines ..... 40

Appendix 3: Diversity of Web Users ..... 41

    Auditory ..... 41

    Cognitive and Neurological ..... 41

    Physical ..... 41

    Speech ..... 42

    Visual ..... 42

Appendix 4: Roles and Responsibilities and Job Aids and Checklists ..... 43

Appendix 5: Communications Strategy Template ..... 47

Appendix 6: Press Conference Checklist ..... 48

Appendix 7: Training Resources ..... 50

    Minimum Training Requirements ..... 50

Appendix 8: Contact Lists ..... 51

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan**Chapter 1: INTRODUCTION**

The primary focus of this Annex is to provide jurisdictions, affiliated Public Information Officers (PIOs) and support staff in the Sacramento County Operational Area (OA) with a public information structure that works within the framework of the National Incident Management System (NIMS), Incident Command System (ICS) and the California Standardized Emergency Management System (SEMS). Using NIMS and SEMS, PIOs work together in conjunction with Emergency Operations Centers (EOCs) and/or Incident Command (IC)/Unified Command (UC) to provide critical emergency information, crisis communications, and public affairs support to establish procedures and processes to gather, verify, coordinate, and disseminate public information.

Since the Annex is functionally based, the Joint Information System (JIS) and its supporting tool, the Joint Information Center (JIC), can be scaled to be used during any situation in which there is a need. The system is flexible and can be scaled to meet the needs of the incident and adaptable for use in diverse range of responses ranging from a small, single agency response lasting a few hours, to a large multiple agency response lasting several weeks or months.

As emergency incidents often require information to be disseminated to the public, OA jurisdictions have agreed to support a JIC when necessary, and to use the JIS/JIC in their cooperative efforts for all multi-agency/jurisdictional incidents.

This annex incorporates best practices from the National Incident Management System (NIMS) Basic Guidance for Public Information Officers (PIOs) as well as the National Response Team (NRT) Joint Information Center Model. These publications are suggested reading for all participating agencies.

Sacramento County's public information requirements will be determined by the severity of the disaster or emergency as determined by the Sacramento County Emergency Operations Center (EOC). A significant public information response will involve many Sacramento County Departments, cities within the operational area, State of California, non-profit and non-government organizations, and federal agencies. This annex describes these agencies and their roles and responsibilities.

**1.1. Purpose**

The coordination and dissemination of public information during an emergency, whether it involves saving lives, protecting property, or addressing public concern, is one of the most important aspects of an effective emergency response.

This Annex, in support of the Sacramento County Operational Area Emergency Operations Plan (OA Plan) and County of Sacramento Emergency Operations Plan (EOP), was created to establish the system by which the County and OA will conduct the public information function and services during an emergency. This includes collaboration required by the multiple organizations and jurisdictions that will staff the JIS and the JIC to provide timely, accurate, wide-reaching and simple to understand crisis communications to both the media and the public. This annex provides the organizational structure and concept of operations under which the OA will operate.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan**1.2. Scope**

This Annex is consistent with the framework laid out by NIMS, and can be scaled to fit a wide variety of incidents of varying size and need. Included in the Annex are pre-event, response, and recovery procedures as they pertain to the emergency public information function. It details the steps to be taken to initiate the activation and utilization of JIS and JIC, as well as the functions and responsibilities of the PIO and supporting staff.

In collaboration with the Sacramento Access and Functional Needs Coordination Advisory Group (AFN-CAG), this Annex has been developed utilizing a whole community approach which includes the integration and coordination of emergency preparedness, response, and recovery for people with disabilities and those with access and/or functional needs, as well as limited English proficiency, before, during and after a disaster. This Annex is to be supplemented by the Field Operations Guide (FOG) for use by PIOs and support staff that is deployed into the field during an emergency response.

**1.3. How to use the Annex**

This Annex should be used in conjunction with the OPERATIONAL AREA PLAN (OA PLAN) and Emergency Operations Plan (EOP). It is intended as an operational tool provides clarity to enhance the OA Plan.

**1.4 Policy**

It is the policy of Sacramento County to develop plans and procedures to address public information needs during an emergency or disaster response within the County. Sacramento County is responsible for the dissemination of accurate and timely information to the affected populations and will use all local resources before requesting mutual aid from the State or Federal levels. Information released to the media and/or public will be verified through the EOC Director and public information staff. In addition, the County will ensure that considerations will be taken to include all People with Disabilities and those with Access and Functional Needs (DAFN), including those who speak and/or read languages other than English or who have Limited English Proficiency (LEP). It is further the policy of Sacramento County to use the concept of a JIS to ensure the coordinated release of emergency information.

**1.5 Planning Assumptions**

- Emergencies and disasters may occur without warning at any time of day or night, and may cause mass casualties.
- A public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.
- In an emergency situation, the public will demand information about the emergency and the protective actions to be taken.
- Local print and broadcast media will cooperate in broadcasting, publishing, and posting on the web detailed disaster-related instructions to the public.
- Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited and incomplete information is anticipated from the disaster are until communications can be restored.
- Responding agencies will provide information to reduce public concern about the incident and response activities.
- Trained support personnel will be sufficiently available to help coordinate public information and interface with the media and other agencies.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- Demands for information from media outside the jurisdiction will be significantly increased in a disaster.
- State-level news releases should be coordinated with the designated County PIO and not conflict with local releases.
- Rumor control procedures directed by the designated County PIO should prevent incorrect information from affecting emergency response activities.
- The Wireless Emergency Alert System (WEA), Emergency Alert System (EAS) and Sacramento Alert are the best means to give a rapid, initial warning to the public. It will be used in time sensitive, life threatening situations when the public must be warned immediately of an impending emergency or disaster.
- During a countywide or large disaster, a JIC may be established to coordinate the dissemination of information about all county, State and Federal disaster response and recovery program.
- Information is incomplete during a disaster. Rumors abound and it may be hours before officials validate complete information. The lack of information or contradictory information may cause confusion. Rumors and inaccurate information may cause unnecessary fear and confusion.
- The lack of complete information should not prevent or delay known information to the public.

**1.6. OPERATIONAL AREA (OA) Profile****1.7. Relationship to Hazard-Specific Annexes**

The JIS Annex provides the overall structure from which the OA will operate during a disaster and provides the information needed to carry out the public information function. While the Annex, along with the FOG, provides many of the tools, templates, and forms required to run a Joint Information System, more detailed information can be found in the Hazard-Specific Annexes to the OA Plan. These Annexes contain unique and regulatory response planning details applying to specific hazards. The information contained in this Annex and in the Hazard-Specific Annexes is meant to be complementary and, when used together, provide a complete tool to be used in a JIS activation.

**1.8. Disclosure Exemptions**

Legislation enacting the California Public Records Act (CPRA) was signed into law in 1968 with the fundamental precept that governmental records shall be disclosed to the public, upon request, unless there is a specific reason not to do so.

There are two recurring interests justifying most of the exemptions from disclosure. First, several CPRA exemptions are based on recognition of the individual's right to privacy (e.g., privacy in certain personnel, medical or similar records). Second, a number of disclosure exemptions are based on the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

More information can be found at [http://ag.ca.gov/publications/summary\\_public\\_records\\_act.pdf](http://ag.ca.gov/publications/summary_public_records_act.pdf). The information gathered in this Annex is classified as For Official Use Only (FOUO) and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

of this document, in whole or In part, without prior approval from the Sacramento County Operational Area, is prohibited. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, will be stored in a locked container or area offering sufficient protection against theft, compromise, inadvertent access, and unauthorized disclosure.

**Chapter 2: Concept of Operations**

Sacramento County PIOs prepare and distribute disaster information to the public before, during, and after disaster and emergency events, using all available media and communication methods. Public information will be disseminated using all available media and technology methods, including, but not limited to: television, phone, e-mail, radio, newspaper, internet, social media, billboards, and public postings. Additionally, messaging will be designed as inclusive for all audiences.

A comprehensive emergency public information program combines educational and emergency information to reduce casualties and property damage and to provide long-term public education related to hazard awareness. In either case, the participation of multiple agencies and jurisdictions is often required for successful implementation.

During disasters and/or emergencies involving more than one OA jurisdiction the state's Regional Emergency Operations Center (REOC) shall facilitate policy guidance amongst OA jurisdictions for the dissemination of all emergency public information through the use of the JIS/JIC.

Emergency public information activities are structured under a JIS concept which ensures coordination of messages, whether the PIOs are located at one site (JIC) or multiple sites (virtual JIC). The JIS is designed to disseminate a variety of information and instruction to the general public, government officials, and the news media through direct contact, new conferences, news releases and advisories, web sites and social media sites, and timely response to public and news media inquiries.

**2.1. Phases of the Joint Information System****2.1.1 Preparedness**

PIO preparedness includes establishing relationships with other agency PIOs, community based organizations and the media, developing and maintaining readily available checklists, contact lists, and public information materials.

The provision of preparedness-related public information is typically the responsibility of each OA jurisdiction. Depending upon the jurisdictions' emergency management priorities and the community's specific hazard profile, each jurisdiction will design and implement preparedness-related public information strategies using consistent messaging. The OA, through the OES, participates in preparedness-related public information programs and supports the needs of OA jurisdictions as well.

PIO staff will participate in training and EOC exercises in order to improve and maintain their skills. The County is committed to interactions with the local media such that solid working relationships before a disaster will support effective information dissemination during emergencies.



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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

The OA is committed to preparing its community. Some possible activities to help prepare community members include:

- Ensure public education material is available in multiple languages
- Encourage communities to develop their own videos to encourage participation
- Involve media outlets that tailor to different languages
- Create and maintain preparedness websites that are available in different languages and accessible
- Include video clips in their native language that may be shown in locations appropriate to the varying demographics within the county.

Planning to communicate in emergency situations must be done well in advance. The PIO's key messages should be developed ahead of time. Examples of pre-identified messages include evacuations, hotline information, explanations of an advisory and warnings. Just as there is a golden hour in emergency medical services, there is a golden hour for public information as well. The communications decisions the PIO makes in the first hour of a critical incident will affect the PIO's success.

**2.1.2. Functional Readiness**

It is important for the PIO to have tools and resources available for utilization during an incident. PIOs should maintain their own Go-Kit for deployment to the field, EOC, or JIC. The Go-Kit recommended equipment list can be found in [Appendix 1](#).

**2.1.3. Response**

Within ICS, the PIO is responsible for organizing and managing the emergency public information system and establishing guidelines for the release of public information. Initial response actions after a JIC has been activated are:

- Establish contact with the Field PIO and EOC PIOs
- Evaluate the incident, public information immediate needs, and determine the JIC organizational structure/personnel needs
- Establish contact with the media; begin releasing lifesaving and health preservation instructions. Explain that the EOC and JIC have been activated and what is being done to respond to the emergency.
- Establish contact with pre-identified community partners who serve non-English speaking communities and people with disabilities and access and functional needs communities to allow them to initiate their communications protocols.
- Request the Incident Logistics section to activate additional staff and plan for subsequent Operational Periods.
- Develop and distribute Communications Strategy Template.

The deactivation of the JIC may extend well into the recovery phase. The deactivation of the JIC is coordinated through the PIO, JIC Manager, supporting agencies, the County EOC Director, IC/UC, and involved EOCs. Once deactivation is announced, the JIC Manager will:

- Provide a plan for the demobilization of personnel and equipment, which is coordinated with the IC/UC and EOC Planning and Intelligence Section.
- Coordinate deactivation steps with the supporting departments/agencies and community partners.
- Prepare a deactivation press release which includes post-deactivation contact information and coordinate with the EOC.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- Provide deactivation information to all supporting agencies and personnel.
- Debrief staff and conduct after action meeting in conjunction with the EOC and IC/UC.
- Provide opportunities for mental health/stress management evaluation and care for those providing service in the JIC and peripheral duties.

**2.2 Public Information Elements and the PIO****2.2.1 PIO Responsibilities**

The PIO gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external use. All information in the field must be cleared by the IC prior to release. All information coordinated from the JIC must be approved by the EOC Director.

**PIO Major Responsibilities**

- Receive assignment, report to required site (Field, EOC, or JIC)
- Gather basic facts and receive briefing on incident scope
- Determine from the IC/EOC Director if there are any limits on information release
- Develop material for use in media briefings
- Obtain IC/EOC Director approval of media releases
- Inform the media and conduct media briefings
- Arrange for tours and other interviews or briefings, as required
- Evaluate the need for and, as appropriate, establish and operate a JIS
- Establish a JIC, as necessary, to coordinate and disseminate accurate and timely incident-related information
- Maintain current information summaries and/or displays on the incident
- Provide information on the status of the incident to assigned personnel
- Maintain an activity Log (ICS 214)
- Manage media and public inquiries
- Coordinate emergency public information and warnings
- Monitor media reporting for accuracy
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization
- Have debriefing session with the IC/EOC Director prior to demobilization
- Establish plan for social media monitoring and messaging
- Assign Photographer/Videographer
- Assign a Webmaster

The PIOs working in the JIC will have two primary functions:

1. Carry out the public information activities of their respective departments and agencies; and
2. Provide support to and assist with the overall JIC mission.

OA jurisdictions, departments, and agency PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

adequate number of PIOs are available to support emergency public information activities and follows the philosophy of the mutual aid system. In accordance with NIMS, only one PIO shall be appointed during an activation. He or she is assisted by Unit Leaders based on functional needs. This works in unison with other pre-established statewide mutual aid systems.

[Appendix 4](#) contains a description of other positions needed to staff a JIC. More detailed information, including job aids and checklists, can be found in the FOG.

**2.2.2 Public Awareness and Education**

Educating the public to take action prior to an event is one of the best ways to build resilience within the community and ensure the population is as prepared as possible for an emergency. Sacramento County is committed to public outreach through Sacramento Ready and associated media platforms.

**2.2.3 Media Relations and Coordination**

The role of the mainstream media is changing. Increasing adoption of social media along with access to real-time information via smartphones and tablets has changed communication dynamics. To address these changes in communication, the PIO's communication must be timely, accurate, more direct, more interactive, and more transparent.

Good working relationships with the media help during an incident. To help build these relationships the JIS group will:

- On a periodic basis, provide the media with a contact list with after-business hours contact information.
- Review and update all contact lists (e.g., media, PIO, and other agencies) every six months. Include basic information such as e-mail address, telephone numbers (e.g., office, home, cell), social media accounts, and websites (see [Appendix 8](#)).
- Cultivate positive relationships through the regular response to media inquiries.
- Rely on the media as a partner for sharing critical information, especially when cellular infrastructure is impacted and communications are best served by radio and television.

The JIS/JIC will coordinate with media outlets to ensure information provided by the JIC is presented in multiple accessible formats to ensure it reaches as many people as possible. This includes:

- Sign language interpreters in the picture next to spokespersons when briefings are given.
- Work with television stations presenting important information in both video and audio formats. For example instead of showing a hotline number on the screen, it should be read aloud as well. Audible descriptions should accompany maps.
- Work with television stations using any crawling messages that often appear in the bottom of the screen to ensure the messages do not interfere with closed captioned messages.
- Request social network accounts also convey video and audio and accessibility features whenever possible.
  - YouTube closed captioning instructions  
<https://support.google.com/youtube/answer/2734796?hl=en>
  - Facebook closed captioning instructions  
<https://www.facebook.com/help/261764017354370>
  - Soundcloud enabling downloads  
<http://uploadandmanage.help.soundcloud.com/customer/portal/articles/2162616>

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

[-enabling-downloads-for-your-track](#) Tracks may be restricted for download to specific users; or a media list.

- Twitter image description instructions  
<https://blog.twitter.com/2016/accessible-images-for-everyone>

**2.2.4 Whole Community Strategy**

In planning for public information, the OA considers all community members in the county. Every effort will be made to communicate with the diverse segments of community members in the OA, which may include, but are not limited to, people with disabilities and those with access and/or functional needs, those with limited English proficiency, and those who may not have access to traditional means of communication (e.g. TV, Internet). The OA plans for the whole community.

In integrating community members in emergency planning, response, and recovery, it is understood that individuals who function independently on a day-to-day basis may need additional assistance or information during a disaster. The diverse segments of populations are unique depending upon each community’s demographics and available support. Press releases and information provided in shelters and assistance centers may need to be tailored to meet the needs of people with disabilities and those with access and/or functional needs and language differences. The OA works daily to involve the whole community in emergency preparedness, response, and recovery.

Many people with disabilities and those with access and/or functional needs look to organizations with which they may already have an affiliation for information or verification of information. Pre-identifying and developing methods to provide appropriately tailored information through these organizations’ websites once the shelters have been opened.

To be successful with the whole community approach, the OA and jurisdictional PIOs need to establish channels of communication and relationships during non-emergency times to be leveraged during an incident. Sacramento County has demonstrated its commitment to planning for these populations with the formation of the Access and Functional Needs Coordination Advisory Group (AFN-CAG). This group has reviewed and provided valuable input into the development and revision of this plan.

Some broad ways to define difficult to reach populations include:

- Physical, mental, or sensory disability.
- Access and/or functional needs.
- Limited language competence.
- Cultural and/or geographic isolation.
- Age considerations.
- Transient populations (inclusive of both homeless and traveling populations).

Demographic Information changes rapidly. Below is a snapshot of current demographic information for OA.

City/County Population Estimates with Annual Percent Change		
City	1/1/18 Population	1/1/19 Population

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## Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

Citrus Heights	87,841	88,095
Elk Grove	172,347	174,025
Folsom	78,533	79,835
Galt	26,296	26,489
Isleton	859	871
Rancho Cordova	73,112	74,471
Sacramento	500,724	508,172
Unincorporated Sacramento County	590,530	594,216
Sacramento County	1,530,242	1,546,174

According to the US Census Bureau 2018, Sacramento County has a population where 32.1% of household members speak a language other than English. Households with a computer present include 91.7% and with broadband internet subscription, 82.8%. Within the county there are a total number of employer establishments (2016 data) of 29,135.

Languages Sacramento County will typically translate (in no particular order)

- Spanish
- Russian
- Vietnamese
- Mandarin
- Tagalog
- Hindi

To meet the needs of those with limited English proficiency:

- PIOs should develop language access policies and protocol guidance.
- Documents communicating vital information to the public should be translated to the most prevalent languages spoken by the Limited English proficiency (LEP) community. (Note: Pictures, pictographs and diagrams are easier to understand or interpret than verbal communication.)
- Agency personnel can access language assistance services, for example, through public safety dispatch centers, County contracts and Department of Human Assistance and Health and Human Services and other County departments as available.
- Bilingual staff can be used to conduct community outreach and build relationships between the department and immigrant and LEP residents.
- PIOs can pool resources and leverage assets with other agencies and services to meet their needs.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

It is important to develop a cultural competency for target populations in the OA. This will ensure messages are not disregarded due to inadvertent offense. The OA includes as many partner organizations as possible in its planning efforts to help Nongovernmental Organizations (NGOs) not traditionally aligned with emergency management to become more familiar with how the system works, and how to connect into the emergency management structure.

**2.2.5 Intergovernmental Affairs – State and Local Officials**

An effective JIS requires partnerships with:

- Impacted jurisdictions
- Responding agencies
- Private sector
- Nongovernmental Organizations (NGOs)
- Elected Officials

The private sector plays a key role before, during, and after an incident. Many private-sector organizations are responsible for operating and maintaining portions of the nation's critical infrastructure. In addition, they must provide for the welfare and protection of their employees in the workplace.

NGOs also play important roles before, during, and after an incident. For example, NGOs provide shelter, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. These groups often provide specialized services that help their clientele, including people with disabilities and others with access and/or functional needs. NGOs can often provide critical information to be used by the JIS to craft and refine the communications strategy by providing additional situational awareness from staff positioned in the field providing situation reports. This information will be relayed into the JIS through the Field Specialist who works with NGOs, response partners, and private-sector organizations supporting relief efforts.

PIOs will establish protocol for communicating with partner organizations, including elected officials during emergencies.

**2.3 Direction Control and Organization****2.3.1 JIC Purpose**

Regardless of the incident, the function of the JIC remains essentially the same, while the number of jurisdictions, departments, and agencies involved as well as the location and the quantity of information to be disseminated may change. At a minimum, the following functions must be performed for effective public information:

- Establish and maintain contact with local radio, television and print media.
- Develop and disseminate written information such as news released, fact sheets, and other reports as needed, ensure information is produced in varied formats used by people with disabilities and others with access and/or functional needs including but not limited to, large print and auditory formats for people with visual disabilities; pictorial formats for those with intellectual disabilities and LEP.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- Provide interview opportunities meeting the unique needs of each medium (television, radio, print and social media).
- Establish and maintain a communications link or a JIS with Field PIOs and all remote sites performing public information activities.
- Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information.
- Request media to include all bulletins and public information released is accessible in as many formats as possible including but not limited to open caption, sign language interpreters, text crawls in easy, readable font, and read aloud audibly.
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates.
- Provide ongoing information and coordination with County, City, State and Federal elected officials.
- Coordinate information releases to reach the whole community including people with disabilities and others with access and/or functional needs utilizing all available formats and technologies.

**2.3.2 Roles and Responsibilities**

OA jurisdictions have agreed to follow standard mutual aid procedures including assisting with staffing a JIC or working cooperatively as part of the JIS.

OA Jurisdictions will work to:

- Read and understand the JIS Annex.
- Allow for staff to attend training in NIMS, ICS and other public information systems and tools as needed.
- Participate in JIS Annex notification tests, drills, and exercises to validate training and evaluate the JIS Annex.
- Provide PIO support to respond 24/7 to JIS Annex activation requests and report availability to participate in a physical or virtual JIS/JIC, provide mutual aid, and support JIC staffing and resources to other members under the direction of the Lead PIO.
- Share information, media and public inquiries, media contact data, media monitoring and public rumors, and other information.
- Develop, verify information and communicate joint news releases, media briefings, and other joint activities produced collaboratively by the JIS while retaining authority and independence to speak for one's own organization.
- Share information with 311, 211 and other dispatch organizations.

**2.3.3 JIS/JIC Activation**

Any participating jurisdiction of the OA may activate portions of the JIS Annex appropriate to the incident. A JIC may be activated informally by communication among JIS members either by phone, e-mail or text messaging to enlist support as needed. For formal activation of the JIC, any agency member should contact the Sacramento County OES Duty Officer at (916) 875-6900. The structure and scope of the JIS is at the discretion of the PIO calling for support and does not typically involve the establishment of a JIC. However, if an incident escalates, a JIC may be established. The decision to use a JIC is typically made by the Director of Emergency Services (DES) or Operational Area Coordinator (OAC). Under the ICS, the JIC is led by the PIO. The OA EOC Management staff makes the initial decision to activate the JIC during a large-scale emergency or disaster affecting the OA.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

Initial actions that should be taken upon JIC activation include:

- Assess the situation and call up necessary PIO personnel resources.
- Establish teams: media triage, media monitoring, press release and information gatherers, hotline scripting, web development, and a PIO to oversee interagency coordination and communication.
- Develop materials to address the situation: press releases, web pages, talking points, hotline scripts, social media posts, live and recorded video or audio, etc.
- Schedule media briefings at the onset of a developing situation. Work closely and prepare a designated spokesperson for initial interview as this initial interview often sets the tone for continued media coverage.
- Ensure that sign language interpreters are available in the screen shot.

Activation triggers for the OA JIS include:

- A local government within the OA has activated its local JIC and requested activation of the OA JIC to support their public information operations.
- Two or more jurisdictions within the OA are impacted and need to share and collaborate on public information.
- When a jurisdiction has exhausted their public information resources and require mutual aid.
- The Director of Emergency Services or Operational Area Coordinator (DES/OAC) orders a JIC activation.<sup>1</sup>

**JIS Activation Levels**

The OA public information function has three activation levels as described below:

**Level 3 JIS Activation**

Whenever the OA EOC is activated to any degree, the OA public information function will be activated to at least a SEMS Level 3. During this activation, the OA's public information function will be limited to the following responsibilities:

- Collection and review of public information releases from OA jurisdictions.
- Dissemination of public information releases received from OA jurisdictions to all other OA jurisdictions.
- Identification of potential conflicts, discrepancies, or inaccuracies within or amongst OA jurisdiction releases.
- Facilitation of public information conflict resolution amongst OA jurisdictions.
- Release of OA EOC-specific press releases (e.g. OA EOC activation, and county impacted area press releases).

The OA does not create or approve messages on behalf of its jurisdictions. Therefore, this Annex assumes OA jurisdictions are following their own public information procedures to ensure the timely and accurate release of information. The OA's role is limited to facilitating communication amongst OA jurisdictions to ensure they do not contradict each other and to ensure the development of common messages, when possible, throughout the OA.

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<sup>1</sup> See Emergency Operations Plan, section 3.2.1 Director of Emergency Services for additional information on authorities and line of succession



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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

**Level 2 JIS Activation**

During a Level 2 Activation, the OA’s public information function includes all the activities described under a Level 1 Activation with the additional activation of the OA’s public information 2-1-1 and 3-1-1 hotline and rumor control functions, and other dispatch centers as necessary.

**Level 1 JIS Activation**

A Level 1 Activation is not very common and is typically necessary when a major incident has occurred affecting many OA jurisdictions in the same way. The types of scenarios that might result in a Level 1 Activation of the OA’s public information function may include, but are not limited to:

- A transportation or rail accident where a hazardous material was released.
- Widespread, persistent flooding or the breach of any levee or dam failure.
- Major terrorist attack (e.g., chemical, biological, radiological, nuclear, or high explosive).

To officially activate the OA’s public information function to a Level 1 there must be a general consensus amongst involved OA jurisdictions that a co-located and coordinated public information function at the OA level is needed above and beyond independently operating public information systems within each OA Jurisdiction. The consensus will be facilitated by a conference call led by the OA PIO with all relevant OA jurisdictional PIOs. If communications are limited, then the PIO will contact each OA jurisdiction through whatever means necessary to determine whether a consensus exists for a Level 1 Activation. Beyond the functions listed for Level 3 and Level 2 Activations, a Level 1 Activation will involve the establishment of an OA JIC.

Even during a Level 1 Activation, OA jurisdiction messages or strategies are approved through the EOC Director. It is anticipated that the establishment of a JIC will lead OA jurisdictions to coordinate their messages, perform peer validation, and issue joint releases when possible.

**2.3.4 Organizational Structure**

NIMS classifies all incidents by type based on the size and complexity of an incident and the size of the response required. The following table shows the relationship between NIMS incident typing and OA JIS Activation levels.

NIMS Activation Level	OA JIS Activation Level	JIC Activated	OA EOC Activated	Incident Example
Level 4 Normal Operations	1	No	No	Structure Fire
Level 3 Enhanced Steady State	3	Determined by EOC	Yes	Chemical Release
Level 2 Partial	2	Yes	Yes	Widespread, persistent flood event
Level 1 Full	1	Yes	Yes	Terrorist Event

Both NIMS and SEMS require the JIC organizational structure to be flexible and scalable to fit the size, type, and complexity of the incident as well as the resources available to respond. The JIC is organized around three functions occurring in chronological order:

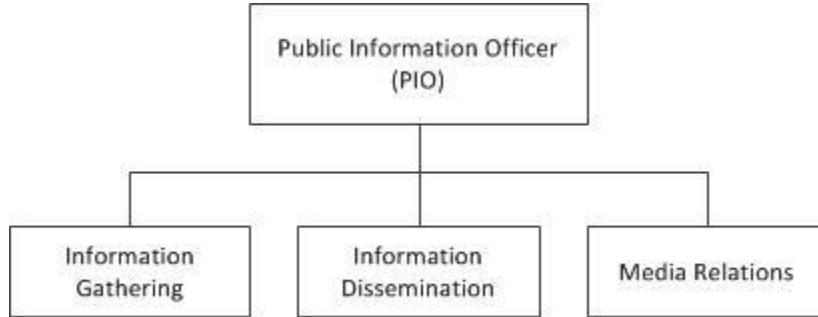
1. Information Gathering

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- 2. Information Production
- 3. Information Communication

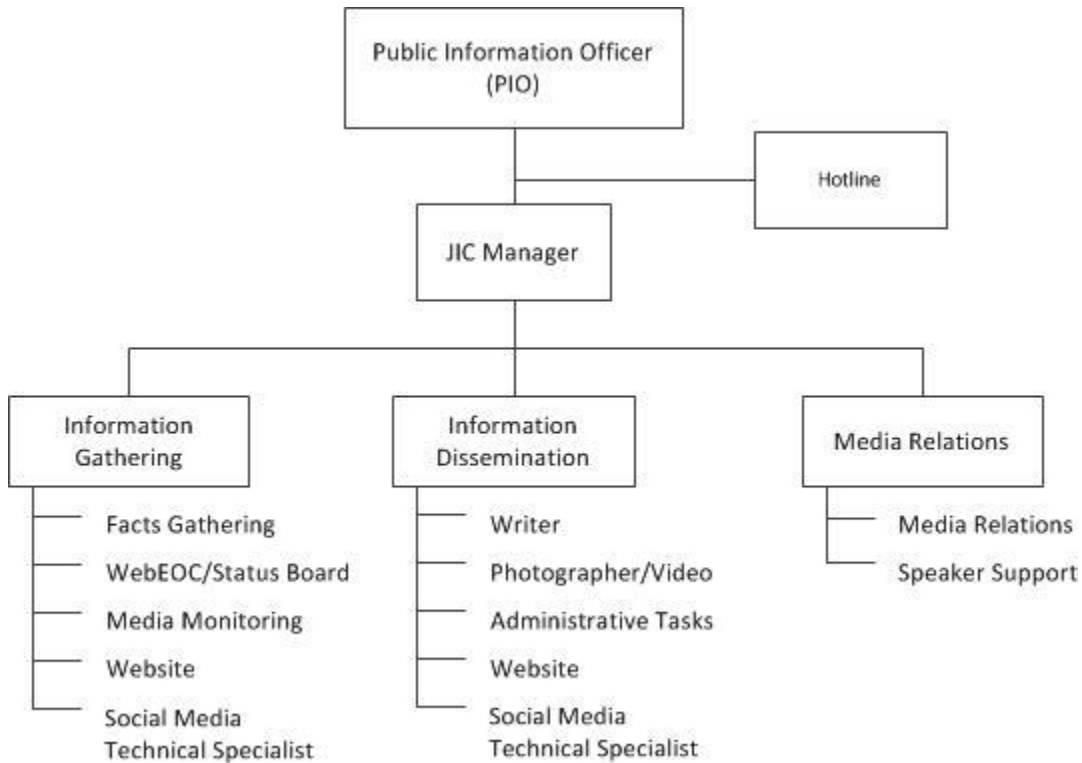
The following sample organizational charts show how the JIC organization can be expanded, contracted, or modified based on the incident needs and available resources to staff the JIC.

The organizational chart in Figure 1 represents the jobs being accomplished by the initial PIO and assistants, before the JIC is formed during a Level 3 JIS Activation



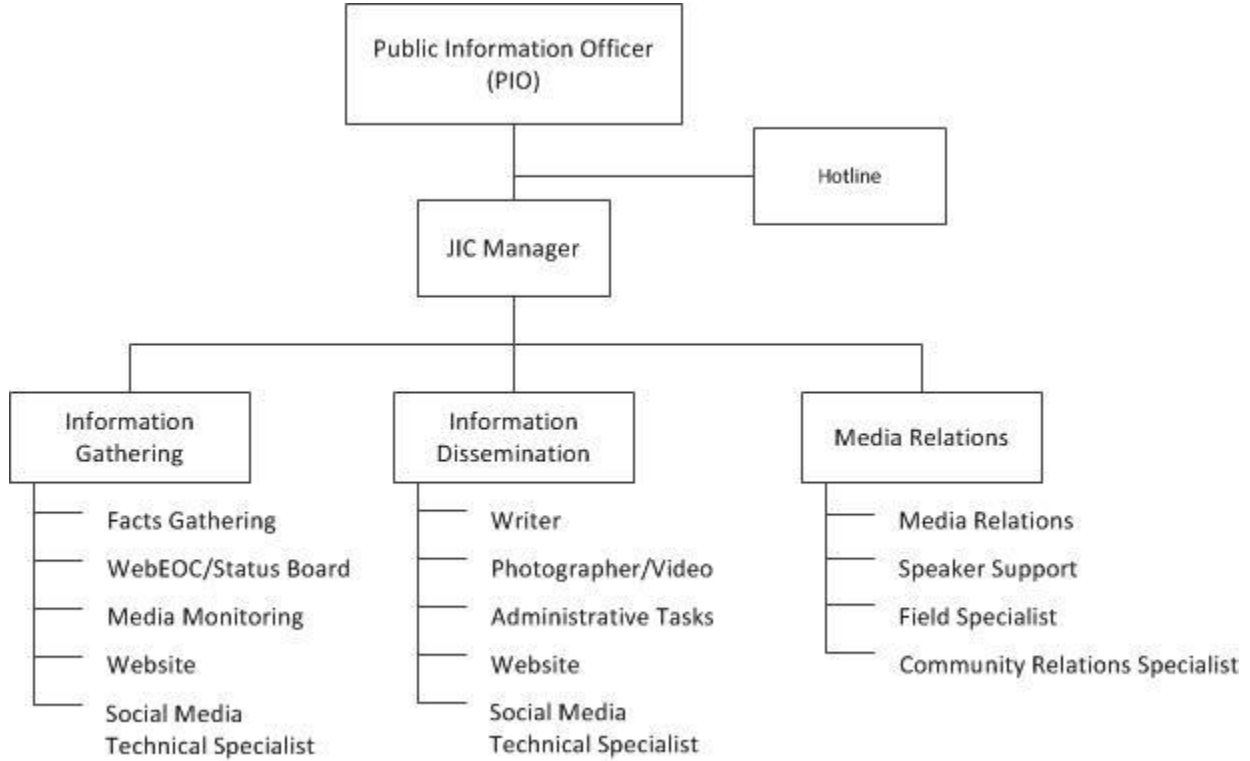
**Figure 1 - Initial PIO (Level 3 Activation)**

The organizational chart in Figure 2 is an example of how the initial JIC structure may look during a Level 2 Activation not expected to exceed one operational period. Each box represents a person assigned to the JIC. Additionally, this structure is present at the start of a Level 1 activation in which the incident is expanding; those positions are marked with an asterisk.



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**Figure 2 - JIC (Level 2 Activation - Simple)**



**Figure 3 - JIC (Level 1 Activation - Expanding Incident)**

The organizational chart in Figure 4 is an example of how the JIC structure may look during a Level 1 Activation for a larger incident with major community relations issues or for a pre-deployment for National Special Security Events (SSE). Response positions below the JIC Manager level may be staffed by more than one person, based on the needs of the incident. Functions not specifically assigned would be performed by the appropriate Unit Leader. In this type of incident it is likely other regional and/or national resources will be necessary to effectively manage operations.

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Joint Information System Annex D  
Emergency Operations Plan

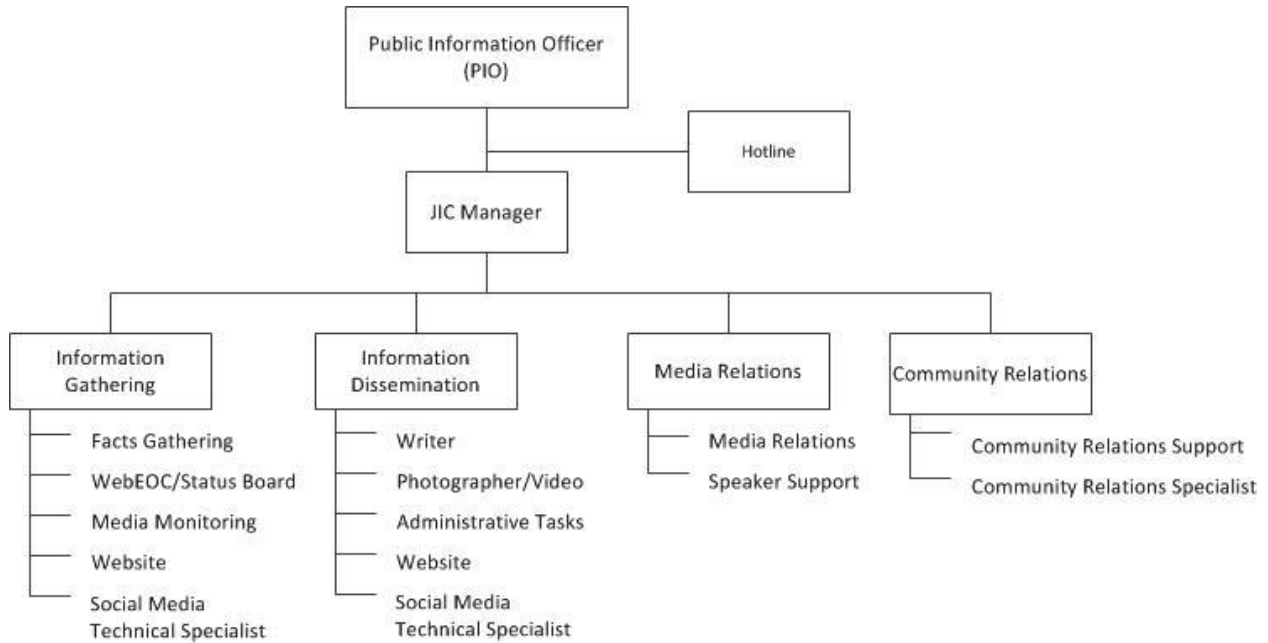


Figure 4 - JIC (Level 1 Activation for a NSSE)

The organizational chart in Figure 5 is an example of how the JIC structure may look during a complex, catastrophic incident with major community relations issues and a need for constant JIC representation in the field. Response positions below the JIC Manager level may be staffed by more than one person, based on the needs of the incident. Functions not specifically assigned would be performed by the appropriate Unit Leader.

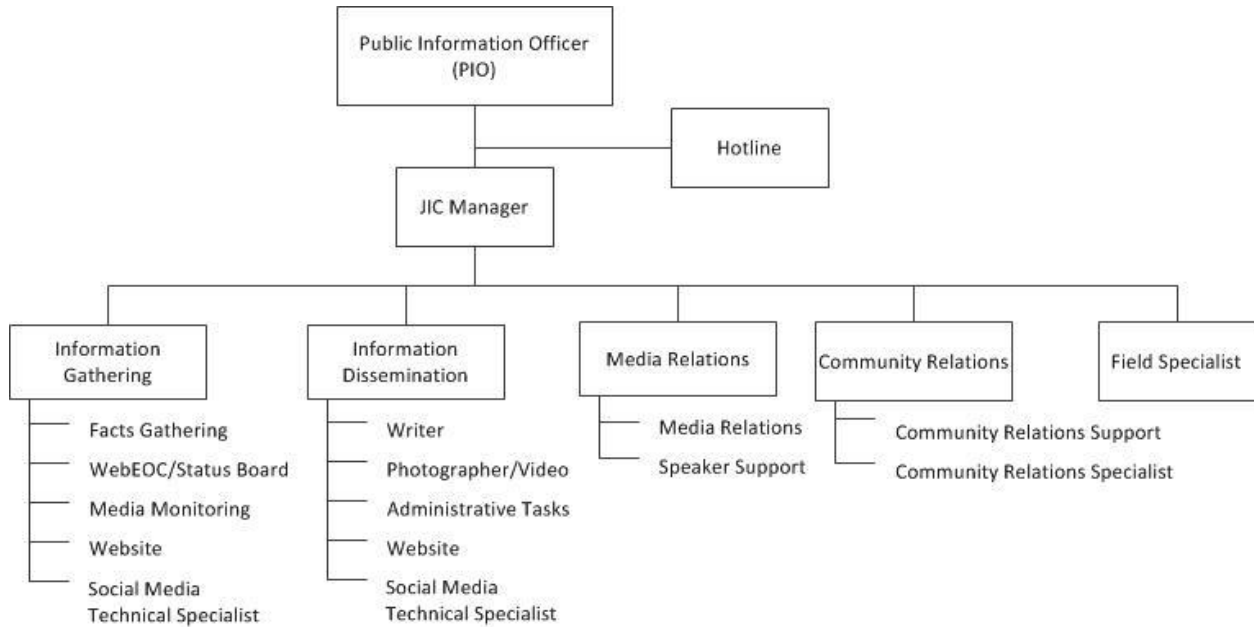


Figure 5 - JIC (Level 1 Activation - Complex/Catastrophic)

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The PIO has certain responsibilities dictated by NIMS/ICS and in reality spends most of his or her time outside the JIC working on strategic goals with the EOC Director. The JIC Manager works with the PIO on strategic plans, takes on the PIO’s responsibilities in his or her absence and acts as an office manager, primarily directing the Unit Leaders. The Unit Leaders are the top-level specialists, and work with the JIC Manager to develop tactical public information activities in support of the EOC Director’s strategic plans. Activities below the Unit Leader level are more specialized (in a full JIC) comprising boots on the ground work implementing tactical operations.

**Liaisons**

Federal support in an incident will operate under the standard operating procedures of Emergency Support Function (ESF) #15. Under the title of External Affairs, ESF #15 integrates and coordinates the functional areas of public affairs, community relations, State, local, and territorial affairs, the private sector, and congressional affairs. ESF #15 is led primarily by staff from the U.S. Department of Homeland Security (DHS)/Federal emergency Management Agency (FEMA), but may also be led by personnel from other Federal agencies during specific response scenarios. During an incident or planned event requiring a coordinated Federal response, DHS/FEMA will contact the affected State, tribal or local jurisdictions to identify their public information needs. Based on this information, DHS/FEMA and ESF #15 will support State, and local communications plans with staff and other resources which may include:

- Satellite trucks
- Communications equipment
- Items for media center such as TVs, computers, podiums, microphones, etc.
- Personnel

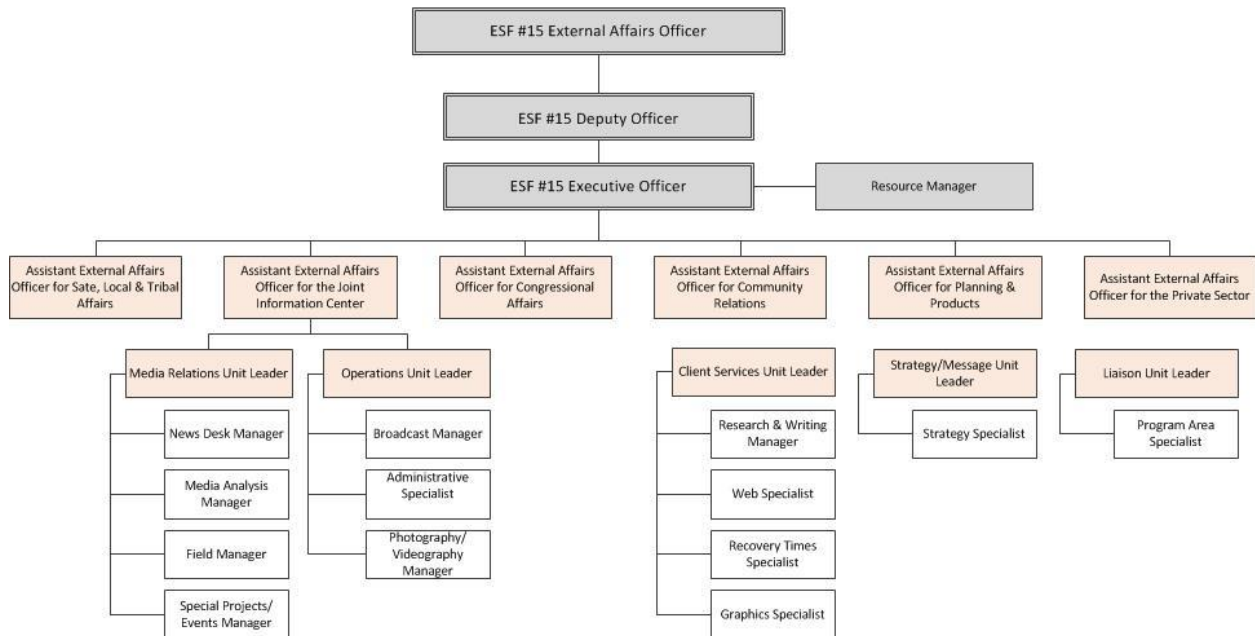


Figure 6 - Federal ESF Structure

**2.3.5 JIC Structure**  
**JIC Types - Physical/Virtual**

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Joint Information System Annex D  
Emergency Operations Plan

The decision to use a virtual JIC in place of a physical JIC will be made by the jurisdictional EOC and/or the OA EOC. If both are activated, then the involved jurisdictions will agree on the activation.

WebEOC is the primary method of information collection and dissemination during an activation or incident among jurisdictions and responders. Jurisdictions will utilize WebEOC to inform the OA of their EOC activation status and other important information. This information may be what is used to formulate the draft press releases. However, press release drafts to be coordinated amongst multiple jurisdictions will be posted to WebEOC for document collaboration.

**Virtual JIC**

A virtual JIC may be considered when resources are limited, or when PIOs are not able to physically co-locate because of distance or time constraints.

**Virtual JIC Benefits**

- Provide a larger pool of PIOs as it is possible to use resources from other jurisdictions without their having to leave their location.
- Absence of time or travel costs
- PIOs are able to access their own existing technologies and tools

**Virtual JIC Limitations**

- Need remains for media escorts or on-scene, field PIOs to support IC/UC.
- Press conference and media briefings cannot be conducted at a virtual JIC
- No face-to-face interactions; requiring solid working relationships ahead of time

**Physical JIC**

The physical JIC is a centralized location in which the public information function is coordinated. The Sacramento OA JIC is located within the OA Emergency Operation Center (EOC). Should the OA need to utilize an Alternate EOC, an Alternate JIC location would need to be identified. Ideally it would be situated close to the OA EOC and provide for media access when needed, but can be located anywhere suitable to support the response.

**2.3.6 Operating Concepts****Priorities**

The following are priorities for the JIS and subsequently the JIC when it is activated:

- Developing, recommending, and executing public information plans and strategies on behalf of the IC/UC through the EOC PIO
- Gaining and maintaining public trust and confidence
- Being the first and best source of information
- Ensuring the timely and coordinated release of accurate information to the public by providing a single release point of information
- Capturing images of the crisis in video and photos that can be used by the response organization as well as the media
- Monitoring and measuring public perception of the incident.
- Informing the EOC Director of public reaction, attitude, and needs
- Ensuring the various response agencies' information personnel work together to minimize conflict.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- Advising the EOC Director concerning public affairs issues that could impact the response.

**Establish Communications Flow and Operational Periods**

The JIC must have a communication strategy. The Communication strategy Outline (Appendix 5) helps the PIO to achieve both immediate (incident) and long-term (agency/organization) communications goals. The Communication Strategy Outline of an incident or catastrophic disaster can be pre-identified. It clarifies the roles and responsibilities of the information functions, which include:

- To inform in a timely, consistent, and appropriate manner.
- To increase awareness and understanding.
- To gain the public's support of the incident management objectives and strategies.
- To influence behaviors positively
- To ensure people with disabilities and others with access and/or functional needs access information: strategies, protocols and technologies are used to broadcast to the whole community.

Information and messaging delivery systems which are best suited to meet the needs of the incident and audience will be employed. Listed below are some types of delivery systems available:

- Wireless Emergency Alert System (WEA)
- Everbridge Sacramento Alert
- Electronic Media Television/Radio
- Internet postings
- Newspapers
- Popular and commonly used social networking tools
- 2-1-1 Sacramento, 3-1-1, GovDelivery.
- SacOES.org and SacramentoReady.org websites
- Community meetings/forums
- Organizations that serve people with disabilities and others with access and/or functional needs resources. (See Appendix 2)
- Social Media

**Management approval of strategy**

After creating the plan, PIOs should send this to the management team for review and gather their feedback. The Communication Strategy should be adjusted to meet changing conditions and priorities. The PIO will determine the hours of operation for the JIC in consultation with the JIC Manager and Command Staff at the EOC, and incident complexity.

Communications tools, especially for the Deaf and speech-impaired communities, have expanded. Texting, e-mail, instant messaging, social networks, and other computer based technologies are overtaking older technologies such as teletype writing devices for the deaf (TDDs and TTYs). Including these tools are of primary importance to keep people with sensory disabilities from information isolation (See [Appendix 3](#)).

**2.3.7 Initial Activities****Notification**

A request may come from the Incident Commander, the OA EOC, or other participating agencies within the OA. Notification to activate the JIC should be made through the OA Duty Officer at (916) 875-6900. The duty officer will activate a group Everbridge email, Slack.com, or text

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

communication. PIO staff will be instructed where to respond and to whom they will report. Contacted PIOs will give their availability to respond and their expected time of arrival. The entire OA may be contacted to support ongoing information requirements for any incident as needed.

***Sacramento Alert (Everbridge)***

All Public Information Officers within the Operational Area will be included in an Everbridge Group on the Sacramento Employee portal. This group will be used to send urgent notification alerting PIOs to a situation and activation of the Joint Information Center.

***Slack.com***

Slack is a group is a collaborative tool that integrates group messaging features as well as integrated file sharing for PDFs, images, videos and other files. Conversations are grouped in channels, allowing JIC team members to join or leave channels as needed.

**2.3.8 JIC Action Plans**

The JIC is designed to be a collaborative environment for the PIOs of OA jurisdictions and potentially those from other OAs, the California Office of Emergency Services (Cal OES), or the Federal government. It is not intended to be hierarchical, since OA jurisdictions always maintain authority and autonomy for coordinating their own public information activities.

- Identify common public messages as agreed upon by OA jurisdictions
- Identify assignments (where appropriate)
- Will be used as a tool to ensure that members are not duplicating efforts
- The OA JIC Manager is responsible for coordinating the planning process, producing and distributing the JIC Action Plan

**2.3.9 JIC Facility**

The primary JIC is within the Sacramento County EOC at McClellan Park.

**Security and Access**

Access to the Joint Information Center will be limited to “on-duty” personnel assigned a role in the Joint Information Center. All visitors to the JIC must present a valid government issued ID and sign in at the check-in area.

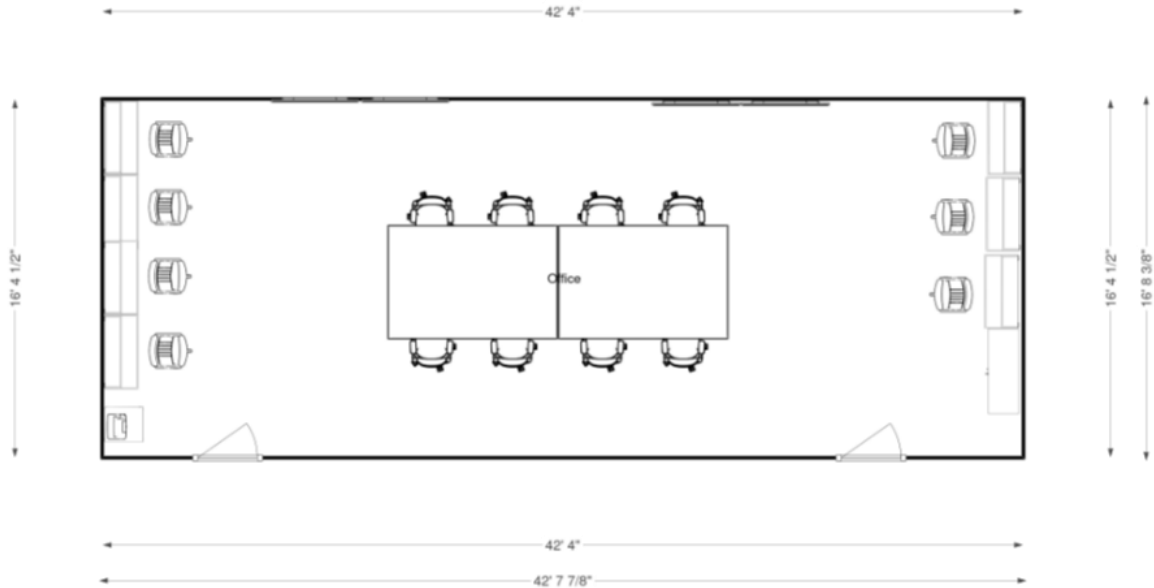
**Resources and Setup**

The OA maintains the following resources within the JIC: seven (7) workstations with dual monitor computers and phones with headsets; one (1) printer; one (1) easel boards; and a six (6) seat conference table.



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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan**JIC Layout****2.3.10 JIC Deactivation**

The PIO, in concurrence with the participating agencies decision makers, will deactivate the JIC. All members of the JIC will be alerted and a news release stating the JIC is no longer operational in information regarding how further incident information is to be released will be issued.

The PIO will direct JIC staff to:

- Ensure all equipment and personnel are returned to pre-emergency condition
- Ensure all generated information is given to JIC Manager for documentation

**2.4 Information Collection, Analysis and Dissemination****2.4.1 Message Development**

Messages should include:

- A statement of commitment, empathy or concern to use as an introduction which addresses what the receiver of the message is most concerned about;
- One to three key messages you want to address that are incorporated into a bridge between the sentence above and the body of your statement; and
- Clarify facts and give a call for action

Check messages for the following:

- Positive action steps
- Honest and open tone
- Applied risk communication principles
- Clarity
- Simple words, short sentences
- Grade language
- No jargon
- No judgmental phrases

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- No humor
- No extreme speculation

Do not avoid using words like “look,” “see,” and “hear,” even when addressing people with disabilities and others with access and/or functional needs. There are no good substitutes and trying to avoid using words considered natural speech which emphasize any difference. When dealing with the translation of messages into other languages, special attention should be paid to literal translations as some word usages may have different meanings and usages within the culture. Whenever possible a native language user from the intended audience should review the message for cultural competency.

**2.4.2 Message Dissemination**

During activation, all press releases will be posted within WebEOC and available to all PIOs. Press releases created by the Sacramento OA will also be posted to the [sacoes.org](http://sacoes.org) website. Press releases will be posted online, printed and posted in JIC, distributed to County channels, appropriate partner channels and call centers. Process is flexible and can be added to if necessary.

**2.4.3 Spokespersons**

When possible, the lead agency for the incident will provide the Spokesperson for the JIC. The Media Relations Unit Leader will coordinate and prepare lead agency spokespersons prior to any press conference. The lead agency is dependent on the type of incident and responding agencies. During complex incidents multiple spokespersons may be required for a press conference or public forum.

In Sacramento County, the lead Public Information Officer is the official spokesperson for all alerts and warning messaging released from the County. The responsibility is typically assigned to the Emergency Services Chief (if not the EOC Director) who in turn assigns public information operations and management to the PIO or the JIC. In all cases, the Emergency Services Chief and/or the EOC Director are responsible for final message content.

**2.4.4 Media Outlets**

A list of media outlets for Sacramento County and the surrounding region is maintained as a separate list by the County Executive Office, Public Information Office. JIS members should attempt to contact as many media outlets as possible within their jurisdiction when disseminating information, paying special attention to include non-English speaking outlets and any other information delivery vehicles to ensure the greatest number of affected people is informed.

**2.5 Communication Tools****2.5.1 Web Site Pages**

The Sacramento County Office of Emergency Services website (<http://www.sacoes.org>) is an informational site for the public. During an activation of the EOC, the site serves as a place for press releases and other emergency information to be publicly posted online. The public will be able to see if the EOC has been activated. Additionally, many OA jurisdictions maintain their own web sites and should update their web sites with important activation information.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan**2.5.2 Integrated Public Alert and Warning System (IPAWS) EAS**

EAS is a network of public broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a state of public peril or disaster, or other large-scale emergency. The Sacramento OES office can initiate and launch these messages as necessary. The County Communications Center can also launch EAS messages with approval from the Sacramento OES office.

**2.5.3 Sacramento Alert (Everbridge)**

The regional public mass notification system designed to keep County residents and workers informed during emergency events. Everbridge may be used to contact residents by one or all of the following methods: home phone, work phone, cell home, e-mail, TTY, and text message. Landline phone numbers are purchased from E911 database vendors, but other phone numbers, including cell phone and Voice over Internet Protocol (VoIP) numbers, and e-mail addresses must register to opt-in. For residents who download the Everbridge App (Google Play and Apple Store) push notifications from the app may be available as additional notification options.

**2.5.4 Wireless Emergency Alerts**

Wireless Emergency Alerts (WEA) can reach participating cell phone carriers within a general geographic area. Because it is geographically based on cell-tower location, it has the potential to reach more transient populations from out of the county. Oversight of this program is performed by FEMA.

**2.5.5 2-1-1 Sacramento**

2-1-1 Sacramento is a telephone-based service set aside by the FCC for the public's use in accessing community services 24 hours a day, seven days a week. 2-1-1 works closely with the OA to provide essential information to county residents in the event of a local or State emergency, as well as maintaining close working relationships with various agencies providing services throughout the OA. 2-1-1 is kept informed with the most up-to-date information from OA authorities in order to ensure they can relay and support accurate information to any calls received.

**2.5.6 Translation Services**

Translation services may be ordered through logistics or available through a Master Agreement on file.

**2.5.7 News Conference and Public Forums and Community Meetings**

There may be multiple spokespersons participating during a news conference, public forum, or community meeting. Each will speak to their own specialty or area of expertise.

The JIC will request a qualified sign language interpreter (certified CART specialist and real-time "captionist") to be present and media film in frame captioning at all press conferences held by public officials.

Elected officials are looked to by the public as a source of information and strength during an emergency. The officials need to advise the public on the status of the incident, the resources available to them, and what the public needs to do to ensure their safety. The OA will work to give these officials the critical information needed to guide the public. OA jurisdictional PIOs can provide tools or guidance to help elected officials, such as:

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- Prepare talking points and key messages for elected officials to deliver during interviews.
- Anticipate questions the elected official may be asked and prepare appropriate answers (particularly for difficult questions).
- Highlight public resources.

**2.5.8 Social Media**

The OA will use social media for communications to the public during a disaster. Integrating information being received from verified accounts of OA jurisdictions into the EOC can help to increase situational awareness and gain a better common operating picture. The OA JIC will monitor these accounts for relevant information.

Social media can also be a powerful tool in information dissemination; however messages released by the OA to social media sites in general must be approved by the OA EOC Director of Emergency Services; this is typically accomplished through approval of immediate talking points, followed by approval of press releases which are then disseminated in whole or in part among the various social media platforms. It is recognized that expediency and accuracy are necessary components of social media work, and therefore it may not always be practical to approve every message; however, an effort should be made to have the general talking points approved prior to dissemination.

**Virtual Operations Support Team or Virtual Technical Communities (VTC)**

With use of social media comes increased labor necessary to monitor postings. The use of a Virtual Operations Support Team (VOST) can assist with those needs including monitoring rumors, verifying press information and posts, and evaluating if the public is cooperative in following instructions delivered in messaging. In addition to VOST teams, the following non-profit social media and communications resources should be considered to support activation of the JIS:

- Humanity Road
- Standby Task Force
- Crisis Mappers
- Crisis Commons
- Information Technology Disaster Resource Center (ITDRC)
- FEMA Tech Corps
- Virtual Emergency Management Association (VEMA)
- Government Social Media Organization

**Chapter 3 – Plan Development and Maintenance****3.1 Annex Updates**

Responsibility for the JIS Annex – including its appendices, checklists and notification lists – lies with the Sacramento Office of Emergency Services (Sac OES). The Annex should be reviewed and updated at a minimum of every three (3) years, or as needed. Notification lists should be updated at a minimum of every six months and disseminated to agency ESCs and PIOs.

**3.2 Training and Exercises**

PIOs should complete training commensurate with their anticipated role in the JIC. At a minimum, PIOs need to complete the following courses:

- ICS 100: Introduction to the Incident Command System

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- ICS 200: ICS for Single Resources & Initial Action Incidents
- IS – 700A: National Incident Management System
- IS- 701: NIMS Multiagency Coordination System (MACS)
- IS- 706: NIMS Intrastate Mutual Aid
- IS – 702: Public Information Systems
- IS – 800B: National Response Framework
- Cal OES/CSTI SEMS/NIMS Combined Course
- G775: EOC Management and Operations
- G191: ICS/EOC Interface Workshop

The following courses are highly recommended for completion:

- IS-29: Public Information Officer Awareness
- IS-42: Social Media in Emergency management
- G290/291: Basic Public Information Officer Course and Joint Information Systems
- CalOES/CSTI Public Information Officer Section/Position Training
- G388: FEMA Advanced Public Information Officer

The training schedule will be identified at the annual Multi-Year Training and Exercise Plan Workshop.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan**Attachment 1: Initial Response/EOC Activation****Public Information Checklist**

When there is a need to disseminate emergency information to the public:

- Obtain a briefing from the Emergency Operations Center (EOC) Director or Planning Section Chief for the most up-to-date information.
- Initiate and maintain an activity log, recording information and requests.
- Determine the need for additional public information staff and resources. Assign assistant Public Information Officers, as needed.
- Contact local media personnel for the need to disseminate information to the public.
- Update the Emergency Services Chief/Coordinator on the current status of the public information function and available staff.
- Determine the need to establish the Disaster or Citizen Information Hotline.
- Coordinate with AFN Coordinator to determine Access and Functional Needs messaging considerations, including the dissemination of information in different languages.

**Response Operations**

When there is a need to coordinate and communicate information regarding an emergency or disaster event:

- Determine the need for information coordination between all involved agencies and jurisdictions.
- Activate the Joint Information Center (JIC) as needed. Coordinate messaging between multiple impacted municipalities and districts.
- Manage and brief the media on the status of the event. Respond to all media requests, as possible.
- Manage rumor control activities.
- Participate in Situation Status briefings. Coordinate the collection of accurate and up-to-date information with the Situation Status Unit in the Planning Section of the EOC.
- Manage the Disaster and/or Citizen Information Hotline.
- Coordinate with the AFN Coordinator to ensure the People with disabilities and those with Access and Functional Needs (DAFN) populations are continually considered, and focused messaging is provided as needed.

**Demobilization**

- Participate in After Action meetings and discussions.
- Collect, finalize and submit all activity log and other emergency-related documentation to the Planning Section.
- Coordinate with all involved jurisdictions and agencies regarding the demobilization of the JIC, if applicable.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

**Attachment 2: Pre-Scripted Messages**

**Warning – General Incident**

The Sacramento County Office of Emergency Services has issued the following warning for those who live, work, or are visiting in [county/city/jurisdiction].

An emergency situation involving [county/city/jurisdiction] is currently in progress at: [Describe location by reference to facility name (if known), street and cross street, other geographic features (rivers, rail lines, etc.), and neighborhood name where appropriate].

Emergency personnel are currently responding to [incident name] and local officials are monitoring the situation. To keep yourself safe and avoid impeding the emergency response, please avoid this area until further notice.

To repeat, an emergency situation involving [county/city/jurisdiction] is currently in progress at: (Repeat location in 2 above). Please avoid this area.

Do not call [911] for information about the emergency situation. Instead, stay tuned to [radio/TV station] for additional official information.

###

**Alternate format checklist**

Use the following checklist to ensure you’ve provided messaging to ensure reach to People with Disabilities and those with Access or Functional Needs.

- American Sign Language (ASL)
- Multiple languages
- Closed caption
- Large print (14 Point Verdana)
- Electronic format (whose size may be adjusted on a mobile device; PDFs are not compliant)
- Audio format

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

**Warning – Road/Facility Closure**

The Sacramento County Office of Emergency Services has issued the following warning for those who live, work, or is visiting in [county/city/jurisdiction]:

It has been necessary to close certain local streets and highways due to:

- Flooding
- Fire / explosion
- Incident involving hazardous materials
- Other:

As of [time of day] today, the following roads have been closed by law enforcement officials:

Street or Route Name  
At or Between

Please avoid these routes:

If you must travel, use alternate routes, such as:

We recommend that you refrain from driving and remain at home due to the extremely bad travel conditions.

In addition, the following facilities have been closed due to the [incident name].

Again, the roads and streets that have been closed are: (Repeat as listed)

Please stay turned to [radio/TV station] for additional information on the current emergency situation.

###

**Alternate format checklist**

Use the following checklist to ensure you’ve provided messaging to ensure reach to People with Disabilities and those with Access or Functional Needs.

- American Sign Language (ASL)
- Multiple languages
- Closed caption
- Large print (14 Point Verdana)
- Electronic format (whose size may be adjusted on a mobile device; PDFs are not compliant)
- Audio format



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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

**Warning Shelter-in-Place**

The Sacramento County Office of Emergency Services has issued the following warning for those who live, work, or is visiting in [county/city/jurisdiction].

There has been an accidental release of hazardous material that is affecting a portion of the local area. People in the following area must take protective measures: [Describe area boundaries].

If you are located in this area, do the following immediately in order to protect yourself:

- Go inside your home, workplace, or the nearest building that appears to be reasonably airtight and stay there. Take your pets with you.
- Close all doors, windows, and any fireplace dampers.
- Turn off any heating or cooling system that draws in air from the outside.
- Keep your radio on and tuned to [radio station] to receive emergency announcements and instructions.
- Gather items that you may need to take with you if you are advised to evacuate.

People traveling in vehicles should seek shelter in the nearest airtight structure. If a suitable structure is not immediately available, travelers should roll up car windows, close air vents, and turn off the heater or air conditioner until they reach a suitable building.

If shelter is not immediately available, keep a handkerchief, towel, or damp cloth snugly over your nose and mouth until you get indoors.

If you know of any neighbors or co-workers with hearing or language problems or additional needs, please advise them of this message.

Please do not call [911] or local emergency officials for information. Stay tuned to [radio/TV station] for additional information.

If school is in session, choose one of the following:

- Students at the following school(s) are taking shelter at their schools: \_\_\_\_\_ Parents should not attempt to pick up students at school until the hazardous situation is resolved and they are advised it is safe to do so.
- Students at the following school(s) [have been/are being] evacuated to other facilities:  
\_\_\_\_\_

Parents should not attempt to pick up students from schools that have been evacuated.

Local officials will provide information on where to pick up school children as soon as it is available.

###

**Alternate format checklist**

Use the following checklist to ensure you've provided messaging to ensure reach to People with Disabilities and those with Access or Functional Needs.

- American Sign Language (ASL)

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

- Multiple languages
- Closed caption
- Large print (14 Point Verdana)
- Electronic format (whose size may be adjusted on a mobile device; PDFs are not compliant)
- Audio format

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Joint Information System Annex D  
Emergency Operations Plan

**Advisory – Evacuation Advisory**

The Sacramento County Emergency Operations Center has issued the following evacuation advisory for those who live, work, or are visiting in [county/city/jurisdiction].

Due to the threat of [insert threat], it may be necessary for people who live, work or are visiting in the certain local areas to evacuate in the near future. This area(s) that may be at risk include:[Describe area boundaries]

Potential evacuation routes from the area(s) at risk include: \_\_\_\_\_.

. If evacuation becomes necessary, a Mandatory Evacuation Order will be issued; however those who may need additional time to evacuate should prepare to evacuate now, and not wait for an Evacuation Order.

To prepare, you should follow the 5 Ps of evacuation:

- People
  - o People and, if safely possible, pets and other animals/livestock
- Prescriptions
  - o Prescriptions, with dosages; medicines; medical equipment; batteries or power cords; eyeglasses; and hearing aids
- Papers
  - o Papers, including important documents, computers (hard copies and/or electronic copies saved on external hard drives or portable thumb drives).
- Personal Needs
  - o Personal needs – such as clothes, food, water first aid kit, cash, phones, and chargers – and items for people with disabilities and others with access and/or functional needs, such as older adults, children, and those with Limited English Proficiency
- Priceless Items
  - o Priceless items, including pictures, irreplaceable mementos, and other valuables

You should also:

- Gather suitcases, boxes, or bags to hold your emergency supplies.
- Be prepared to secure your home or office and your property before you depart.
- Ensure your car is in good shape and you have adequate fuel.
- Decide where you will go if you have to evacuate. Make arrangements with relatives or friends or consider making hotel or motel reservations.

If you know of any neighbors or co-workers with hearing or language problems or with access and functional needs, please advise them of this message. And if you have neighbors or co-workers who do not have transportation, offer to assist them if you can.

Keep your radio or TV on and listen for further information about this situation. Please do not call [911] or local emergency officials for information as this impacts telephone lines needed for emergency operations.

###

**Alternate format checklist**

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Joint Information System Annex D  
Emergency Operations Plan

Use the following checklist to ensure you've provided messaging to ensure reach to People with Disabilities and those with Access or Functional Needs.

- American Sign Language (ASL)
- Multiple languages
- Closed caption
- Large print (14 Point Verdana)
- Electronic format (whose size may be adjusted on a mobile device; PDFs are not compliant)
- Audio format

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Joint Information System Annex D  
Emergency Operations Plan

**Warning Message – Mandatory Evacuation Order**

The Sacramento County Office of Emergency Services has issued the following Mandatory Evacuation Order for those who live, work, or are visiting in [county/city/jurisdiction].

Due to [insert emergency] that threatens/is affecting a portion of the local area, the [County Executive/City Mayor] recommends that people in the following area evacuate immediately to protect their health and safety:

Recommended evacuation routes from the area(s) at risk include: \_\_\_\_\_.

Be sure to take essential items such as the 5 Ps of evacuation:

- People and Pets
- Prescriptions, including medical equipment, eyeglasses, hearing aids and batteries
- Papers, including important documents, computers or external hard drives
- Personal Needs, including clothes, food water, cash, phones and chargers
- Priceless items, including pictures, irreplaceable mementos and other valuables

Do not delay your departure to collect other belongings.

**Things to Remember**

1. Take your pets with you, but make sure you bring a leash, crate, or cage for them. Some shelters will not accept pets.
2. If you have no means of transportation, or if you are physically unable to evacuate on your own, ask a neighbor to assist you.
3. If you know of any neighbors or co-workers with hearing or communication barriers, medical or mobility needs, please advise them of this message. And if you have neighbors or coworkers who need help or do not have transportation, offer assistance if you can.

Repeating, local officials recommend the people in the following area(s) evacuate now: (Repeat the area above.)

Please do not use your telephone except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. Once safe and out of the Mandatory Evacuation Area, check in with loved ones using text messages, group text, social media or the Red Cross [www.safeandwell.com](http://www.safeandwell.com) site.

###

**Alternate format checklist**

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Joint Information System Annex D  
Emergency Operations Plan

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Joint Information System Annex D  
Emergency Operations Plan

**Special News Advisory – Supplemental Evacuation Information**

The Sacramento County Office of Emergency Services has issued the following advisory for those who live, work, or are visiting in [county/city/jurisdiction]:

Due to the threat of [insert emergency], local officials have recommended that people who live, work or are visiting in the following areas evacuate to protect their health and safety: [Describe area boundaries.]

Use the following evacuation routes: \_\_\_\_\_.

You should take the following emergency supplies with you:

- clothing for your family for several days
- bedding, pillows, and towels for each family member
- prescription medicines & spare eyeglasses
- soap and toiletries
- baby food and diapers
- address book or list of important telephone numbers
- checkbook, credit cards, and cash
- driver’s license and identification cards
- portable radio and flashlight, with extra batteries
- assistive devices and auxiliary aids

**Things to Remember**

1. Plan where you will stay until the emergency situation is resolved. Staying with relatives or friends or in a hotel or motel is a good choice.
2. If you cannot find another place to stay, temporary public shelters will be/have been opened at: \_\_\_\_\_.
3. Take your pets with you, but make sure you bring a leash, crate, or cage for them as well as pet food.
4. Secure your property before you depart. Shut off all appliances, except refrigerators and freezers. Lock all doors and windows.
5. Expect travel delays on evacuation routes. If you have a substantial distance to drive, you may want to take drinks and ready-to-eat food in your car in case you are delayed.
6. If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you.
7. If you have neighbors or co-workers, who need help or do not have transportation, offer to assist them if you can.
1. If you know of any neighbors or co-workers with hearing or communication barriers, medical or mobility needs, please advise them of this message. And if you have neighbors or coworkers who need help or do not have transportation, offer assistance if you can.

Please do not use your telephone to call 9-1-1 except to report a true emergency. Stay tuned to this station for more information and instructions from local officials. If you missed some of the information in this advisory, it will be broadcast again soon, or visit our web page at [www.saco.es.org](http://www.saco.es.org) for the latest information.

###

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Joint Information System Annex D  
Emergency Operations Plan

**Alternate format checklist**

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- Closed caption
- Large print (14 Point Verdana)
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- Audio format



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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

### **Attachment 3: Media Contact Information**

Sacramento County maintains a list with updated person-specific contact information for the following media. The information below provides general contact information only.

1. News Media
2. Print Media
3. Radio Stations
4. Online Only Contacts
5. Government Access Channel

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Joint Information System Annex D  
Emergency Operations Plan**Appendix 1: PIO Go-Kits****COMPUTER EQUIPMENT**

- Laptop computer capable of connecting to the Internet/e-mail loaded with software, with chargers, USB cords
- Portable Printer
  - Extra printer cartridges
- Tablet Device
  - Charger, back up battery
  - HDMI or projector connector cable

**PHONES/ELECTRONICS**

- Cell phone (smart phone) with charger and backup battery
- Battery powered radio and/or NOAA weather/emergency radio
- Flash drives
- Multimedia box

**CAMERAS/VIDEO**

- Digital camera
- Video Camera
- Tripod
- Photo storage media, SD Cards
- Chargers, back up batteries
- Microphone
- Lighting
- Hot shoe brackets

**STORAGE DEVICES W/INFORMATION**

- Free wireless access point locations
- USB flash drives, CDs, external hard drive loaded with:
  - Media and JIC contact lists
  - Electronic copy of your agency letterhead
  - News release template
  - Topic-specific fact sheets
  - Background papers

**MANUALS/BACKGROUND INFORMATION**

- Hard copies of all critical information
- Maps of local jurisdictions

**OFFICE SUPPLIES**

- Clipboard, writing pads, pens
- Paper, scissors, markers
- Spare batteries
- Trash bags
- Duct tape, masking tape, painter's tape
- Cleaning wipes
- Stapler, hole punch, paperclips, binder clips
- Folders, name tags, labels
- Post-it notes

**PERSONAL PROTECTION EQUIPMENT/SUPPLIES**

- Gloves, mask
- Hat, hard hat or helmet
- Rain suit, cold/hot weather clothing (as appropriate)
- Hand sanitizers
- Sunscreen
- Reflective vest, belt, flashlight
- Medicines
- Glasses, sunglasses
- First Aid kit
- Food and Water

**DIRECTIONAL SUPPLIES**

- Balloons, string
- Colored wristbands
- Blade Flag/PIO Barricade Tape
- Laminated directional arrows

**OTHER**

- Copy of County or Agency EOP and agency's Public Information Plan
- Field Operations Guide
- Business card with contact information
- Zip ties
- Zip-Lock Baggies
- Clamps
- Hammer
- Screwdriver kit
- Staple Gun

## Appendix 2: Whole Community Communication Tools



### Smartphone Accessibility

- Publish with smartphone text readers in mind
- eliminate use of PDF documents



### Websites and Blogs

- Ensure 508 Compliance
- Web Content Accessibility Guidelines (WCAG)



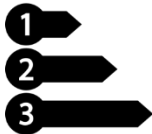
### Photos

- Provide appropriate text description and captions



### Closed Captioning

- Ensure closed captioning is utilized on all published videos
- Upload .srt files to Facebook videos to ensure captions are visible



### Infographics and Pictorial Displays

- Ensure simplicity of design
- Test colors so images are recognized by individuals with color blindness, use online color blindness simulators to test readability
- Ensure appropriate contrast in colors for individuals with low vision



### Sign Language Interpreter

- Ensure interpreters are provided at press conference events, community meetings, and on recorded video whenever possible
- For live events, arrange for a CART captioner



### Sacramento Alert (Everbridge)

- Ensure that TTY/TDD is selected as an option for message delivery



### Soundcloud

- Upload audio files including reading aloud press releases; utilized link file along with visual postings of releases

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Joint Information System Annex D  
Emergency Operations Plan



**Traplins**

- Add QR Codes to all printed documents that connect to an audio version that may be heard through the smartphone

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Joint Information System Annex D  
Emergency Operations Plan**Appendix 3: Diversity of Web Users****Auditory***Examples of Barriers*

- Audio content, such as videos with voices and sounds, without captions or transcripts
- Media players that do not display captions and that do not provide volume controls
- Media players that do not provide options to adjust the text size and colors for captions
- Web-based services, including web applications that rely on interaction using voice only
- Lack of sign language to supplement important information and text that is difficult to read

*Corrective Actions*

- Transcripts and captions of audio content, including audio-only content and audio tracks in multimedia
- Media players that display captions and provide options to adjust the text size and colors of captions
- Options to stop, pause or adjust the volume of audio content (independently of the system volume)
- High-quality foreground audio that is clearly distinguishable from any background noise.

**Cognitive and Neurological***Examples of Barriers*

- Complex navigation mechanisms and page layouts that are difficult to understand and use
- Complex sentences that are difficult to read and unusual words that are difficult to understand
- Long passages of text without images, graphs, or other illustrations to highlight the context
- Moving, blinking, or flickering content and background audio that cannot be turned off
- Web browsers and media players that do not provide mechanisms to suppress animations and audio
- Visual page designs that cannot be adapted using web browser controls or custom style sheets

*Corrective Actions*

- Clearly structured content that facilitates overview and orientation
- Consistent labeling of forms, buttons, and other content parts
- Predictable link targets, functionality, and overall behavior
- Different ways of navigating websites, such as through a hierarchical menu or search option
- Options to suppress blinking, flickering, flashing, or otherwise distracting content.
- Simpler text that is supplemented by images, graphs, and other illustrations

**Physical***Examples of Barriers*

- Insufficient time limits to respond or to complete tasks, such as to fill out online forms
- Controls, including links with images of text, that do not have equivalent text alternatives
- Missing visual and non-visual orientation cues, page structure, and other navigational aids
- Inconsistent, unpredictable, and overly complex navigation mechanisms and page functions

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

***Corrective Actions***

- Voice recognition, eye tracking, and other approaches for hands-free interaction

**Speech**

***Examples of Barriers***

- Websites offering phone numbers as the only way to communicate with the organization
- Web-based services, including web applications, that rely on interaction using voice only

***Corrective Actions***

- Ensure website links are provided alongside phone numbers

**Visual**

***Examples of Barriers***

- Images, controls, and other structural elements that do not have equivalent text alternatives
- Text, images and page layouts that cannot be resized, or that lose information when resized
- Missing visual and non-visual orientation cues, page structure, and other navigational aids
- Video content that does not have text or audio alternatives, or an audio-description track
- Inconsistent, unpredictable, and overly complex navigation mechanisms and page functions
- Text and images with insufficient contrast between foreground and background color combinations
- Websites, web browsers, and authoring tools that do not support use of custom color combinations

***Corrective Actions***

- Enlarging or reducing text size and images
- Customizing settings for fonts, colors, and spacing
- Listening to text-to speech synthesis of the content
- Listening to audio descriptions of video in multimedia

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Joint Information System Annex D  
Emergency Operations Plan**Appendix 4: Roles and Responsibilities and Job Aids and Checklists**

The figure below represents the Job Aids that are available for certain positions within the JIC. These Aids can be found in the FOG to this Annex.

Position	Job Aid	Description
Public Information Officer	Establishing the Initial Response	This Job Aid includes tasks the PIO must accomplish prior to and in preparation for the establishment of a JIC.
	Establishing a JIC	This Job Aid includes tasks to assist the PIO in establishing and managing a JIC.
	Demobilizing a JIC	This Job Aid includes tasks to assist the PIO with demobilization activities applicable to all personnel assigned to the JIC.
JIC Manager	Developing the Operating Schedule	

**JIC Manager:** The JIC Manager is selected by the PIO to supervise the daily operations of the JIC; execute plans and policies, as directed by the PIO; and provide direction to the Unit Leaders to ensure all functions are well organized and operating efficiently. The JIC Manager should possess public affairs, crisis response, JIC and management or leadership experience. The JIC Manager should have the same training as the PIO.

**OA JIC Liaison:** The JIC Liaison is assigned by the PIO or JIC Manager. The OA JIC Liaison represents the interests of the Sacramento County Operational Area (Sac OA) in the Regional State JIC by gathering and sharing information in support of the assigned JIC. Personnel selected for this position should possess experience in public affairs, crisis response, JIC operations and management. This person may be required to speak to the media during press conferences and media inquiries.

**Information Gathering Unit Leader:** The Information Gathering Unit Leader is assigned by the PIO or JIC Manager. The Information Gathering Unit Leader conducts information gathering activities in support of the JIC. Personnel selected for this position should possess experience in public affairs, crisis response, JIC operations and management.

**Fact Gathering Specialist:** The Fact Gathering Specialist is assigned by the JIC Manager and reports to the Information Gathering Unit Leader. The Fact Gathering Specialist is responsible for gathering and verifying incident information in the JIC. Personnel selected for this position should possess public affairs and ICS experience. Selected personnel should be able to work quickly, accomplish tasks with only initial direction and function efficiently in a high-stress environment.

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

**WebEOC Status Board Specialist:** The WebEOC Status Board Specialist is assigned by the JIC Manager and reports to the Information Gathering Unit Leader. The WebEOC Status Board Specialist is responsible for updating incident information in WebEOC and ensuring JIS members have the access and ability to use the appropriate boards. Personnel selected for this position should possess public affairs and ICS experience as well as specific experience in the WebEOC software. Selected personnel should be able to work quickly, accomplish tasks with minimal direction and function efficiently in a high-stress environment.

**Media Monitoring and Analysis Specialist:** The Media Monitoring and Analysis Specialist assess the content and accuracy of news media reports and assists in identifying trends and breaking issues. The Media Monitoring and Analysis Specialist provide daily coverage synopses; identifies issues, inaccuracies and viewpoints; and recommends corrections to the Media Relations Unit Leader.

**Rumor Control Specialist:** The Rumor Control Specialist receives, verifies and ensures facts are disseminated to dispel incorrect rumors regarding the incident.

**Information Dissemination Unit Leader:** The Information Dissemination Unit Leader is assigned by the PIO or JIC Manager to manage the product development responsibilities of the JIC. Personnel selected for this position should possess some public information, journalism, photography, videography, web management, desktop publishing, ICS and JIC experience. Selected personnel should be able to type, operate a variety of computers and software, work quickly, accomplish tasks with minimal direction and function efficiently in a high-stress environment.

**Writer:** The Writer is assigned by the Information Dissemination Unit Leader to produce written news releases, media advisories, public service announcements, fact sheets, talking points, emergency public information, voice and text messages, blog and social media statements and other direct-to-stakeholder information products. Personnel selected for this position should possess strong journalism skills and some public information, ICS and JIC experience.

**Photographer/Videographer:** The Photographer/Videographer is assigned by the JIC Manager to shoot high quality photos and video for release to the public and media. The Photographer/Videographer reports to the Information Dissemination Unit Leader. Personnel selected for this position should possess extensive photographic, video-graphic, electronic photo and video editing and some journalism skills. The Safety Officer may require that the Photographer/Videographer should have the OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) certification or wear personal protective equipment in order to photograph or videotape near the hazard site. Selected personnel should be able to operate a variety of digital, still and video cameras; accomplish tasks with minimal direction; and function efficiently in a high-stress environment.

**Administrative Assistant:** The Administrative Assistant is assigned by the JIC Manager to manage additional activities in support of the Information Dissemination Unit Leader and his or her staff. Personnel selected for this position should be able to accomplish tasks with minimal direction and function efficiently in a high-stress environment.

**Web and Social Media Specialist:** The Web and Social Media Specialist is assigned by the JIC Manager to manage all JIC web activities in support of both the Information Gathering Unit Leader and the Information Dissemination Unit Leader, and his or her staff. They may be located in the physical JIC or at a virtual JIC location away from the Command Post. Personnel selected for this



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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

position should be knowledgeable of web site design software, Internet protocols, social media policies, web site accessibility (Section 508 of the Rehabilitation Act of 1973); able to accomplish tasks with minimal direction; and function efficiently in a high-stress environment.

**Media Relations Specialist:** The Media Relations Specialist is assigned by the JIC Manager to manage the distribution of information regarding the event. Personnel selected for this position should have experience interacting directly with the media, be able to speak clearly and concisely, be able to accomplish tasks with minimal direction and function efficiently in a high-stress environment. Depending on the region, bilingual personnel may be needed in this Unit.

**Speaker Support Specialist:** The Speaker Support Specialist is assigned by the JIC Manager to manage the coordination of meetings, interviews and engagements. The Speaker Support Specialist reports to the Media Relations Unit Leader. Personnel selected for this position should have good interpersonal skills, the ability to accomplish tasks with minimal direction and function efficiently in a high-stress environment. In addition, personnel may need to be bilingual.

**Field Specialist:** The Field Specialist is assigned by the JIC Manager to provide media relations and other JIC support in the field. Depending on the region, bilingual personnel may be needed.

**Community Relations Unit Leader:** The Community Relations Unit Leader is assigned by the JIC Manager to monitor the community's concerns regarding the incident, advise the PIO about community information needs, and coordinate release of information to the public. Personnel selected for this position should possess community relations, crisis response, JIC, operations, management and ICS experience, as well as have demonstrated skills in interacting with the public. Personnel should have experience identifying different stakeholders, and using interviews to ascertain community knowledge, attitudes and behaviors. Personnel should also have good interpersonal skills, risk communications experience, the ability to accomplish tasks with minimal direction and function efficiently in a high-stress environment.

**Community Relations Specialist:** The Community Relations Specialist is assigned by the JIC Manager to document and respond to community inquiries. Personnel selected for this position should have experience interacting directly with the community, speaking clearly and concisely, accomplishing tasks with minimal direction and functioning efficiently in a high-stress environment. Personnel should also have experience identifying different stakeholders, and using interviews to ascertain community knowledge, attitudes and behaviors. Depending on the region, multilingual personnel may be needed in this Unit.

**Community Support Specialist:** The Community Support Specialist is assigned by the JIC Manager to manage the coordination of meetings, interviews and engagements. The Community Support Specialist reports to the Community Relations Unit Leader. Personnel selected for this position should have good interpersonal skills, the ability to accomplish tasks with minimal direction and function efficiently in a high-stress environment. Coordinate with the Disabilities and Access and Functional Needs Working Group Supervisor at the Operational Area Emergency Operations Center.

**Information Technology Specialist:** The Information Technology (IT) Specialist is assigned by the JIC Manager for the setup and maintenance of the wireless Internet capability at the JIC, including troubleshooting computer and network connection issues. The IT Specialist reports to the JIC Manager. Personnel selected for this position should have a strong understanding of the County

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

Internet capabilities, systems, and resources, as well as experience in computer repair and systems engineering. Fluent in Section 508 and Web Content Accessibility Guidelines (WCAG).

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan**Appendix 5: Communications Strategy Template****Incident Name:****Communication Strategy Outline**

**Purpose:** The Communication Strategy Outline will help to achieve both immediate (incident) and long-term (agency/organization) communication goals. The information strategy clarifies the roles and responsibilities of the information function, which includes (1) inform in timely; consistent and appropriate manner, (2) Increase awareness and understanding; (3) Gain the public's support of the incident management objectives and strategies; and (4) Influence behaviors positively. It should be developed in close consultation with the EOC manager, the Director of Emergency Services, OA Coordinator, and the ID/UC. A great deal of the Communication Strategy Outline can be pre-identified for an incident or catastrophic disaster. Safety of personnel and the public should be the first priority in all communications actions you recommend. The Communication Strategy is a dynamic document requiring adjustment to meet changing conditions and priorities. This document should complement the OA EOC Action Plan.

1. **Situation Statement:** In addition to a brief description of “who, what, when, where, why” of the incident, clearly describe the significant issues or concerns to be addressed in the strategy; for example evacuations, threatened landmarks, significant area closures, involvement of the military, anticipated media interest.
  - a. **Background:**
  - b. **Significant Issues/Concerns:**
2. **Communication Objectives:** All communications actions should be objective-driven. The objectives should be concise and measurable, and should address both internal and external communications needs.
3. **Key Messages:** Address the important issues identified in the situation. Effective messages are clear, simple, concise, and tailored to the target audiences.
4. **Target Audiences/Communication Methods:** What specific groups, organizations, or individuals – both external and internal – are affected by or interested in the incident and its outcome
  - a. **List Key Audiences**
    - i. **External**
    - ii. **Internal**
5. **Information Resources/Locations:** List potential locations as information sites, which can be pre-identified gathering places; web-sites; trusted community messengers or places that may be available.
  - a. Sacramento Ready Website
  - b. Jurisdiction Facebook, Twitter, Instagram, YouTube, other
  - c. 2-1-1 Sacramento
6. **Monitoring Methods:** Methods to measure whether actions meet objectives. Indicate how communication efforts will be tracked/measured for success, e.g., review media coverage, talk with community leaders, and ask local residents for feedback.

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Joint Information System Annex D  
Emergency Operations Plan**Appendix 6: Press Conference Checklist****Press Conference Checklist**

Successful press conferences invariably involve a great deal of staff time and should be undertaken as a complement to the Joint Information System.

**Press Conference Plan:**

Activate and thoroughly brief the primary spokesperson for the incident. This person should be well prepared for the event and ready to answer reporters' questions.

To help the spokesperson:

- Develop a brief statement – under 10 minutes is a good rule-of-thumb; and a set of talking points focusing on your key messages. Ensure any talking points include appropriate guidance for people with disabilities and others with access and/or functional needs including location of ADA compliant shelters, para-transit, and evacuation routes.
- Consider using visual aids such as poster-size charts or overheads. If visuals are produced, they should be clear and easily understood, and visible from any point in the press area.
- Anticipate questions and prepare clear, brief answers.
- Provide the statement, talking points, and Q&As to the spokesperson and anyone else who might be answering questions. (Note: Do not distribute talking points or Q&As; they are for internal use only.)
- Decide how questions will be handled. If more than one person is involved in the presentation, it is a good idea to have a moderator who is knowledgeable about the participants and can call on the best person to answer each question.
- Set a time limit for the press conference and Q&A session.

**Before the News Conference**

- Find credible spokespersons who will work with PIO/JIC to develop key messages.
- TV and radio producers need time to edit the story for broadcast, and newspaper reporters need time to write.
- Identify a site for the news conference and, if possible, schedule it in the morning hours.
- Consider parking, security, and photo opportunity needs. TV tells its story in pictures; the site should be as appropriate to the response as possible.
- Write a media advisory using the "who, what, where, when, and why" basics. Keep it brief — a media advisory is not a press release. Include crucial information such as directions, a map, where to enter the building, parking instructions, and what will be addressed at the news conference. E-mail and/or fax the media advisory to the list of journalists. E-mail it as early as possible before the press conference, and whenever possible follow up with a phone call to confirm it has been received by each newsroom.
- Have the materials prepared and ready to be distributed to the attendees. Include a press release, a fact sheet and/or brochures, photos, graphs, and charts in a press kit.
- Have the site of the conference well prepared. Post signs or other visuals in advance, if possible. Also, post directional signs to guide journalists to the site.
- Arrange for American Sign Language (ASL) Interpreter to be on site for the press conference.
- Arrange for multi-lingual agency representatives to be present for foreign language media.

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Joint Information System Annex D  
Emergency Operations Plan

- Work with audio/visual and graphics experts to have pictographs available for press conference.

**Immediately Before the Press Conference:**

- Review logistics and the instructions above. Arrive at least an hour ahead of time if possible.
- Meet members of the press as they arrive. Take down their names and phone numbers and give each of them a press kit, agenda, general information and a press release.
- Start the news conference no later than five minutes after the announced time. Have the speakers present and allow some time for the Q&A.
- Have the PIO facilitate the Q&A session.
- Position the ASL Interpreter as close to the speaker as possible, to ensure the media have a better opportunity to include the ASL Interpreter in all camera shots.
- Request media to include ASL Interpreter to be in the camera shot next to the main speaker.

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Joint Information System Annex D  
Emergency Operations Plan**Appendix 7: Training Resources****Minimum Training Requirements**

Class Name	Description	Web Link
IS-100	Intro to the Incident Command System	<a href="https://emilms.fema.gov/IS0100c/">https://emilms.fema.gov/IS0100c/</a>
IS-200	Basic Incident Command System	<a href="https://emilms.fema.gov/IS200c">https://emilms.fema.gov/IS200c</a>
IS-700	Intro National Incident Management System	<a href="https://emilms.fema.gov/IS700b">https://emilms.fema.gov/IS700b</a>
IS-800	National Response Framework	<a href="https://emilms.fema.gov/IS800c">https://emilms.fema.gov/IS800c</a>
G 290	Basic PIO	<a href="#">CSTI</a>
G 291	Joint Information System	<a href="#">CSTI</a>
PER 304	Social Media for Natural Disaster Response and Recovery	Request through CSTI
G 606	Intro to Standardized Emergency Management System	<a href="#">CSTI</a>
G 775		
G 191	ICS/EOC Interface	

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Sacramento County Operational Area

Joint Information System Annex D  
Emergency Operations Plan

## **Appendix 8: Contact Lists**

**Sacramento County Office of Emergency Services**

**EVACUATION ANNEX**

**Sacramento County  
Evacuation Plan**



**FINAL 2018**



## HANDLING INSTRUCTIONS

The title of this document is the Sacramento Operational Area Evacuation Annex

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**TABLE OF CONTENTS**

**HANDLING INSTRUCTIONS ..... 1**

**1.0 Purpose, Scope, Situation, Assumptions ..... 4**

**1.1 Purpose ..... 4**

**1.2 Scope ..... 4**

**1.3 Situation Overview ..... 5**

        1.3.1 Natural Events ..... 5

        1.3.2 Human System Failure Threats – Accidental and Intentional..... 6

        1.3.3 Technological Threats ..... 7

**1.4 Assumptions..... 7**

**1.5 How to use the Annex..... 9**

**2.0 Concept of Operations ..... 10**

**2.1 Decision To Evacuate ..... 12**

**2.2 Evacuation Orders..... 13**

**2.3 Evacuation Coordination Process..... 14**

**2.4 Evacuee Flow through Transportation and Reception Sites ..... 15**

**2.5 Transportation ..... 16**

        2.5.1 Transportation Coordination ..... 16

        2.5.2 Evacuation Routes and Capacities ..... 18

        2.5.3 Evacuation Resources ..... 18

        2.5.4 Support for People with Disabilities and Others with Access and Functional Needs ..... 22

        2.5.5 Critical Facility Support ..... 22

        2.5.6 Care and Protection of Animals ..... 27

        2.5.7 Access Control..... 28

        2.5.8 Re-entry..... 28

**3.0 Organization and Assignment of Responsibilities ..... 29**

**3.1 Organization..... 29**

**3.2 Assignment of Responsibilities ..... 30**

        3.2.1 Local Jurisdictions ..... 30

        3.2.2 County ..... 30

        3.2.3 State Agencies ..... 43

        3.2.4 Federal ..... 44

        3.2.5 Community-Based Organizations and Private-Agency Resources ..... 45

**4.0 Direction, Control, and Coordination..... 47**

**4.1 Activation and Termination ..... 47**

**4.2 Command and Control..... 48**

**4.3 Coordination ..... 48**

**5.0 Information Collection and Dissemination..... 49**

**6.0 Communications..... 51**

**6.1 Inter-Jurisdictional and Inter-Agency Communications..... 51**

**6.2 Emergency Public Information, Notification, and Communications..... 51**

**6.3 Initial Notification ..... 52**

**6.4 Communicating with Access and Functional Needs Populations..... 53**

**6.5 Evacuation Informational Updates ..... 53**

**6.6 Communication Contingency Plans ..... 54**

**7.0 Administration, Finance, and Logistics ..... 54**

**8.0 Plan Development and Maintenance ..... 54**

**9.0 Authorities and References ..... 55**

**Appendix 1 - Evacuation Triggers ..... 57**

    Situational Assessment for Evacuation Emergency .....57

    Low-Level Evacuation Emergency .....59

    Medium-Level Evacuation Emergency .....61

    High-Level Evacuation Emergency.....62

**Appendix 2 - Quick Evacuation Checklist ..... 65**

**Appendix 3 – Traffic Routes and Evacuation Transfer Sites ..... 68**

    Traffic Routes..... 68

    Evacuation Transfer Points/Sites..... 68

**Appendix 4 – Delta Evacuation Maps ..... 71**

**Appendix 5 - Alternative Fuel Sites..... 72**

**APPENDIX 6 - Sheriff’s Districts and Estimated Population Statistics ..... 75**

## 1.0 PURPOSE, SCOPE, SITUATION, ASSUMPTIONS

### 1.1 PURPOSE

The purpose of this Sacramento Operational Area (OA) Evacuation Annex is to provide strategies and procedures to document the agreed upon strategy for the Operational Area's response to emergencies that involve the evacuation of people from an impacted area. This involves coordination and support for the safe and effective evacuation of the population, including people with disabilities and access and functional needs whom may need additional support to evacuate. Focus areas within this evacuation annex include public alert and warning, transportation, and evacuation triggers. Organizations, operational concepts, responsibilities, and a documented process to accomplish an evacuation are defined within this Annex. The Annex outlines local government (Cities and Special Districts), the Sacramento Operational Area, and State responsibilities for the managed movement of people.

This Annex was developed as a functional support document to the Sacramento County Emergency Operations Plan (EOP); and is consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It is coordinated with the County Emergency Support Function (ESF) – 13 Law Enforcement and works in conjunction with other functional Annexes. It is also consistent with the State's emergency plans and is applicable to all locations and to all agencies, organizations, and personnel with evacuation and evacuation support function responsibilities.

### 1.2 SCOPE

The Sacramento OA Evacuation Annex applies to mass evacuation preparedness, response, and recovery operations during local emergencies or major disasters and to all Sacramento OA public, private, and nongovernmental organizations (NGOs) with operational responsibilities in a mass evacuation event. The Operational Area is defined as an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. Each county geographic area is designated as an operational area as defined in Government Code s8559(b) & s8605.

This document is intended to provide evacuation strategies and protocols for medium to high-level (catastrophic) evacuation events in the OA, and is developed with consideration to predominant threats and hazards impacting Sacramento County. This Annex is intended to support activation of the Sacramento County OA EOC and other county Departmental Operations Centers (DOCs) and can be used by other jurisdictions within the OA, such as the Cities, if warranted. This plan also provides overall operational guidance for public alert and warning, movement of evacuees; it provides a concept of operations and provides the roles of key departments and agencies during an evacuation. It does not provide or replace operational plans for specific departments or specific functions, such as shelter management.

In small-scale evacuations, such as those occurring during local fires, at crimes scenes, or due to a localized hazardous materials spill. This annex assumes that such events will be managed by local first responders in the field Incident Command Post (ICP), typically without an activation of the OA EOC and without an activation of this Annex.

## 1.3 SITUATION OVERVIEW

Sacramento County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. The OA has experienced several events such as earthquakes, floods, storms, and hazardous material incidents. For more information on threats and hazards refer to the Sacramento County Local Hazard Mitigation Plan (2016).

There are several emergency situations that could require an evacuation from or within the Sacramento OA. For example, small-scale, localized evacuation might be needed for a localized flood event or hazardous materials incident, while mass evacuation could be required in the event of a wildfire, earthquake, or major flooding. Below are some of the hazards that could lead to evacuation operations within the county.

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### 1.3.1 NATURAL EVENTS

**Flooding.** As the most historically significant issue, flooding is the most likely natural hazard that Sacramento County may face, and one that has the potential to result in a high-level evacuation emergency.

**Fire and Wildland Fires.** The California Department of Forestry and Fire Protection has rated much of the northern side of the American River Parkway as “Very High” under its Fire Hazards Severity Classification System, with the fire season lasting from early spring to late fall each year. However, the US Forest Service forecasts a low county-wide fire danger.

A major concern in the urbanized area is the American River Parkway that adjoins the American River from its headwaters at Folsom Dam and travels approximately twenty-three miles through a heavily urbanized area to the Sacramento River. One of the major firefighting problems in the parkway is the lack of access for fire-fighting equipment. Parts of the parkway can only be accessed by helicopter, boat, or land-based hand crews. Once a fire starts in the parkway, the structures next to the parkway become part of the fire problem.

Sacramento County’s “Urban Service Boundary” is the line that separates the urbanized area from the rural area. The eastern part of the “Urban Service Boundary” extends to El Dorado and Amador counties. This area is the start of the foothills and has its own set of firefighting problems.

**Other Natural Hazards.** There are numerous other natural hazards that impact Sacramento County, such as fog, extreme heat, extreme cold, drought, and thunderstorms. While these threats do at times negatively impact business functions, government activities and the daily lives of citizens, they are rarely the initiating cause for a medium-level or high-level evacuation event. Such weather-related events have been the reason for low-level emergencies requiring short-term sheltering of vulnerable persons. Earthquake and volcano long-term predictions of any level outside of Sacramento County may have impacts on surrounding levees and/or have an impact with a large influx of refugees in the area.

Disease epidemic and pandemic events could cause severe impacts to local business operations, as any major outbreak would impact the citizenry with flu and other symptoms. Under worst case scenarios, businesses would activate their business continuity plans, and government would initiate continuity of operations plans. Such events would not, however, trigger medium- to high-level evacuations of citizenry.

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### 1.3.2 HUMAN SYSTEM FAILURE THREATS – ACCIDENTAL AND INTENTIONAL

**Hazardous Materials.** There are businesses within the county that store, handle or use hazardous materials, hazardous wastes, and/or have underground storage tanks. Hazardous materials are transported through the county on several major transportation arteries, including road, rail, and pipelines. Any major release of a material that is a toxic or flammable chemical material, biological agent, explosive, or radiological material could lead to evacuations from the impacted area, although many times shelter-in-place is a more appropriate alternative as evacuations could inadvertently lead people to move into, as opposed to away from the hazard. Evacuees from hazardous materials incidents may have medical needs arising from exposure to a toxic material.

- **Facilities.** The State of California requires permits to be carried by any storage or manufacturing facility that stores 55 gallons, 500 pounds, or 200 cubic feet of hazardous materials. There are approximately 5,280 facilities that require a permit to store, distribute or manufacture hazardous materials in the county. One site of significance is a large propane storage facility, located in the southern part of the county, which distributes propane throughout Northern California.
- **Transportation.** Sacramento County is a transportation hub with six major freeways going through the City of Sacramento and throughout the county in all directions. These freeways include Interstate 5, Interstate 80 and Business Loop 80, US 50, US 99, and State Highway 160. All these highways are used for hauling freight throughout the Western States.
- **Railroads.** Two major railroads, both operated by the Union Pacific, run through the county. Rail lines are the primary mode for moving hazardous materials throughout Sacramento County.
- **Pipelines.** There are two underground hazardous material pipelines located in the county. Both pipelines are buried along the railroad easements and transport a variety of flammable and combustible liquids. These liquids include gasoline, jet fuel, diesel, and crude oil. The pipelines service two large tank farms, one at Broadway and the Sacramento River, and one at Bradshaw and Folsom Boulevard. These pipelines also serve McClellan Air Park and Mather Airport tank farms. The McClellan pipeline connects to Reno, Nevada.

**Dam Failure.** Dams could fail due to various impacts to the structure, including earthquake, erosion, structural failure, foundation leakage, etc. A failure on Folsom Dam would be most devastating in the county, and would require an evacuation of impacted area. Failure of major dams that feed the Sacramento River (e.g., Shasta Dam) could lead to a swell in the Sacramento River that could in turn top levees or cause levee damage throughout the county. Major levels of flooding would result in either case.

**Levee Failure.** Levee failure during winter months with extensive rain could be devastating to the county, leading to the evacuation of entire communities. In the case of the 1986 record regional flood, only a determined flood fight prevented a collapse of the east levee on the Sacramento River located five miles north of downtown. The 1997 record flood led to levee failure and flooding in five locations in counties adjacent to Sacramento. The 2017 flood event led to the evacuation of the communities of Wilton, Point Pleasant, and other parts of the county.

While levee maintenance and upgrades are a primary concern and focus for the region, history has shown that levees can and do fail. This is especially true given that many of the levees now in use along the Sacramento River and other waterways were built by farmers as long as 150 years ago, and not to the same engineering standards as are currently practiced.

**Civil Disturbance.** Localized disturbance or crime scene requires potential for evacuating or sheltering in place of low numbers of citizens until potential violent situation is contained. Civil disturbance is not considered a threat that would cause a medium- or high-level evacuation emergency.

**Terrorism.** Weapons do exist that could cause devastating impact on urban areas within the county. The most likely weapon is an improvised explosive device used to disperse radiological material or 'dirty bomb'. An actual terrorist strike, as well as the realistic threat of a strike, could lead to an evacuation event due to fear and uncertainty around the event.

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### 1.3.3 TECHNOLOGICAL THREATS

**Utility Outages.** The Electric Infrastructure Security Council (EIS) has conceived of six scenarios known as 'Black Sky Hazards'<sup>1</sup> that could cause a severe, prolonged electrical outage. These scenarios include: High Altitude Electromagnetic Pulse (EMP); Intentional Electromagnetic Interference (IEMI); Cyber Terrorism; Coordinated Physical Assault; High Magnitude Earthquake; Geomagnetic Disturbance (Severe Space Weather); Hurricanes and Other Severe Weather Events. A significant power outage could be exacerbated by extreme temperature conditions in the region (hot or cold). The EIS scenarios hypothesize worst case instances. Likely power outages would not be of this magnitude, but nonetheless could be significant disruptions for smaller portions of the population. Some evacuation to shelters would be expected if environmental conditions are extreme or power is needed for durable medical equipment and other services over a prolonged period of time. A telecommunications outage would be devastating to local businesses that rely on these systems. There are many redundant telecommunications systems that could support communications should one system (e.g., cell phone service) be disrupted for a significant time.

### 1.4 ASSUMPTIONS

The decision to evacuate will normally be made at the incident level and in accordance with existing plans and protocols. The varying capabilities of the local jurisdictions within the OA do not permit mass evacuation to be defined by and based solely on numbers. An accurate assessment of the need to initiate the mass evacuation process will consider the following factors and assumptions:

- The need to coordinate evacuation operations including routes, resources, and sheltering with one or more other jurisdictions.
- EOC coordination with the primary agencies that will alert and warn the public in an evacuation.
- Most all people will evacuate if given clear directions and warnings. However, some few will refuse to evacuate no matter how dangerous the situation.

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<sup>1</sup> <https://www.eiscouncil.org/Blacksky.aspx>

- No one system exists that can quickly warn every citizen of an evacuation emergency. Effective public alert and warning will be accomplished only by using multiple systems.
- Mass evacuation may cause evacuees to cross jurisdictional boundaries, requiring a regional response.
- A percentage of the population seeking shelter will have disabilities or other access and functional needs. Individuals in need of additional assistance may include the following:
  - Senior citizens
  - Medically fragile or dependent people
  - People who have limited or no proficiency in English
  - Those with limited mobility, hearing, or vision impairments
  - Unaccompanied minors
- Many households have at least one household pet; and of those households, many will not evacuate without their pets. Household pets will be treated as the law requires. Federal assistance is outlined in the Pets Evacuation and Transportation Standards (PETS) Act of 2006.
- Service animals shall remain with the people to whom they are assigned throughout every stage of disaster assistance.
- Caregivers will stay with their clients to provide the appropriate care throughout the duration of the evacuation period.
- Law Enforcement will be the primary agency for managing the movement of people, with transportation departments and other departments and agencies in supporting roles.
- Roadways and ground transport will be the primary mode for evacuating persons from the affected area.
- Major roadways will remain intact for some period following the emergency. In the case of a flood event, some roadways will remain intact while many others will eventually be submersed in floodwater.
- Some air evacuation is possible in very early stages of an evacuation. Both Sacramento International Airport and Sacramento Executive Airport are susceptible to flooding in the case of a levee break and/or dam failure.
- Day-to-day mass transit service resources will need to be augmented for additional capacity to meet the demand during an emergency.
- 80% of those needing to evacuate will self-evacuate in personal vehicles.
- 20% of those needing to evacuate will need some kind of assistance, whether via mass transit, obtaining rides from neighbors/friends, paratransit-type vehicles, or other specially designed transport services.



- The OA EOC will be activated for an incident severe enough to create the need for a large mass evacuation. Consistent with the Sacramento County EOP, the EOC will manage and coordinate among local governments to support response.
- In a major disaster, mass evacuation operations will require an influx of resources from outside the area to be fully operational. A full complement of resources will be contingent on the severity of the event, impact to transportation infrastructure, and the ability to move transportation resources into and within the affected area.
- State, federal, and Emergency Management Assistance Compact (EMAC) resources will be extremely limited due to high demand during the first few days after a disaster in which there has been widespread damage to access/transportation infrastructure and to suppliers.
- In a major disaster, infrastructure will be affected which will impact mass evacuation operations.
- The local EOC will be the central point of contact for operations.
- The ability of the affected jurisdiction to effectively evacuate within its geographical boundaries while using its own resources.
- The principle responsibility for planning and responding to an evacuation event resides with the community in which the incident has occurred.
- Each member of the community, whether residents of, or workers in the community, is responsible for preparing their own personal emergency plans. Topics should include the possible need to evacuate on short notice. The County and local jurisdictions will provide public education to assist in preparing personal emergency plans.
- Evacuation procedures in this plan will work in coordination with the evacuation procedures of the cities within the Sacramento OA and of adjacent counties. Sacramento County's evacuation protocols will also be aligned with regional planning concepts and procedures.
- Federal Emergency Management Agency (FEMA) assistance may not be available.
- Most instances that would require a high-level evacuation in Sacramento County will have some warning and therefore some pre-event activities may be accomplished. These include: early EOC activation to a potential flood or dam failure, warning that large wildfires could escape containment due to predictable weather changes. Terrorism/intentional attacks, however, might not be preceded with any warning.
- Shelter-in-place may often be the better decision for some types of emergencies, as mass evacuations pose inherent risks, especially in moving those who are medically fragile. Decisions to evacuate or shelter-in-place will be made based on situational analysis, with factors including the type and duration of the threat, roadway conditions, health and safety issues and sheltering capacity.

## **1.5 HOW TO USE THE ANNEX**

This Annex should be used in conjunction with the Sacramento County EOP. It is intended as an operational tool which provides clarity to enhance the Sacramento County EOP.

## 2.0 CONCEPT OF OPERATIONS

The Evacuation Annex will follow basic protocols set forth in the Sacramento County EOP and the California Master Mutual Aid Agreement, which dictate who is responsible for an evacuation effort and how regional resources will be requested and coordinated. The overall objectives of emergency evacuation operations and notifications are to:

- Expedite the movement of persons from hazardous areas.
- Institute access control measures to prevent unauthorized persons from entering vacated or partially vacated areas.
- Establish appropriate pick-up points, evacuation points/sites, and shelters.
- Provide adequate means of transportation for people with disabilities and others with access and functional needs, individuals with limited English proficiency, and the transportation disadvantaged.
- Provide for the procurement, allocation, and use of necessary transportation and law enforcement resources by means of mutual aid or other prearranged agreements.
- Control evacuation traffic.
- Account for the needs of individuals with service animals, household pets, and livestock.
- Provide initial evacuation warnings/notifications, ongoing information, and reentry communications to the public through the Joint Information Center (JIC).
- Ensure the safe reentry of the evacuated persons.

This Evacuation Annex provides a framework for a medium or high level (catastrophic) evacuation in Sacramento County. These levels are fully defined in relation to the specific threats to Sacramento County in Appendix 1 - Evacuation Triggers and shown briefly in Table 1 - [Activation/Evacuation Levels](#). In general, a low-level emergency is manageable by the Incident Commander (IC), with some limited support by the EOC as needed and requested, that is staffed at a minimal level with an EOC Director, Section Chiefs, and a Situation Assessment Unit. A high-level emergency requires the full-activation and full-staffing of all positions in the EOC and includes a great deal of coordination with the Cal OES Inland Region. A medium-level emergency lies between these two extremes and can be tailored to specific events or needs. The EOC positions will be staffed appropriately and can be scaled up as needed.

General triggers for EOC activation for evacuation-related emergencies are presented in this Evacuation Plan. These triggers are designed to support the County's decisions to levels of evacuation; however, the decision to evacuate must be made on a case-by-case basis. The variables that the County must consider before evacuating a community are complex, and the levels must will be carefully considered. An evacuation will likely cause instances of great community turmoil,

separated families, economic loss for persons and local businesses, and in worse case, the loss of life. An evacuation puts great stress on the sick, elderly, and people with access and functional needs, for whom movement from their care provider and/or care facility may be life threatening.

In Sacramento County, many of the evacuation-related threats, such as flooding from storms and/or levee/dam failure can be predicted with some certainty. Hesitancy to evacuate citizens in the face of realistic threats could result in extreme danger and loss of life to citizens. In many geographic areas of the county, time lost in delaying evacuation, equals a missed opportunity that cannot be recovered. People with disabilities and access and functional needs, those in care facilities, and all who need extra time to move to safety should evacuate proactively when advised to do so, especially if living in areas where flood danger is paramount and the forecasted risk of flood is imminent or likely, as an example.

There is often little warning for other threats, such as terrorism, explosions, hazardous materials accidental releases or earthquakes. In these cases, activation of emergency services and evacuation of citizens will be time-critical. In all cases, the response, including evacuation will be managed at the lowest level possible, with local governments having the primary responsibility for evacuation preparedness and response. All local governments need to have their own specific evacuation strategies. If an event escalates beyond the capability of the local jurisdiction, then this Evacuation Annex and the OA EOC will may be activated. If the event impacts multiple jurisdictions within the county, then the response will be managed and coordinated through the OA EOC and closely coordinated with the affected jurisdictional EOCs.

A mass evacuation implies area-wide movement of people throughout the county, the EOC will need to coordinate with entities throughout the impacted region to maintain effective control and prioritization of numerous operational events occurring throughout Sacramento County and the region in response to the emergency. In a mass evacuation, the need to activate emergency plans of each of the County’s departments is required. Mandatory activation of many county personnel as Disaster Service Workers (DSWs) will likely be required. Once an evacuation order has been issued to the public, intensive proactive support procedures are necessary.

In addition, to the potential hazards listed earlier, this evacuation annex was developed using Sacramento’s area flood-models, one-hundred year, five-hundred year, and Folsom Dam failure maps to design evacuation strategies. **Table 1** depicts the activation and evacuation levels, parameters, and examples for evacuation planning used in Sacramento County.

**Table 1 - Activation/Evacuation Levels, Parameters, and Examples**

Evacuation Planning: Activation/Evacuation Levels, Parameters, and Examples		
Level	Key Parameters	Examples
Low-Level (EOP Level 3), Localized	<ul style="list-style-type: none"> <li>Localized Area</li> <li>Evacuation zone &lt;30 miles</li> <li>Up to 5,000 people evacuate</li> </ul>	<ul style="list-style-type: none"> <li>Local fire</li> <li>Crime scene, e.g., hostage</li> <li>Building bomb or fire</li> <li>Local hazmat release</li> <li>Pandemic/infectious disease control</li> </ul>
Medium – Level (EOP Level 2) Area-Wide	<ul style="list-style-type: none"> <li>Multiple areas or jurisdictions within the county</li> <li>Evacuation zone 30 or more miles</li> <li>Evacuations mostly in the county</li> <li>Possible inter-county coordination</li> <li>5,000 to 25,000 people impacted</li> </ul>	<ul style="list-style-type: none"> <li>Levee threatened in one area</li> <li>Large wildfire</li> <li>Area terror threat</li> <li>Industrial accident and release</li> </ul>
High-Level	<ul style="list-style-type: none"> <li>Massive movement of people and needs</li> </ul>	<ul style="list-style-type: none"> <li>Folsom Dam failure/threat of failure</li> </ul>

Evacuation Planning: Activation/Evacuation Levels, Parameters, and Examples		
Level	Key Parameters	Examples
(EOP Level 1) Catastrophic	for sheltering and resources <ul style="list-style-type: none"> <li>Evacuation to/through multiple counties and states</li> <li>&gt; 25,000 persons evacuating</li> </ul>	<ul style="list-style-type: none"> <li>Levee failure or imminent threat of failure in multiple locations</li> <li>Realistic nuclear or conventional attack or realistic threat</li> </ul>

**2.1 DECISION TO EVACUATE**

Local jurisdictions operating in the field will make the decision to begin an evacuation according to local laws, policies, and authority. The decision to evacuate will depend on the nature, scope, and severity of the emergency, as well as the number of people affected and what actions are necessary to protect the public. Local jurisdictions will activate their own resources and EOCs for an evacuation of their communities based on the local situation. In most cases, anything above a low-level emergency will require the activation of the OA’s EOC to support the movement of evacuees out of a local jurisdiction and through the county.

In certain circumstances, the OA may make recommendations on whether a jurisdiction should evacuate and will help coordinate the evacuation effort. However, the local governing body will continue to have primary responsibility in issuing and authorizing an evacuation order. This authorization can be in the form of an ordinance, resolution, verbally by the Director of Emergency Services, or order that the local governing body has enacted.

The decision on whether to evacuate must be carefully considered with the timing and nature of the incident. Preparation for evacuation should be an immediate consideration, because evacuation is an effective means of moving people out of a dangerous area. However, due to its complexity and the stress it puts on the population, in some cases, it may not be the best option when other viable options are available. Evacuation of populations pose some inherent safety concerns associated with the rapid movement of large numbers of people away from their resources, support facilities and familiar surroundings.

Sheltering-in-place may become the preferred option to avoid exposure to outside environmental hazards, such as radiological or airborne contaminants. This option will require an organized method of securing building entrances, windows, and ventilation systems to prevent outside environmental hazards from entering the building. Building and safety personnel, homeowners, and residents should have contingency plans to move to or create safe rooms or designated safe areas if sheltering-in-place is recommended.

Shelter-in-place is often the preferred response in the case of inclement weather, and it may be accompanied by the instructions to move to structurally safe areas in the structure in the case of tornados. It is also valuable for situations of civil disturbance or situations of potential violence, in which sheltering within locked premises is preferable to evacuation.

If people are not directly impacted by the incident, shelter-in-place provides the advantage over evacuation in that it allows families to stay in familiar surroundings, with easy access to media reports (TV and radio), phones, internet, food, water, and medicines. However, sheltering can only be maintained as personal and emergency supplies last. Shelter-in-place operations also provide the advantage of reducing congestion on major roadways and reducing the strain on mass transportation systems.

## 2.2 EVACUATION ORDERS

The Sacramento OA uses the following guidance for evacuation orders and has adopted the following:

- **Evacuation Advisory:** An Evacuation Advisory is the official terminology used to alert people in an affected area(s) of a potential threat to life and property. People who need additional time should consider evacuating immediately when this notice is given, rather than waiting for an Evacuation Order. An Evacuation Advisory prepares the public for the potential of an Evacuation Order.
- **Evacuation Order:** An Evacuation Order requires the immediate movement of people out of an affected area due to an imminent threat to life. Choosing to stay could result in loss of life. Staying may also impede the work of emergency personnel. Due to the changing nature of the emergency, an Evacuation Order may be the only warning that people in the affected area(s) receive.

Evacuation orders may be given as either an Evacuation Advisory or as an Evacuation Order. If an Evacuation Order is given, law enforcement personnel will not use force to remove persons who choose to remain in the affected area. Penal Code Section 409.5 does not authorize forcible evacuations, but rather authorizes officers to refuse admittance of others into the impacted area. Possible exceptions can be made for adults who will not evacuate minors from immediately dangerous environments; the children can be removed under child endangerment laws.

Responders must clearly inform people that failure to evacuate may result in physical injury or death and that a future opportunity to evacuate may not exist. People must be informed that there is no guarantee that resources to rescue them will be available. Law enforcement should have those that refuse to evacuate sign a waiver and document where these persons are located.

Local authorities are empowered to make evacuation decisions for their jurisdictions. The Sheriff is empowered to order evacuations for the Operational Area of Sacramento County and in coordination with the affected local jurisdictions (cities, unincorporated areas, and special districts). The decision to order an evacuation is a collaborative effort between affected jurisdictions. Both a City and/or the County can issue evacuation orders, but the County supersedes the City if their decisions conflict (in other words, the County's order applies to both unincorporated and incorporated territory). See 62 Ops. Atty. Gen. 701 (1979).

In Sacramento Operational Area, an evacuation order can be given by the following:

- The Sacramento County Executive or designee acting as the Director of Emergency Services<sup>2</sup>.
- The Chief of the Sacramento County Office of Emergency Services (OES), or designee acting as the Deputy Director of Emergency Services<sup>3</sup>.
- Sacramento County Sheriff.

<sup>2</sup> Sacramento County Code 2.46.070

<sup>3</sup> Sacramento County Code 2.46.110 Emergency Powers of the Director of Emergency Services and the Deputy Director of Emergency Services.

### 2.3 EVACUATION COORDINATION PROCESS

If the emergency only impacts a local jurisdiction, the decision to evacuate will be made at the local jurisdiction level with operational area collaboration considerations in most cases. Based on the information gathered, local jurisdictions will generally make the determination on whether to evacuate communities as the need arises, on a case-by-case basis. The decision to evacuate will depend entirely upon the nature, scope, and severity of the emergency; the number of people affected; and what actions are necessary to protect the public. Local jurisdictions may activate their EOC and conduct evacuations according to their local protocols.

Evacuation operations in the field will be managed and conducted by the law enforcement agency with jurisdiction. Key functions supporting the law enforcement efforts include the Sheriff's Department, County Department of Transportation, Regional Transit, public and private transportation providers, fire departments, County Department of Human Assistance (DHA), County Department of Health and Human Services (DHHS), Animal Care and Regulation, and other services and departments throughout the county.

If the emergency impacts multiple jurisdictions within the OA:

- Impacted jurisdictions may activate their EOCs and the OAEOC will be activated, including the OAEOC JIC.
- The OAEOC will begin obtaining situational awareness regarding the scope and severity of the incident and establishing a common operational picture.
- The OAEOC will coordinate with fire, law enforcement, public health, and other relevant support agencies to obtain recommendations on protective actions.

The OAEOC will coordinate with jurisdictional emergency management personnel and other public safety personnel. The OAEOC will coordinate with other officials from jurisdictions within the OA to identify decisions, including:

- Gaining regional situational awareness
- Determining response status
- Reviewing status of initial protective actions
- Considering additional protective actions
- Evaluating public information needs
- Determining next steps
- Establishing a regular time to share updates

The OAEOC JIC will coordinate emergency public information to citizens in accordance with procedures outlined in the Sacramento County Emergency Public Information Annex<sup>44</sup>. The OAEOC may support coordinating the evacuation response including:

- Providing transportation for those who need assistance
- Provide support for people with disabilities and access and functional needs
- Coordinate and communicate with the private sector, community groups, and faith based organizations to utilize their services and resources available to support the response
- Providing shelter for evacuees

## 2.4 EVACUEE FLOW THROUGH TRANSPORTATION AND RECEPTION SITES

There are many sites that can support the flow of assisted and self-evacuees that are operated as part of the reception mission. The following suggested sites may be used:

- **Pick-up Point (PUP):** This is a local site within the impact area for picking up members of the evacuating population who require transportation and/or other assistance in evacuating an impact or at-risk area.
- **Evacuation Point (EP):** Like the PUP, this site is located within the impact area and is a central gathering location where evacuees who require transportation and/or other assistance in evacuating from an impact or at-risk area are processed and transported out of the area. This site may offer services such as evacuee tracking, canteen or feeding, household pet evacuation, medical assessment, and determination of evacuation vehicle type. It may also include transfer to a decontamination site, if necessary.
- **Evacuation Transfer Point (ETP)/Transfer Point (TP):** This is an interim site along a transportation route for the transfer of evacuees from one government-authorized transportation vehicle to another. This is most often used during extended or interstate trips during which driver relief is required.
- **Decontamination Point (DP):** This is a site operating in support of, but not as part of, reception where evacuees who are contaminated or potentially contaminated are assessed and decontaminated before being granted entrance to a Reception Processing Site (RPS). Self-evacuees and transportation-assisted evacuees should be diverted to DPs as needed. There will be several unique operational considerations for radiological decontamination and monitoring of evacuees at decontamination points. A decontamination point may be close to a reception site or further away, depending on the nature of the contaminant and health risks.
- **Reception Processing Site (RPS):** Like the Evacuation Point, this is an interim site along an evacuation route for people who have received transportation assistance. This site may offer services such as evacuee tracking, canteen or feeding, household pet reception,

<sup>44</sup> The Sacramento Emergency Public Information Annex is located on the County's website at <http://www.sacramentoready.org/Respond/Pages/Evacuation-Plans.aspx>

medical assessment, evacuee communications, and determination of shelter locations to which the evacuees will be sent. This site may be used when assessments and evacuee processing could not be accomplished or completed prior to embarkation, or if reassessment or processing is necessary prior to arrival at shelter locations.

- **Reception areas at shelters:** Reception activities (e.g., evacuee registration) may be conducted when evacuees are admitted to a shelter if this has not already been accomplished prior to arrival at the shelter site, as is generally the case with self-evacuees.

## 2.5 TRANSPORTATION

The primary mode of transportation that will be used during a large scale evacuation will be the evacuees' private transportation resources. To procure, coordinate, and provide transportation for those people who do not have access to a transportation resource, the OA will use:

- Available public resources
- Memorandums of Understanding (MOUs) and Memorandums of Agreement (MOAs) with public and private transportation agencies
- Mutual-aid agreements (MAAs)

As a contingency, in the event of a catastrophic incident, designated transit operators or drivers may not be able to respond, so organizations and agencies providing resources should ensure that qualified backup drivers are identified and available to operate and service the evacuation fleet.

### 2.5.1 TRANSPORTATION COORDINATION

Law Enforcement will be the primary agency for managing the movement of people, along with the County's Department of Transportation (DOT) and other departments or agencies in supporting roles such as the Sacramento County Medical Health Operational Area Coordinator (MHOAC) for medical transport resources ([see Appendix 7](#)) the Roadways/ground transport will be the primary mode for evacuating persons from the affected area. Some of the assumptions used for managing transportation coordination include:

- Major roadways will remain intact for some period following the emergency. In the case of a flood event many roadways will eventually be submersed in floodwater and impassible.
- Some air evacuation is possible in very early stages of an evacuation, depending on weather conditions. Both Sacramento International Airport, and Sacramento Executive Airport are susceptible to flooding in the event of a levee break and/or dam failure.
- Day-to-day mass transit service resources will need to be augmented to meet the demand during an emergency.
- Approximately eighty percent of those needing to evacuate will self-evacuate in personal vehicles.



- Approximately twenty percent of those needing to evacuate will need some transportation assistance. Especially facilities such as Skilled Nursing Facilities, Board and Care Homes, Hospitals etc. The Medical/Health Mutual Aid system will likely be activated in a catastrophic disaster and all requests for medical support and transportation assistance will be coordinated through the Medical Health Operational Area Coordinator ([see Appendix 7](#)).

\*Estimated population numbers for areas in Sacramento County are defined in the Appendices.

Staging areas will be established to coordinate and receive incoming evacuation transportation resources. The appropriate EOC or designated staging area manager will be responsible for coordinating these resources with incoming support agencies and departments.

Local bus fleets predominantly have a limited range. Most local bus fleets consist of compressed natural gas (CNG)-powered buses, which are required to refuel at specific sites and have limited range. Local transit agencies may need to provide support services to the evacuation bus fleet, including refueling and quick turnaround maintenance to enhance evacuation capabilities.

Law enforcement escorts may be required to provide security in support of transportation resources, where necessary. Due to limited resources, law enforcement escorts may not always be possible. Escorts can also coordinate real-time information on traffic and road conditions, and other critical information, as well as relay information obtained to the EOC for analysis and dissemination, as necessary.

Overall evacuation routes will be coordinated across jurisdictional boundaries and may require sustained inter-jurisdictional coordination between evacuated and host communities along or near the evacuation routes. Modes of transportation available may include:

- Motor vehicles
- Government assisted motor vehicle transportation resources (local transit agencies)
- School District Busses
- Paratransit Service Providers
- Charter motor coach providers
- Taxis
- Uber/Lyft or other ridesharing services
- Buses and vans of churches, NGOs, and private schools
- Private shuttle services
- Car pool vans
- Sacramento Regional Transit
- Air transport resources

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## 2.5.2 EVACUATION ROUTES AND CAPACITIES

Primary evacuation routes in Sacramento County consist of the major interstates, highways, and prime arterials. Local jurisdictions should pre-identify evacuation routes for probable hazards. The jurisdictional coordination element should coordinate with the OAEOC to assess the viability of identified evacuation routes in relation to real-time capacities of transportation infrastructure. Appendix 3 provides information on major transportation routes and possible evacuation transfer points or sites.

In addition, local jurisdictional EOCs should coordinate with the OAEOC for shelter locations. It will be necessary to identify pick up points and/or reception sites before evacuation routes are announced to the public. Evacuation routes are determined based on the location and extent of the incident and include as many pre-designated transportation routes as possible. Important roadway characteristics and factors that are considered when selecting an evacuation route include:

- Shortest route to the designated destination areas
- Ability of proposed routes to accommodate the mode of transportation to be used
- Maximum roadway capacity
- Ability to increase capacity and traffic flow using traffic control strategies
- Maximum number of lanes that provide continuous flow through the evacuation area
- Possible contra-flow plans and routes
- Availability of infrastructure to disseminate real-time conditions and messages to evacuees in-route
- Number of potentially hazardous points and bottlenecks, such as bridges and lane reductions

Traffic conditions are monitored along evacuation routes, and operational adjustments will be made as necessary to maximize throughput. Caltrans, along with the Sacramento County Department of Transportation, can monitor traffic in their respective Traffic Operations Centers. These assets are used to adjust evacuation routes based on real-time conditions. Additionally, known traffic conditions may be communicated to WAZE and Google Crisis Maps to better inform the public in real time regarding available traffic conditions.

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## 2.5.3 EVACUATION RESOURCES

As part of the evacuation, transit providers are included in the planning to determine available personnel, resources, and procedures. Transportation includes private vehicles, buses, rail, wheelchair-accessible vehicles, vans, ambulances, military-type transport vehicles, pedestrian evacuation, and other public or private transport. The identification of available transportation resources and coordination of these limited resources is paramount to any evacuation's success.

The following resources may be used to support evacuation:

- Personnel
- Transportation
- Additional resource requirements

**Regional Transit and Transportation Services.** Sacramento Regional Transit (RT) operates both a light rail system and regional bus service within the city and county. They can be notified of emergency events at their main office that is staffed 24 hours per day, seven days a week and will respond in accordance to their emergency plan. Regional Transit uses the County's interoperable radio system. Once evacuees have been alerted and are moving into the mass transit system, RT supports public alert and warning by:

- Posting messages on their platform changeable message boards that exist at many stations.
- Keeping their security guards, who are all equipped with radios, updated with emergency information so that they in turn can notify the public.
- Using their train and bus public address system to provide information to riders.
- Updating their website regularly with emergency information.

RT can notify their employees on evolving emergency situations and needs to support evacuations through their internal alerting and call back system. The system is used to rapidly notify (call and text message) employees. It may also be available for non-employees who subscribe to the system with RT.

RT is also linked with other services that coordinate routes and stops such as the South County Transit/Link (SCT/LINK). Such linked systems have routes into the downtown area that may be utilized as evacuation transportation services to augment the RT system. There are GPS systems installed on all RT busses.

During an evacuation, the Sacramento RT will activate their RT Operations Center. They use the Sergeant's Office, and have senior managers (Chief Executive Officer and General Manager) on duty in 12-hour shifts to respond to transportation resource requests from the EOC. Dispatch for the bus and rail transportation is in the same building for coordination purposes.

Once the County's EOC activates to any level, the RT Operations Center opens and law enforcement personnel will be working full shifts throughout the 24-hour period. The RT Operations Center receives requests for assistance from one single point of contact at the County's EOC, namely the Transportation Coordinator. Regional Transit operates as a business and not a response agency, and as such they must weigh requests for resources against asset demands needed to complete their scheduled routes; therefore, the County's EOC and Transportation Coordinator must clearly state exact needs and provide clear details of resource needs to support the RT's balancing of emergency requests.

Many of the Regional Transit staff work within the parameters of their union contracts, which may limit their ability to work overtime and to be assigned additional duties. However, once a disaster has been proclaimed by the County, RT workers can be activated as DSWs, thus allowing them to work additional shifts in support of the emergency. A local declaration of a disaster, with or without

a request for State Aid, is enough to trigger the request for RT staff to report as DSWs. Thus, the earlier a decision to declare a disaster is made, the easier it is to mobilize the staff.

**Light Rail System.** The RT Light Rail system has two separate lines; the Blue running north to south, and the Gold running east to west. The RT bus system provides the critical link to and from the light rail stations that will be used during evacuations in the City of Sacramento and throughout the county. The RT route map is included in the Appendices.

Most of the light rail stations are co-located with RT bus or shuttle routes stops. Any station with large parking areas could be used as an evacuation transfer point. The following are logistical concerns associated with the light rail system, especially during an evacuation event.

- The light rail trains are typically made up of four rail cars. This is the maximum number of cars they normally use because the distance of the four cars is approximately one city block. Train stops are designed to be at street corners so that the back end of the trailing car does not block the street and hinder traffic or evacuation routes.
- Even with just the four cars there may be some street blockage. An example is the 8<sup>th</sup> and K Street intersection which is blocked even with a four-car train.
- During evacuations, motorists may not adhere to rail crossing bars and traffic lights exchanging safety for expediency.
- Flood waters could create electrical outage issues that in turn affect the ability of the trains to operate in certain areas, some RT communications systems, and the ability to fuel the buses, among other issues.

If the light rail cars are prohibited from servicing the route due to high flood water, these trains can also be parked and used as temporary shelter while people await transport to other locations. The emergency operations plan for RT uses bus bridges during power outages or blocked tracks. The passengers are offloaded from light rail cars to buses that travel to the next available station where power is available or is on the other side of debris blocking tracks.

**Regional Transit (RT) Bus System.** RT buses will be critical in evacuating people from threatened areas to one of three locations: to RT light rail stations, to and from EPT/TPs, transfer sites, etc., and directly to shelters. The destination will be situational and will be decided by the incident command post in coordination with the County's EOC. Generally, if an evacuation is based on an imminent threat of a flood and there is some reasonable time to evacuate, the buses will follow normal routes and the public or "evacuees" will be encouraged to take RT buses and connect with light rail. The light rail will drop evacuees at stations that are safe from the threat where RT buses will again be needed for transport to shelters. Should the evacuation become time-critical (e.g., levee break and flood; terrorism; hazardous materials spill), and/or if the light rail is out of service due to loss of power or flooded tracks, then the RT buses will take evacuees directly to the ETP/TPs, transfer sites, or shelters outside of the impacted area(s).

Regional Transit buses will be part of the evacuation transportation task force units that also include paratransit-type vehicles, animal control vans, law enforcement and any contracted transportation units. If affected animals are too large to fit on RT buses/light rail, they will either follow with the task force to the shelters, or be brought to separate animal shelters. RT bus system

resources potentially available to support evacuations are listed in the appendices. The following are anticipated logistical concerns during an evacuation using RT buses:

- RT has one fast fueling station at 29<sup>th</sup> & N Street, which is in one of the potential flood zones.
- At the fast-fueling station a bus refueling requires 4-6 minutes and can generally travel 300 miles on one tank; however, the bus also burns fuel at the same rate when idling in traffic.
- Fueling at a slow fueling station can take up to one hour.
- A second fast fueling station is located at McClellan near the EOC.
- RT's natural gas-powered buses can be fueled at the PG&E main station.
- Buses are unable to operate in over one foot of standing water.
- The number of RT bus drivers may be limited during an emergency. The County's EOC will assist incident command with coordination of other drivers, such as utilities workers who have class B and air brake certification, to staff the RT (or contract) buses.

**Paratransit, Inc.** Paratransit Inc. has an MOU with the County of Sacramento and can support evacuation operations. Paratransit Inc. resources are limited however, as they also have other MOUs for their services including with the City of Sacramento, the University of California Davis, and others. Furthermore, during normal operating hours, Paratransit Inc. schedules passenger door-to-door pickups up to two days in advance. The County's EOC would need to support the Paratransit, Inc. with prioritizing requests for resources, using life safety as its basis for resource prioritization.

During an evacuation emergency, Paratransit Inc. could also support the public alert and warning effort, especially to people with access and functional needs, using their reverse call-out system to alert their clients of the emergency.

**Public Transportation.** Public transit resources that operate within the county and that may be called upon to provide either evacuation support, or backup support to RT while they are responding to the evacuation emergency, include:

- Elk Grove bus system (e-Tran)
- Folsom Stage Line buses
- Other City transit resources

**Private Transportation.** Numerous private transportation resources may also be tasked to support county-wide evacuations. Transportation companies that could potentially support evacuations throughout the county include:

- Amtrak Buses and trains
- Greyhound busses
- Uber/Lyft and other ridesharing services

- Charter (commercial companies) buses
- Trucking companies
- Truck and car rental companies
- Boats
- Air transportation services

**School Buses.** School buses may be available from the various districts within Sacramento County. Since there would be a high demand for the buses during school days, it is essential to make an early determination of when to dismiss the schools early if the risk for evacuations is high. For example, given a high-level emergency and the imminent threat of a flood, schools should consider cancelling classes as “flood days”. This allows students to stay home with their families, and be prepared for or implement early evacuation. This also leaves the schools’ resources (buses and shelters) available for evacuees.

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#### 2.5.4 SUPPORT FOR PEOPLE WITH DISABILITIES AND OTHERS WITH ACCESS AND FUNCTIONAL NEEDS

The evacuation of people with disabilities and access and functional needs pose additional requirements with respect to alert and notification, information dissemination, evacuation, emergency transportation, and sheltering requirements. Many people who are otherwise self-sufficient may have special circumstances due to short-term issues such as physical or mental health issues, or have temporary resource shortages (e.g., fuel, transportation, etc.).

People with disabilities and access and functional needs are defined as populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, safety, support, and health care. Individuals in need of additional response assistance may include those who have disabilities; who live in the community or long-term care facilities; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged. Many people with disabilities are completely self-sufficient and may be prepared to evacuate.

It is critical that modes of available transportation are identified that can accommodate people with disabilities and other access and functional during an evacuation. Transportation that can accommodate personnel in wheelchairs, scooters, service animals, or other mobility aids needs to be made available. Some potential options can be the use of lift- equipped school buses or vans. The OAEOC will work with law enforcement to provide appropriate transportation resources during an evacuation.

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#### 2.5.5 CRITICAL FACILITY SUPPORT

Critical facilities include those that serve the public’s interest during an emergency, and as such need focused consideration as to how they are managed in an emergency. Many critical facilities provide governmental functions, such as firehouses, Sheriff stations, and water or sewage treatment facilities. Each of these departments has their own response plan that supports their

activation in case of evacuation events, and dictates how they would coordinate with the County's EOC via their own DOC. These departments also need to maintain their own evacuation plans, as well as continuity of government strategies, to support the continuation of their essential function. In the cases of the first responders, such as fire services and law enforcement, there are multiple facilities out of which they can operate should one facility need to be evacuated. In the case of utilities such as water and sewer, the loss of services at any facility due to an evacuation could create major resource supply challenges to the EOC staff. Mutual aid resources will likely be needed to provide water and back-up power to certain facilities until the main service is restored.

Facilities such as schools, daycare centers, hospitals, assisted living centers, board and care, adult residential facilities, and other facilities with unique evacuation support needs, such as jails. These facilities may include health services or other services, depending on the needs of their consumers. When considering the movement of clients or residents to avoid hazards, whether within or outside of the facility, the jurisdictions will consider the inherent risk that the movement and travel conditions could have on an individual's health. Jurisdictions will involve the County's Health and Human Services Department responsible for activities associated with the EOC's Health/Medical Branch (ESF-8) for information and direction on the evacuation of these types of facilities. There are several strategies and protective actions for critical facilities:

- Sheltering-in-place without moving clients.
- Depending on the degree of risk, facility staff may decide to remain in place because the threat may have less impact on client health and safety than a voluntary evacuation (Example: A facility becomes aware of a chemical release that will affect it within a short period and the local government advises staying indoors or evacuating the area. Evacuation could expose patients or residents to greater risks than sheltering-in-place).
- Sheltering-in-place on the same level (Example: An evacuation may be necessary from one side of a building to another based on an approaching or impending threat. Staff would be expected to identify the path and speed of the threat to ensure a timely movement of their residents, patients, staff, and critical equipment).
- Sheltering-in-place vertically, up, or down (For fast-moving, short-duration events, it may be necessary to move residents above or below the ground floor. This is usually done because the time in which to respond to a serious hazard is extremely limited. Lower-level sheltering may be required for high-wind scenarios or during threats from some human-induced threat (e.g. a nearby impending explosion). Upper-level sheltering may be required for scenarios involving very fast-moving waters or during the release of low-lying chemicals in the immediate area).
- Evacuating just outside of the facility
- Evacuating to a nearby like facility
- Evacuating to a distant like facility
- Evacuating to a shelter designated as a medical treatment unit and the originating facility continues to provide all staff and support services
- Evacuating to a shelter designated as a medical treatment unit where local health

officials provide staff and support services

Schools, medical facilities, and care facilities will undertake evacuations using their own resources, and not rely on governmental or public resources (e.g., ambulances or Paratransit, Inc.). The facilities are responsible for transportation of the persons in their care. These facilities must not rely on Sacramento County or other jurisdictions for transportation assistance. Law or regulation requires these facilities to develop Evacuation Plans specific to the needs of their respective populations.

The County will notify, if circumstances of the event permit, people and caregiver groups who may need extra time to evacuate during the low-level, or evacuation alert stage of a threat. Priority attention will be given to notifying special needs population service providers. This will enable them to contact their clients and alert them of evacuation advisories and provide additional instructions.

In the sections below, described are the special evacuation considerations for critical facilities that are not traditionally considered part of the County's first response organization. As such, the facilities evacuation operations will need to be closely coordinated by the EOC. All the following facilities (jails, schools, and airports) contain populations that need additional support to evacuate; these same facilities also provide amenities that may support evacuee sheltering, transfer areas for evacuees, or staging areas for evacuation operations support.

**Jails.** There are two jails in Sacramento County. The downtown Main Jail contains up to approximately 2,400 inmates. This population consists of the newly arrested and those waiting trial. As such, the inmates are more anxious and potentially volatile. Evacuation of this population will be conducted by the Sheriff Department. The primary evacuation destination is the Rio Cosumnes Correctional Center (R-Triple C Jail) in the southern part of the county.

The R-Triple C Jail in southern county contains up to 2,200 inmates. This population consists of mostly sentenced individuals, as such the anxiety level is greatly reduced and the inmates are less volatile. They can be moved in non-secure buses (such as school buses or RT buses) when shackled and with guards. The R-Triple C would likely evacuate north to the Main Jail. If both facilities were threatened and needing to be evacuated, the Law Enforcement Branch at the EOC will coordinate the evacuation of inmates through the law enforcement mutual aid systems to other Counties.

The Main Jail has a medical ward that hosts up to sixty inmates. Approximately 40% of the inmate population suffer from mental health problems, physical health problems, with some needing dialysis and other medications. There is an isolation room for inmates with Tuberculosis. Thus, any evacuation of the Main Jail would require the use of medical transportation, including ambulances. Early movement of these specific inmates is critical to a successful evacuation, and should be considered whenever there is a heightened level of evacuation warning.

**Health Care Facilities.** Private health care entities provide key services for the public, and include hospitals and long-term care facilities (e.g., board-and-care and assisted living centers). State law requires these facilities to have their own evacuation plans, including patient transfer destinations, staffing and transportation plans. Hospitals within a HMO network will typically evacuate their patients to another facility within their network.

The Hospital Association of Sacramento County provides a forum for the member hospitals to work out other patient transfer agreements. In some cases, such as in flood events, the patients may be



“sheltered in place”, i.e., moved to upper floors that are not impacted by rising waters. This strategy provides the advantage of lessening the impact to critical patients for whom a long-distance move may prove harmful or even fatal.

When forecasts of an event allow time for early evacuations, hospitals in the potential impact area can cancel elective surgeries and divert patients to facilities that are not in threatened area(s). Information on alerts and potential threats will be shared through the California Health Alert Network (CAHAN) system, as well as through other available systems. Evacuation Planning and on-going mitigation efforts are critical for the area hospitals.

Like hospitals, long-term health care providers are required to have their own evacuation plans, with alternative destinations for the people in their care and defined modes of transportation. During a large disaster, the local ambulance services will not be able to provide sufficient resources to move a large long-term care facility, and the emergency medical services and paratransit-type vehicles will be needed to support evacuations of the general population. Providers that are members of a large organization, such as Eskaton, may move their residents to another member’s facility. Other independent providers will move their residents to like-facilities. All long-term care facilities in a potential impact area should be provided with alerts whenever the EOC is calling for evacuations of vulnerable persons.

**Primary Schools.** Schools are essential in providing services to the community in case of evacuations. Schools provide gyms, auditoriums, and facilities that can be used as ETPs. Many of the potential shelters sites identified in the county are at schools. School buses are a vital resource in the event of a high-level evacuation emergency where many transportation resources are needed. Schools need to be evacuated early, both for the children’s safety and to allow for its resources to support the larger community.

Primary schools (grade schools and high schools) should consider taking a “flood day” off if they are in a threatened area and in imminent danger of flooding, or being impacted by other catastrophes. This allows children to remain with their parents and allows families to voluntarily evacuate if they wish. School districts and individual schools provide an excellent conduit for public information, including warnings of threats and potential or actual evacuations. Many schools have parent/guardian call-down systems that can reach many families in a short time.

**Colleges.** Adult college students, unlike primary school students who are still minors, will typically have more resources to support self-evacuation. College students and campuses will need time to support student evacuations as well as the implementation of business continuity procedures. Local colleges may be needed to support evacuee movement and sheltering, and close coordination with the colleges is essentially in providing for the overall safety of citizens. Potentially impacted colleges in the Sacramento County should also consider taking “flood days” if the threat levels warrant it.

Each of these colleges in Sacramento County has the responsibility to protect the life, health and safety of their students, faculty, and staff, and will respond to emergencies and evacuate their facilities according to their emergency operations plans. Several main colleges in the county are listed below, along with their locations and some considerations regarding their availability and strategic placement as a as a possible shelter and/or an Evacuation Transfer Point.

There is one university in Sacramento County that is in the California State University System.

- **California State University.** CSUS is located on 6000 J Street in the City of Sacramento, near the American River and near Highway 50. The nearest Regional Transit Station is the 65<sup>th</sup> Street Station, located one-half mile to the south. The campus is located within the 100-year and 500-year flood plains.

The Los Rios College District has four colleges located within the county: the American River College, Sacramento City College, Cosumnes River College, and Folsom Lake College.

- **American River College.** American River College (ARC) is in Sacramento County at 4700 College Oak Drive, just east of I-80 off the Madison Avenue exit, between the City of Citrus Heights and the City of Sacramento. The nearest Regional Transit Station is the Watt Avenue Station, located three miles to the north-west. The main campus is NOT located within the 100-year or 500-year flood plains. ARC's off-campus centers are: the Ethan Way Center in the City of Sacramento, just south of the American River; the Mather Center; the McClellan Center; and the Natomas Center next to/with Inderkum High School.
- **Sacramento City College.** Sacramento City College is located on 3835 Freeport Boulevard near William Land Park; it is located off the Sutterville exit on I-5 in the south part of the City of Sacramento. The closest Regional Transit station is the City College Station, located one mile to the west. The main campus is located within the 500-year flood plain. It is not within the 100-year flood plain. Sacramento City College's off-campus centers are: the Davis Center near UC Davis; the Downtown Center at 1209 4th Street in the City of Sacramento; and the West Sacramento Center at Halyard Drive, off the BUS 80/US 50 Harbour Boulevard exit.
- **Cosumnes River College.** Cosumnes River College is located at 8401 Center Parkway, in the City of Sacramento, (just north of the City of Elk Grove) off the Cosumnes River Boulevard exit of Highway 99. The nearest Regional Transit Station is the Meadowview Station located two miles to the north-east. The main campus is located close to the 500-year flood plain, and may be impacted. It is not within the 100-year flood plain.
- **Folsom Lake College.** Folsom Lake College is in the City of Folsom at 10 College Parkway in the City of Folsom, one and one-half miles north of Highway 50 on the Bidwell Exit. The nearest Regional Transit Station is the Folsom Station located 4 miles to the East. The main campus is not located in the 100-year or 500-year flood plains, although it would be impacted by a Folsom Dam failure. Folsom Lake College's off-campus centers are the [El Dorado Center, 6699 Campus Drive in Placerville](#) and the [Rancho Cordova Center, 10378 Rockingham Dr., in Rancho Cordova near Mather Field.](#)

**Airports.** Five airports are in Sacramento County. The Sacramento County Airport System (SCAS) includes Sacramento International Airport (SMF), Mather Airport (MHR), Sacramento Executive Airport (SAC) and Franklin Field (F72). SCAS owns and manages the Airstrip only at McClellan Airfield (MCC). McClellan Air Park and Mather Field are converted U.S. Air Force bases.

- **Sacramento International Airport (SMF)** is the primary commercial hub in the county, and is in the unincorporated county area north of the City of Sacramento in the Natomas Basin. The International Airport is located 12 miles northwest of downtown Sacramento and north of Interstate 5.

- **Sacramento Executive Airport (SAC)** is in the southern end of the City of Sacramento, situated between State Highway 99 and Interstate 5. Sacramento Executive Airport is located at 24 feet above sea level. It is specified as a General Aviation airport and not intended to be used for air carrier operations. It has three runways (lengths of 5,503', 3,836' and 3,485'). These runways are considerably short to be used as an alternative to Sacramento International Airport in an evacuation.
- **Mather Airport (MHR)** is located near State Highway 50 in the City of Rancho Cordova. Mather Airport is located at 96 feet above sea level and stands out as a potential alternative airport. Mather Airport is mainly used as a cargo and corporate general aviation airport although there are some limited military operations with the Air National Guard. With two runways (11,301' and 6,040'), it currently has a CAT I ILS approach and an operating contract tower. It also maintains a defector Index C ARFF capability. Sacramento County Airport System staffs Mather Airport. Since the transition from a military field, there are many vacant buildings and hangars that would need upgrades and improvements done for code purposes prior to occupying. The airfield facilities are in good to excellent condition. Surface parking is limited.
- **McClellan (MCC)** is in the northern end of Sacramento County. McClellan is at 75 feet above sea level and has a 10,600' runway as well as a CAT I ILS. The airport is mainly used as a Corporate and General Aviation airport. The airfield is uncontrolled and depends on Sacramento Metro Fire District (SMFD) to support ARFF needs. It has ample surface parking but available facilities are questionable due to a 3rd party development contract (not under SCAS control). SCAS manages and owns the airfield only.
- **Franklin Field** is designated a public use airport, and has no air traffic control tower or personnel. The field is in 8 miles north-west of the town of Galt in the unincorporated area of the county.

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#### 2.5.6 CARE AND PROTECTION OF ANIMALS

The Pets Evacuation and Transportation Standards (PETS) Act of 2006 amends the Stafford Act and requires evacuation plans to consider the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency.

The Sacramento County Department of Animal Care and Regulation and local city animal services have existing plans to transport and shelter pets in a disaster in the Sacramento Operational Area. The Sacramento Humane Society and Society for the Prevention of Cruelty to Animals (SPCA), and trained volunteers may assist in the rescue, transport, and sheltering of small and large animals.

Pets will typically be kept in areas adjacent to the shelters of their owners. Some designated shelters have pre-designated pet areas. Companion animals will be kept in shelters with their owners.

There are approximately forty (40) large dairies in Sacramento County, mostly south of the City of Elk Grove and near Galt with close to 18,000 dairy stock. Many could be threatened in a flood situation in the southern areas of the county. Most beef ranchers are on high ground, and not as susceptible to flood threats.

**Transportation.** In an evacuation emergency, animal care personnel work in the EOC under the Care and Shelter Branch, and will coordinate animal transportation issues within that branch and other branches within the Operations Section. An animal services DOC would be established at their Bradshaw Road location and managed by Animal Care and Regulation officers. Its primary work is to coordinate animal movement, animal shelter, personnel staffing, and convergent volunteer placement.

Large animal movement can be coordinated through the Agricultural Commissioner and their office; a DOC is located at their facility. This role will likely be engaged and coordinated with the Animal Services section under the Care and Shelter Branch in the EOC. The Agricultural Commissioner will coordinate with County Animal Care and Regulation. Inter-county coordination of the movement of large animals or large number of animals would take place through the EOC, and may involve coordination through the REOC. California Department of Food and Agriculture would support this animal care and movement at the REOC.

During evacuations, the RT bus and light rail operators have the final say on which animals can be brought onto their vehicles. The only general rule is that service animals (not pets or companion animals) are allowed onto the bus/train. County Animal Care and Regulation may be able to provide trailers and cages to support the movement of animals that cannot be boarded on RT or other transportation vehicles during evacuations. In these cases, Animal Care and Regulation will track and take the animals to the transfer sites (if owner is being transported there), to the shelters (if known), or to an animal shelter so that the owner can later pick up their animal once the emergency has passed.

If an area needs rapid evacuation, additional buses may be directed into the impacted area to evacuate citizens. In this case, the buses could be organized into task forces that include several buses followed by animal transportation unit (e.g., trailer and animal kennels/crates) so that persons could load their pets onto the trailer and then board the buses. County Animal Care and Regulation Officers would support evacuation strike teams, but not with their staff vehicles, as their vehicles only hold six animals each.

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### 2.5.7 ACCESS CONTROL

As the population vacates large areas of homes and businesses, law enforcement secures those areas pending return of residents. Security requirements exceeding the resources available within the OA are requested by the OA Law Enforcement Coordinator. Before re-entry, the area must be confirmed to be safe and secure. An assessment must be completed to verify that citizens can return to the evacuated area.

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### 2.5.8 RE-ENTRY

Once an evacuated area has been established as safe for reentry, persons who have evacuated will be allowed to return to their homes. Re-entry will be approved by the EOC Director after consultation with the Operations Chief and clearance from the IC. The Operations Section Chief will designate the Law Enforcement Branch and the Evacuation Movement Unit (EMU), if established, to coordinate the movement of sheltered persons back to their neighborhoods.

All involved agencies will need to coordinate for an effective re-entry. For safety reasons, an assessment should be completed before citizens re-enter the evacuated area. This assessment includes an evaluation that the following have been completed:

- Damage assessments to buildings and infrastructure
- Gas leaks or downed power lines repaired
- Water and sewer lines repaired; drinking water has been deemed safe
- Hazardous materials releases and residual contamination contained
- Debris has been removed from major transportation routes
- Trees and other overhead structures are safe

Once re-entry is deemed safe, the same public alert and warning systems can be used to disseminate information regarding the opening and re-accessibility of evacuated areas. The EOC will notify shelter staff of the re-entry schedule and procedures. Websites must be updated with re-entry information for the people who evacuated out of county and even out of state. The Sacramento County JIC, County Operator, 3-1-1 and 2-1-1 Sacramento must be kept apprised of current re-entry information as many will be using this service.

Transportation will be provided for those in shelters back to ETPs/TPs, PUPs, and/or directly to neighborhoods. While areas are being re-populated, re-entry points will need to be staffed by law enforcement to maintain safety and security for legitimately returning residents, contractors, and insurance adjusters.

People with disabilities and/or access and functional needs, may have lost needed support infrastructure (e.g., ramps), or may find that once easy terrain is now damaged and too difficult to navigate. For such considerations, short-term housing (e.g., hotels, apartments) may be identified that can accommodate their needs until damage to access their homes is fully repaired.

Volunteer support in this re-entry period is crucial, as volunteers can support local jurisdictions and individual neighborhoods/communities with collecting data, providing literature and information, as well as provide other supporting services as directed by the EOC.

## 3.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### 3.1 ORGANIZATION

The roles and responsibilities of local, county, State, and federal governments in an evacuation effort are summarized in the following sections. In addition, departments and agencies assigned responsibilities in this plan are accountable for developing and maintaining Standard Operating Procedures (SOPs) which cover those responsibilities.

The responsibilities listed in this section expand on and add to the response activities identified in Table 1 – Roles and Responsibilities.

## 3.2 ASSIGNMENT OF RESPONSIBILITIES

### 3.2.1 LOCAL JURISDICTIONS

Each incorporated jurisdiction is responsible for developing an evacuation annex or may adopt this Annex as their own. The decision to order an evacuation will be made by the Incident Commander at the local level based on situational reports. Impacted jurisdictions will be responsible for activating their EOC during an incident and for communicating and coordinating resources with the OAEOC. If two or more communities are impacted by an evacuation effort, then incident response will be coordinated through the OAEOC under a Unified Command.

### 3.2.2 COUNTY

In addition to being the local EOC for the unincorporated areas of the county, the County's EOC carries out the OA coordination function. When the OAEOC activates in accordance with SEMS, the REOC, followed by the State Operations Center (SOC), activates in support of the OA. Given the extensive impact of evacuations, the EOC management should consider instituting the local emergency proclamation process. A Proclamation of Local Emergency provides:

- Emergency powers
- Liability protections
- Access to standing local mutual-aid agreements (MAAs)
- Support for applying for recovery assistance under the California Disaster Assistance Act (CDAA)

Specific roles and responsibilities of the positions in the EOC are described in the County's EOP and EOC SOPs. Each incorporated jurisdiction is responsible for developing an Evacuation Plan or plan as part of its jurisdictional EOP. During an OA evacuation, regardless of the jurisdictional boundaries, all agencies/organizations that will support the movement of evacuees during an emergency are responsible for the following:

- Identifying staffing requirements and maintaining current notification procedures to ensure appropriately trained agency personnel are available for extended emergency duty in the agency DOC, County EOC, or field command posts, as needed.
- Developing and maintaining procedures to ensure that the current inventory of agency resources and contact lists are available.
- Developing and maintaining procedures for identification, location, commitment, deployment, and accountability of applicable agency emergency support resources.
- Providing, within capabilities, personnel, equipment, and other assistance to support emergency response and recovery operations.
- Provide situational/operational information in accordance with existing procedures and/or as requested by the primary agency.

Law Enforcement Mutual Aid and Sacramento County ESF-13 describes the roles and responsibilities of the Sheriff's Department, regional law enforcement, and other support agencies during an evacuation effort. All other county department's roles in an evacuation effort will be coordinated through the OAEOC. In general, the various county departments will help coordinate evacuation efforts for the incorporated areas and will support the conduct of evacuation operations for the unincorporated areas of Sacramento County.

During an evacuation effort, the designated ESF-13 Coordinator is the Sheriff, who is also the OA Law Enforcement Coordinator. The ESF-13 Coordinator will be assisted by other law enforcement and support agencies. Law enforcement agencies, highway/road/street departments, and public and private transportation providers will conduct evacuation operations. Procurement, regulation, and allocation of resources will be accomplished by those designated.

**Evacuation Movement Unit in EOC.** The Sacramento County Sheriff's Department is the primary agency for the evacuation coordination of citizens from a threatened area within Sacramento County. As part of their EOC responsibility as the Law Enforcement Branch, they will manage the Evacuation Movement Unit (EMU) with the affected local jurisdictions that will be responsible for the coordination of resources to implement the evacuation plan. The primary task of the EMU is to:

- Identify the evacuation routes for those evacuating by county roadways and onto state and federal highways.
- Gather and provide situation awareness as to effectiveness of evacuation movement.
- Coordinate with transportation agencies within the operational area that are impacted by the evacuation effort.
- Coordinate with Regional Transit regarding the establishment of ETPs at their light-rail stations, and the direction and movement of evacuees using mass transit.
- Coordinate routes and situational reports to Evacuation Task Forces that may be moving people from threatened area.

Evacuation Movement Unit members would include representatives from the Sheriff Department and Sacramento County Department of Transportation (DOT), and as necessary, County Animal Care and Regulation, Department of Water Resources, Department of Human Assistance or the Red Cross, and Sacramento Regional Transit (RT). The EMU will coordinate with the DOT's TOC and with County Office of Emergency Services (OES). State representatives would include CalTrans, and as necessary, CHP. Evacuation operations will be conducted by the following agencies:

- County of Sacramento Sheriff's Department
- Fire Agencies
- County Department of Human Assistance (DHA)
- Department of Health Services (DHS)
- Department of Animal Care and Regulation

- Department of Community Development
- Environmental Management (EMD)
- Department of General Services (DGS)
- Department of Water Resources (DWR)
- Agriculture Commission & Weights, and Measures
- Regional Parks Department

The OA Law Enforcement Coordinator is responsible for coordinating transportation resources and operations on a countywide basis. This coordination will be accomplished in the OAEOC with the involved City EOCs, County Department Operations Centers (DOCs), and the Sheriff's DOC.

**Evacuation Transfer Point (ETP)/Site Operations.** As evacuees arrive at the ETP/sites they will be quickly evaluated and assessed related to their basic needs and then directed to transfer to other locations depending on their needs assessment. These other locations could include mass care shelters, family and friends, or other resources appropriate to address their needs and provide temporary shelter.

RT Buses will be the primary means used to transfer evacuees to Mass Care Shelters. Other sources of transportation could include personal vehicles, school buses, charter buses, paratransit-type vehicles, or other vehicles. Each of the buses will be clearly marked with identifying numbers and final shelter designations. Buses can also be used as a temporary heating shelters or medical relief stations should this be necessary. There will be no registration process at ETPs. Based on the short duration that evacuees will spend at ETPs, only basic needs will be accommodated. These needs include:

- Hydration (water)
- Toilet facilities
- General Information and updates on the emergency and other relevant subjects
- Communication assistance. This would include telephone access to make emergency calls to relatives, friends, doctors, caretakers, etc.
- Bilingual communications as needed
- Protection from the elements

The team that operates the ETP/site will receive training on site operations. The team will have designated positions with position descriptions outlining their duties and responsibilities as per ICS standards. Included on a fully-staffed team will be:

- ETP Director (Sheriff or RT)
- ETP Assistant Director



- Crowd control specialist
- Law enforcement/security personnel
- Traffic control
- Communications specialists
- General staff to handle hydration station and other duties
- General staff to support team operations as directed
- Lead assessors and evaluators
- Volunteers

Overall evacuee transfer will be managed by the EOC, which remains in constant communication with established ETP/sites.

**Care and Shelter.** The County EOC will decide which of the pre-designated shelters to open based on the geographic location of the incident. Shelters should be as close as possible to the evacuee's homes or ETPs, but far enough away to be safe from the threat. In the case of a flood threat, the County will open shelters outside the floodplain. Further details on the Care and Shelter function can be found in the *Sacramento County Mass Care and Shelter Plan*.

**Regional Movement.** *The Mutual Aid Region IV Mass Evacuation Support Guide v. 2010* has been developed as a plan to support and coordinate the movement of evacuees throughout California Mutual Aid Region IV, which includes Sacramento County. The region does not yet adopt this guide, but does provide an initial template for regional coordination. The guide comes into effect in cases when the impact of a specific catastrophic emergency involves the evacuation of people throughout multiple operational areas. In these cases, the capacity of any one operational area to manage the traffic out of, into and/or through the county is likely exceeded.

A key component of this regional movement plan is the designation, staffing and supplying of the Evacuation Coordination and Assistance Points (ECAP) within each county and along the evacuation routes. An ECAP activation should be requested by local government, as a mutual aid request by a neighboring operational area, or by request to the Regional Emergency Operations Center (REOC), and are intended to supply emergency food, water, and fuel, as well as information and shelter referrals to evacuees. The intent is to keep the traffic moving by providing a quick, emergency-only stop point for necessities that evacuees might need during the movement to their destination.

If Sacramento County is impacted and is evacuating its residents, then its roles and responsibilities are described as an impacted county specifically:

- Order evacuations as necessary
- Provide Public alert and warnings
- Manage evacuee movement onto major evacuation corridors and out of the impacted area

- Manage the return of residents once the area is safe for re-entry

If Sacramento County is not impacted, but is receiving evacuees, then its roles and responsibilities are as a supporting county, specifically:

- Establish and operate ECAPs as designated by the California Highway Patrol (CHP) and designated by the County
- Assist CHP with managing the movement of evacuees into or through Sacramento County
- Support the movement of emergency resources and personnel through Sacramento County and in support of the impacted area

Specific county roles and responsibilities associated with evacuation operations are described in Table 3 – Roles and Responsibilities.

**Table 3 – Roles and Responsibilities**

<b>Roles and Responsibilities - Evacuation Plan</b>				
<b>Department/ Agency</b>	<b>Responsibilities</b>	<b>Coordination and Emergency Management</b>	<b>Public Warning</b>	<b>Transportation and Evacuation Control</b>
<b>County Executive</b>	The County Executive is responsible for ensuring public safety and the welfare of the people in Sacramento County.	<ul style="list-style-type: none"> <li>• Maintain authority for the activation of the EOC.</li> <li>• Serve as the EOC Director.</li> <li>• Maintain working relationships with local partners throughout the operational area.</li> <li>• Implement overall policy decisions.</li> <li>• Implement laws and regulations that support emergency management and response.</li> <li>• Authorize the County's Office of Emergency Services (OES) to provide an EOC Coordinator to take the lead in EOC direction and control in response to the evacuation event.</li> </ul>	<ul style="list-style-type: none"> <li>• Support the public information function by providing media and public information as requested.</li> <li>• Coordinate with the Public Information Officer and Joint Information Center.</li> </ul>	
<b>Office of Emergency Services (OES)</b>	The Sacramento County Office of Emergency Services (OES) is charged with emergency management for the County, and responsible for maintaining situational awareness of threats that may necessitate an evacuation of citizens. In cases where an emergency or disaster exists, OES will coordinate the County's role in response to and recovery from the disaster. OES fulfills the County's requirements under the Emergency Service Act (Government Code Section 8550 et. seq.). Furthermore, OES will work in partnership with the emergency	<ul style="list-style-type: none"> <li>• Activate an Information Coordination conference call or meeting that will include essential stakeholders. The purpose is to determine increase situational awareness of the threat, the seriousness of the threat, and what next steps may need to be taken, including beginning public alert, press releases, activating the EOC, etc.</li> <li>• Activate the EOC, in coordination with the County Executive, to the appropriate emergency level.</li> <li>• Notify staff of pending EOC activation, and/or to current activation levels, and coordinate staffing of all needed positions.</li> <li>• Approve release of warnings, instructions, and other emergency public information related to the evacuation effort.</li> <li>• Receive and verify situation reports from a variety of sources and identifies/estimates needs for evacuation transportation.</li> <li>• Request assistance from support agencies, and communication resources, as appropriate.</li> <li>• Maintain coordination and communication between the EOC, local jurisdictions that may be affected by the evacuation, and support agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the activation of public alert systems.</li> <li>• Provide support to the County PIO.</li> <li>• Coordinate the activation of the Joint Information Center as needed.</li> <li>• Provide public information on mass care sites, services provided, available routes, and transportation options.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify potential resources for providing evacuation transportation services.</li> <li>• Arrange for, or coordinate logistical support, including transportation of evacuees and supplies.</li> </ul>

	<p>management of the cities within the county to provide overall coordination at the EOC.</p>	<ul style="list-style-type: none"> <li>• Communicate with Cal OES, and keep them apprised of local situation and request additional resources as needed.</li> <li>• Maintain expenditure records to facilitate reimbursement.</li> <li>• Coordinate and maintain files of all initial assessment reports.</li> <li>• Coordinate the development of after-action reports.</li> </ul>		
<p><b>Sheriff's Department/ Law Enforcement</b></p>	<p>The Sheriff's Department/ Law Enforcement Agency supports information coordination and threat assessment during all decisions regarding evacuation or persons throughout the county. The Sheriff Office supports the EOC when activated, in the Law Enforcement Branch of the Operations Section.</p> <p>Additional Law Enforcement responsibilities:</p> <ul style="list-style-type: none"> <li>• Limiting the entry into areas designated for evacuation by staffing ingress and egress through Access Control Points.</li> <li>• Protection of property, and enforcing the evacuation of endangered children.</li> <li>• Assist with the removal and disposition of the deceased if requested by the County Sheriff/Coroner.</li> <li>• Assist with evacuating incarcerated people.</li> <li>• Establish Security for vital facilities and</li> </ul>	<ul style="list-style-type: none"> <li>• Report to the Operations Section Chief at the EOC, and serve in Law Enforcement Branch, and in the appropriate units.</li> <li>• Provide evacuation notification and advisory to unsafe areas.</li> <li>• Identify transportation and evacuation points.</li> <li>• Coordinate relocation of people to safe areas with other agencies.</li> <li>• Search vacated areas to ensure that all people have received warnings.</li> <li>• Provide initial field situation reports and updates from field units and Aerial Support to Regional Enforcement Agencies.</li> <li>• Contact American Red Cross (ARC) for potential and confirmed evacuation and shelter needs of displaced population.</li> <li>• Coordinate the provision of transportation resources to access and functional needs populations.</li> <li>• Provide traffic control measures for evacuation effort.</li> <li>• Provide law enforcement and crowd control measures at transportation points, evacuation points and mass care facilities.</li> <li>• Provide security and access control to vacated areas. Request mutual aid assistance from the OA or Regional Law Enforcement Coordinator.</li> <li>• Establish traffic control and other measures to permit re-entry into the impacted communities.</li> </ul>	<ul style="list-style-type: none"> <li>• Use loud speakers on field vehicles and helicopters to alert those in the immediately threatened areas.</li> <li>• Give ample and redundant information to critical facilities, such as day cares, schools, adult residential care, skilled nursing, board, and care, etc. These will need additional time to close or evacuate, and may need to close or evacuate as a precautionary action.</li> <li>• Identify persons and populations that appear to be needing special assistance.</li> <li>• Assign Sheriff PIO to the ICP, and as part of the JIC.</li> </ul>	<ul style="list-style-type: none"> <li>• Directing motorists toward designated / safest evacuation routes. In coordination with the Movement Branch in the EOC, the DOT Traffic Engineers designate routes.</li> <li>• Control and monitor primary routes and area access.</li> <li>• Assign or locate the Evacuation Transfer Points (ETPs), or locate alternative safe havens if ETPs are not available/accessible, and support orderly evacuation at ETP/TPs.</li> <li>• Supporting mass transit pick-up and movement of those needing assistance.</li> <li>• Define traffic control areas using the Sheriff Department's pre-established districts.</li> <li>• Close roads that will not be used as the primary egress or ingress routes to the evacuated area. They will be assisted with road closure support by other county departments.</li> <li>• Station tow trucks on evacuation routes to assist disabled vehicles by towing, impounding and/or simply</li> </ul>

	<p>essential supplies.</p> <ul style="list-style-type: none"> <li>• Provide for the storage and establish a recovery process for large numbers of impounded vehicles.</li> </ul>			<p>clearing roadway.</p> <ul style="list-style-type: none"> <li>• Facilitate the movement of emergency vehicles with CHP and local police.</li> <li>• Limit the entry into areas designated for evacuation by staffing ingress and egress through Access Control Points.</li> <li>• Post-emergency: Coordinate the return movement of evacuees back to their homes.</li> </ul>
<b>Sacramento County Department of Transportation</b>	<p>The Sacramento DOT provides support in the movement of evacuees during an emergency. Sacramento DOT staff support the EOC when activated in the Evacuation Movement Unit in the Law Enforcement Branch of the Operation Section.</p>	<ul style="list-style-type: none"> <li>• Report to the Operations Section Chief at the EOC and in the Evacuation Movement Unit. CalTrans may also have representatives in this unit</li> <li>• Maintenance and operations section personnel report to the Traffic Operations Center (TOC) at the Bradshaw Street facility. Their function would be: <ul style="list-style-type: none"> <li>○ Coordinate Sacramento DOT resources.</li> <li>○ Monitor and control county-wide traffic.</li> <li>○ Communicate with their staff and the County EOC.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Sacramento DOT would update their webpage and provide data for the County webpage.</li> <li>• The Sacramento DOT's PIO would coordinate information with the County so that the public messages would provide consistent directions and messages.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide field support to law enforcement by providing barricades, signage, and other traffic related services.</li> <li>• Traffic engineers calculate traffic flow capacity and decide which of the available traffic routes should be used to move people in the correct directions.</li> <li>• Inspect and report on county roads.</li> <li>• At the direction of law enforcement, open and close county roads.</li> </ul>
<b>Fire Services and Rescue Operations</b>	<p>Fire protection and search-and-rescue services.</p>	<ul style="list-style-type: none"> <li>• Assist with evacuation efforts and medical response.</li> <li>• Coordinate rescue operations.</li> <li>• Provide fire protection and search and rescue in the vacated areas.</li> <li>• Support public safety in evacuation execution.</li> </ul>		
<b>Department of Water Resources</b>		<ul style="list-style-type: none"> <li>• Activate the Department of Water Resources (DWR) DOC. Their DOC is located at their Operations and Maintenance yard at 3847 Branch Center Road, by Bradshaw Avenue near Mather Airport. In a flood emergency this O&amp;M center coordinates flood fight activities, organizes first responder efforts, and provides logistical support in the form of equipment, sand, sandbags.</li> <li>• Coordinate County's DWR staff. This may be completed by management from their offices on 7<sup>th</sup></li> </ul>		

		<p>Street in Sacramento, or by mobilizing to the Bradshaw O&amp;M site. They alternate on 12-hour shifts.</p> <ul style="list-style-type: none"> <li>• Support EOC Activation. Provide key coordination staff members to the County EOC.</li> <li>• Provide technical expertise into County’s information gathering calls/meetings. During these multi-agency and multi-department coordination group meetings, DWR provides information on water issues and flood threats.</li> <li>• Coordinate with the State DWR. State DWR will coordinate with the County, and all information will be shared at the EOC through visual and comms links to the Flood Center.</li> <li>• Inspect and report on drainage/flood control facilities.</li> <li>• Inspect and report on county water and wastewater facilities and other county facilities.</li> <li>• Maintain the ALERT Flood Warning System.</li> </ul>		
<b>Department of Health Services (DHS)</b>	<p>DHS is responsible for coordinating the movement of people with access and functional needs (not a resident of a nursing or medical facility with their own evacuation plan) populations identified during an evacuation situation. DHHS will also provide assistance within shelters for if requested.</p>	<ul style="list-style-type: none"> <li>• Provide staff member to EOC.</li> <li>• Activate the DHS DOC, located at is located at 7001A East Parkway as the main point of DHHS operations. Back-up facility is on Broadway (Senior Center)</li> <li>• Coordinate and assist in the identification, provision, or dissemination of information on the appropriate services to individuals with special needs.</li> <li>• Track patients in the DHS services system that need special assistance.</li> <li>• Coordinate with County Animal Care and Regulation and County Agriculture Commissioner to take required animal control measures.</li> <li>• Coordinate for transportation of non-ambulatory persons and other special needs persons.</li> <li>• Coordinate with Medical Reserve Corps volunteers, if activated.</li> <li>• Provide specialized staff to shelters if requested.</li> <li>• Support disaster victims and/or shelter inhabitants in understanding what recovery programs may be available to them.</li> </ul>	<ul style="list-style-type: none"> <li>• DHS uses the California Department of Public Health’s California Health Alert Network (CAHAN) for notification.</li> <li>• DHS has PIOs to develop messaging and notify the public of a disaster event or evacuation. Will notify the County EOC to send message.</li> </ul>	
<b>Department of Human Assistance</b>	<p>Assist ARC in providing mass care services.</p>	<ul style="list-style-type: none"> <li>• Assist ARC in providing mass care.</li> <li>• Ensure specialized services are provided as required for people with disabilities and other access and functional needs.</li> <li>• Assist ARC in coordination with the Logistics Section</li> </ul>		

		<p>of the OAEOC to ensure the transportation of evacuees to and from shelters.</p> <ul style="list-style-type: none"> <li>• Provide care for unaccompanied minors until shelters are established, and they can be reunited with their legal guardians. If they cannot be reunited with their legal guardians, the Law Enforcement Branch in the OAEOC should be contacted to request appropriate Law Enforcement agency for assistance.</li> </ul>		
<b>County Animal Care and Regulation</b>	<p>The County Animal Care and Regulation provides services to Sacramento County and the cities of Citrus Heights, Folsom, Galt, and Isleton. The City of Sacramento has its own shelter facility, and its own Animal Care officers. The Cities of Rancho Cordova and Elk Grove contract their animal care program with the <i>Sacramento Society for the Prevention of Cruelty to Animals (SPCA)</i>, which is located at 6201 Florins Perkins Road.</p>	<ul style="list-style-type: none"> <li>• Report to the Operations Section Chief at the EOC, and serve in Care and Shelter Branch. (See the County EOP for details regarding EOC responsibilities.)</li> <li>• Direct emergency animal control operations during a disaster within the unincorporated areas and contracted jurisdictions.</li> <li>• Develop and implement a system to identify and track animals received during a disaster.</li> <li>• Coordinate the transportation of animals to animal care facilities as requested.</li> <li>• Coordinate with Care and Shelter to place evacuated animals. Attempt to place animals with owners when possible.</li> <li>• Coordinate the movement of Animal Control Officers to support Evacuation Task Force.</li> <li>• Coordinate the inter-county movement of animals at the EOC. This would include coordination with the REOC. This is especially true for larger animals. The California Department of Food and Agriculture (CDFA) would support this animal care and movement at the REOC.</li> <li>• In Medium to High-level emergencies, activate the Animal Control and Regulation Departmental Operations Center at their Bradshaw Street Shelter location. Animal Control officers manage this DOC. Its primary function is to: <ul style="list-style-type: none"> <li>• Provide care for animals being brought to the shelter</li> <li>• Coordinate movement of overflow animals to the Sacramento County SPCA</li> <li>• Coordinate the convergent volunteers</li> <li>• Coordinate with CERTs who may be assisting with animal care issues, including staffing the shelter for a long-term incident.</li> </ul> </li> </ul>		
<b>Agricultural Commissioner</b>	<p>The Agricultural Commissioner supports</p>	<ul style="list-style-type: none"> <li>• Coordinate with the County Municipal Services Agency, Animal Care and Regulation Office regarding</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with CDFA for providing emergency</li> </ul>	

	the care, shelter, movement, and support of large animals, especially those affiliated with both industrial and family-sized agricultural concerns in the county.	<p>evacuations involving large animals.</p> <ul style="list-style-type: none"> <li>• Coordinate with the EOC, remotely if involved with field response actions.</li> <li>• Coordinate with California Department of Food and Agriculture (CDFA) would need to be coordinated through the EOC and in coordination with the Agricultural Commissioner.</li> </ul>	<p>information to industry regarding their concerns.</p> <ul style="list-style-type: none"> <li>• Warn agricultural industry leaders and advise of situation regarding large animal evacuation coordination. Key industries needing notification include: <ul style="list-style-type: none"> <li>○ Foster Farms for the Turkeys and Chickens.</li> <li>○ Poultry Producers Association.</li> <li>○ Major Cattle Farmers.</li> <li>○ Sacramento County Farm Bureau.</li> <li>○ Dairy Farmers of America.</li> <li>○ Horseman’s Association.</li> <li>○ Sheriff Mounted Patrol has horse contacts.</li> </ul> </li> </ul>	
<b>Sacramento County Planning and Building Department</b>		<ul style="list-style-type: none"> <li>• Work with the Fire Department to conduct damage assessment.</li> <li>• Conduct safety assessments and coordinate with FEMA and Cal OES Damage Assessment Teams.</li> <li>• Deem structures safe to re-enter.</li> </ul>		
<b>Sacramento County Environmental Health</b>		<ul style="list-style-type: none"> <li>• Evaluate county facilities for re-occupancy after an emergency, including ventilation systems.</li> <li>• Perform health hazard evaluations and provide recommendations to departments regarding disaster-related issues (including asbestos, lead, mold, etc.).</li> <li>• Perform shelter inspections prior to occupancy.</li> </ul>		
<b>Sacramento County Department of General Services</b>		<ul style="list-style-type: none"> <li>• Inspect and report on the status of communications sites and regional/county facilities.</li> <li>• Provide support to OES for the setup of Assistance Centers (Local, Family and Disaster) if located in county owned facilities or in the unincorporated areas.</li> <li>• Provide generators for county owned facilities.</li> <li>• Assist in interagency operations and public information.</li> </ul>		



		<ul style="list-style-type: none"> <li>• Assist in Geographic Information Systems (GIS)/Mapping and web pages.</li> <li>• Assist in resource ordering and damage assessment.</li> <li>• Direct debris removal and recycling in the unincorporated areas.</li> </ul>		
<b>Sacramento County Parks and Recreation</b>		<ul style="list-style-type: none"> <li>• Department of Parks and Recreation may be able to provide use of park space for temporary housing in time of a disaster.</li> <li>• All county parks will be available for the evacuated public and large animals at the request of law enforcement.</li> <li>• All county parks and community centers will be available for temporary fire recovery centers and programs as requested.</li> </ul>		
<b>Regional Transit</b>	While Regional Transit operates as a business, it serves as a county partner during emergency. RT resources include three primary vehicle types, Light Rail trains, Busses, and paratransit-type vehicle called Community Bus Service (CBS). During a medium-level or high-level evacuation emergency, the RT roles will be as follows.	<ul style="list-style-type: none"> <li>• Activate the RT Operations Center. Typically located in the Sergeant’s Office, with the purpose of responding to transportation resource requests from the EOC, and specifically from the EMU. RT Dispatch for the bus and rail transportation is adjacent to this RT Operations Center for ease of coordination; all vehicles have 800 MHz interoperable radios.</li> <li>• Activate RT law enforcement to 24-hour shifts. Law may also coordinate with the City of Sacramento’s Police Operations Center (POC) at Freeport Boulevard.</li> <li>• Coordinate the movement of hundreds of RT vehicles to a safe location, if emergency threatened their facility. Activate Regional Transit workers as Disaster Service Workers, especially if a Disaster has been declared.</li> </ul>	<ul style="list-style-type: none"> <li>• Update webpage to alert RT passengers with emergency information.</li> <li>• Update changeable message signs at RT stations that have such equipment.</li> <li>• Make emergency announcements by bus Public Address System.</li> <li>• Use Security Guards with Radios to communicate emergency messages.</li> </ul>	
<b>Paratransit, Inc.</b>			<ul style="list-style-type: none"> <li>• In coordination with the EOC and JIC, provide evacuation information to clients who call to request information, and, if requested by EOC, call clients who may be in evacuation area.</li> </ul>	<ul style="list-style-type: none"> <li>• In coordination with EOC directives as to priority areas to be evacuated, provide paratransit-type vehicles to support the evacuation of persons. Work within the evacuation task force structure if it is established.</li> </ul>
<b>Non-Profit Organizations</b>	Key agencies support evacuation efforts in the county.	<p>Volunteer Coordination:</p> <ul style="list-style-type: none"> <li>• Activate the Emergency Volunteer Center (EVC). The EVC activates for volunteer coordination from 24 to</li> </ul>	<ul style="list-style-type: none"> <li>• Provide emergency evacuation related information to callers to the 2-1-1 Sacramento</li> </ul>	

		<p>48 hours after the emergency initiates. As such, their focus is on recovery efforts. First responder volunteers, such as Community Emergency Response Teams (CERTs) and Red Cross, will be dispatched earlier by Fire, DHHS and other direct contacts.</p>	<p>system.</p> <ul style="list-style-type: none"> <li>• Coordinate with the EOC and JIC. Either Staff a 2-1-1- system representative at the JIC, or remain coordinated via ongoing briefings. Report questions coming from citizens as a feedback to JIC as to the comprehension of their messages. Provide accurate and JIC-approved information to the staff of operators.</li> <li>• Provide bi-lingual service through bilingual staff and translation provider.</li> </ul>	
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### 3.2.3 STATE AGENCIES

The California State agencies with primary roles in evacuation operations are Cal OES, the California Department of Transportation (Caltrans), California Department of Social Services (CDSS), and the California Highway Patrol (CHP). These agencies have the responsibilities listed below.

#### **Cal OES**

Provide for the public safety and welfare of the State's citizens. In an evacuation emergency the State's OES Director, in coordination with, and with the approval of the Governor, would provide assistance to the evacuation effort specifically through the following activities.

- Coordinating evacuation operations by other State agencies
- Approving all mission taskings to State agencies
- Make, amend, or suspend certain orders or regulations associated with the response in accordance with State law.
- Communicate to the public and help people, businesses, and organizations cope with the consequences of any type of incident
- Activate the State National Guard, as needed
- Proclaim a State of Emergency
- Request Federal assistance including, if appropriate, a Stafford Act Presidential declaration of an emergency or major disaster. This is done if it becomes clear that State capabilities will be insufficient or have been exceeded
- Coordinate State and Federal resources to aid in disaster response and recovery

#### **Caltrans**

- Activate the Transportation Management Center (TMC)
- Report to the County EOC and serve in Operations Section, Law Enforcement Branch, Evacuation Movement Unit
- Provide reports and estimates of state roads, highways, bypasses, and bridges
- Establishes preferred routes in coordination with CHP in support of assigning effective evacuee corridors
- Activate Changeable Message Signs to inform motorists of road conditions
- Update the AM radio message and webpage to provide evacuees with clear directions

- Assessing the conditions of State highways and bridges and estimating the time needed to repair damage
- Determining potential road restrictions or closures
- In coordination with Cal OES, responding to requests from the affected Operational Areas for essential, supportive services related to the State highway infrastructure to help emergency service workers access affected sites

### **Department of Social Services (CDSS)**

- Through the Department's Disaster Services Section, support local emergency agencies in providing temporary shelter for those who cannot safely remain in their homes due to a disaster or emergency
- The Disaster Services Section assists in networking with/between counties through the Statewide Mass Care and Shelter Committee
- Track resources needed for care and sheltering with other State agencies
- Coordinates with the American Red Cross to assist in training for shelter operations
- Staff one or all three Regional Emergency Operations Centers throughout the State at the request of the State OES. Staff is augmented with trained members of the Volunteer Emergency Services Team

### **California Highway Patrol (CHP)**

- Securing routes, regulating traffic flow, and enforcing safety standards for evacuation and re-entry into evacuated areas
- Coordinating interstate highway movement on regulated routes with adjoining states
- Establishing highway safety regulations consistent with location, type, and extent of event conditions
- Supporting Caltrans with traffic route re-establishment and continuing emergency traffic regulation and control procedures as required
- Provide the EOC with information regarding roadway issues such as infrastructure damage and transportation blockages
- Coordinate with the EOC Law Enforcement Branch as to traffic control strategy

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### **3.2.4 FEDERAL**

The overall responsibility for evacuation rests with local government. However, when local capabilities are no longer sufficient to deal with the incident response, local government, through the OA, will request assistance from the State. If State resources are insufficient, the Governor will request assistance from the Federal Government. The President may declare a major disaster.

The Federal agencies with primary roles in evacuation operations are FEMA, the U.S. Coast Guard (USCG), the U.S. Department of Transportation (DOT), and the Federal Aviation Administration (FAA). These agencies have the responsibilities listed below.

#### **FEMA**

- Coordinating requests for direct Federal assistance from Cal OES and mission assigning other Federal agencies to conduct mass transportation/evacuation operations

#### **USCG**

- Maintaining, monitoring, and reporting on the safety and navigability of Bay Area waterways
- Making and enforcing decisions regarding the use of Bay Area waterways, including the opening or closing of waterways to vessel traffic
- Activating, if required, a mutual assistance plan in which ferry operators in the region have agreed to respond to disasters that threaten the safety of passengers and crew aboard vessels in the Bay Area and the Sacramento– San Joaquin River Delta

#### **DOT**

- Implementing response and recovery functions under DOT statutory authorities, including the prioritization and allocation of civil transportation capacity and funding for repairing Federal Aid highways

#### **FAA**

- Evaluating information provided by airports regarding conditions (e.g., damage to runways and communications, navigation, and air traffic control systems) and restricting air traffic at airports depending on conditions

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### 3.2.5 COMMUNITY-BASED ORGANIZATIONS AND PRIVATE-AGENCY RESOURCES

#### **American Red Cross**

The American Red Cross (Red Cross) was chartered by Congress to be the leading disaster relief organization in the United States. Red Cross is a co-lead for mass care components of federal Emergency Support Function (ESF) 6 with FEMA to provide food, shelter, emergency first aid, disaster welfare information, and bulk distribution of emergency relief items. The organization serves as a support agency for public health and medical services by providing mental and disaster health services and other support functions.

The Red Cross also feeds emergency workers, provides disaster welfare information capability, provides blood and blood products to disaster victims, and helps those affected by disaster to access other available resources. The Red Cross will coordinate with the appropriate field and local-level agencies and the Sacramento County EOC Care and Shelter Branch to provide mass care in support of limited evacuation needs, such as snacks and hydration at reception or evacuation centers and sheltering.

## Public and Private Animal Care

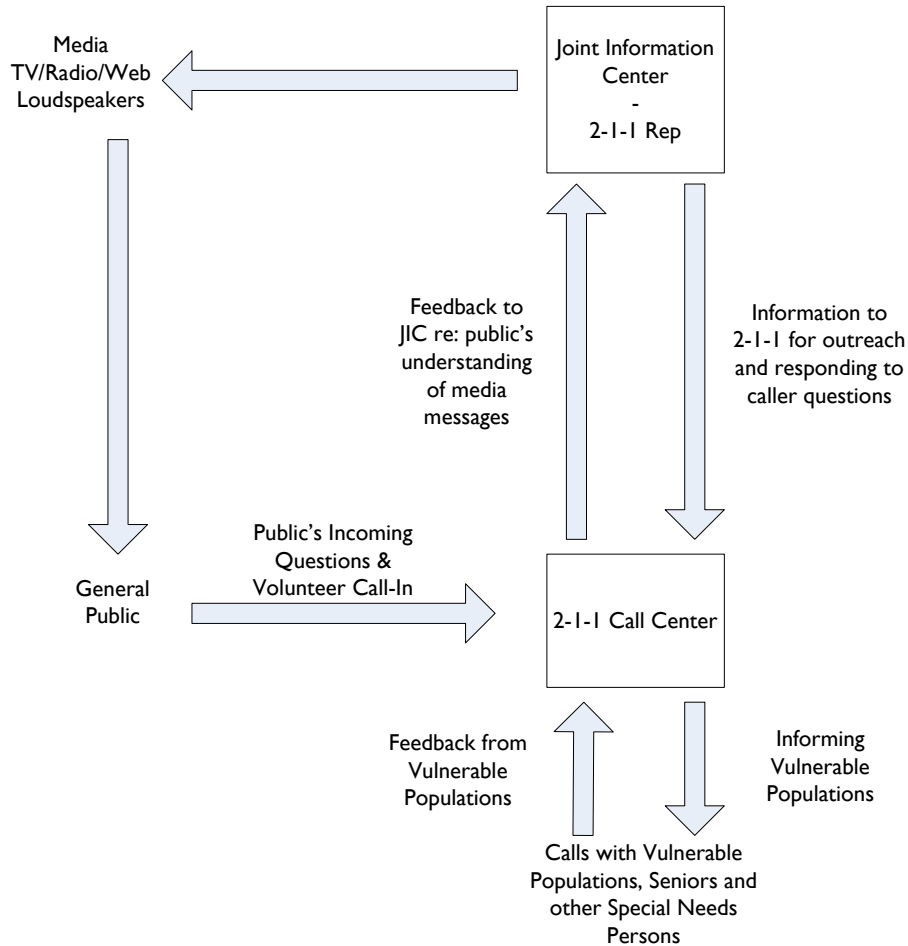
The Sacramento Humane Society/Society for the Prevention of Cruelty to Animals (SPCA), Humane Society of the United States (HSUS), the Zoological Society, the American Veterinary Medical Association, the California Veterinary Medical Association (CVMA), and private animal care shelters can provide assistance in animal control operations during an evacuation effort. Support assistance may include providing:

- Assistance in the recovery and rescue of animals
- Temporary corrals or trailers for large animals
- Coordination for providing emergency shelters for animals
- Protection to residents threatened by animal-related conditions
- Safe facilities for animals in need of confinement
- Continued service for the care and treatment of sick and/or injured animals
- Mobilized department personnel for response teams, such as the CVMA, reserve officers, and other volunteers

### 2-1-1 Sacramento

The national telephone dialing code 2-1-1 is free and is a 24-hour community, health, and disaster information line. Like 9-1-1 for emergency service, 2-1-1 has been set aside by the Federal Communications Commission (FCC) for the public to easily access community information. Callers receive personalized information from a live phone specialist who can answer questions about a variety of nonprofit services and agencies. Sacramento County 2-1-1 provides free, confidential services 24 hours a day, 7 days a week in English, Spanish, and more than 140 other languages via a tele-interpreting service. Services are also provided for individuals with hearing impairments. In times of disaster, 2-1-1 can be mobilized as a central point for disseminating public information. Post-disaster, 2-1-1 helps victims secure recovery assistance. Figure 1 below is a depiction of the information flow during an emergency for the 2-1-1 Sacramento organization:

## 2-1-1 Sacramento Information Flow during Emergency Situations



**Figure 1: Information Flow - 2-1-1 Sacramento**

### 4.0 DIRECTION, CONTROL, AND COORDINATION

#### 4.1 ACTIVATION AND TERMINATION

Local jurisdictions will generally make the determination on whether to evacuate communities prior to, during, or following an incident on a case-by-case basis. The decision to evacuate will depend upon the nature, scope, and severity of the emergency; the number of people affected; and what actions are necessary to protect the public, including maximizing the preservation of life first, then protecting the environment and the economy.

In certain circumstances, the OAEOC may make recommendations on whether a jurisdiction should evacuate and will help coordinate the evacuation effort. However, the Evacuation Plan is automatically activated when an incident occurs requiring an evacuation effort that impacts two or

more communities within the OA. Activation and termination of this Plan shall be at the direction of:

- The County Executive or their designee
- The County Office of Emergency Services (OES) Chief or a designated representative.
- The Sheriff
- The local governing body, or whomever the local governing body has authorized to issue an evacuation order, is primarily responsible for ordering an evacuation. This authorization can be in the form of an ordinance, resolution, or order that the local governing body has enacted.

#### 4.2 COMMAND AND CONTROL

Basic command and control of a multi-jurisdictional evacuation effort in the OA will follow the provisions outlined in the OA EOP and the California Master Mutual Aid Agreement, as with any emergency or disaster. All jurisdictions within the OA will operate according to NIMS and SEMS, and respond utilizing the Incident Command System (ICS).

Response to an emergency or disaster is managed at the lowest level possible. Accordingly, local governments have the primary responsibility for evacuation preparedness and response activities and must develop individual evacuation plans or plans in coordination with their respective EOPs. SEMS, NIMS, and ICS dictate that response to any incident is initiated by local resources. If the event escalates beyond the capability of the local jurisdiction or expands to affect multiple jurisdictions, then OA, State, and possibly federal resources will be requested through the Mutual Aid System and under the National Response Framework (NRF).

Any large-scale response to an incident, including those resulting in the evacuation of more than two impacted communities, should be coordinated through the IC, local fire agency, and law enforcement, the local EOC, and the OAEOC.

The County Executive, their designee, or the Emergency Services Chief, will coordinate the overall multi-jurisdictional evacuation effort and the OA Law Enforcement Coordinator will be responsible for coordinating OA-wide evacuation activities. All coordination of evacuation will be coordinated with Incident Command, local EOCs, the OAEOC, and the Sheriff's Department Operations Center (DOC). Law enforcement agencies, highway/road/street departments, and public and private transportation providers will conduct evacuation operations in the field.

In addition, it is critical that jurisdictional EOCs coordinate jurisdictional evacuation efforts with the OAEOC to avoid potential conflicts and allow the OAEOC to support if necessary. This may involve phasing community evacuation efforts or the allocation of critical resources.

#### 4.3 COORDINATION

The primary transportation for 80% or more of the evacuees will be by privately owned automobiles. These people may need evacuation route information, and basic directions. When the threat of potential evacuation increases, the general population should be encouraged to fuel their



cars in advance and prepare to evacuate in short notice if the need arises. Evacuees should prepare to have food, water, and their emergency kits ready to go.

Primary evacuation routes are established for each of the Sheriff Districts. These include major interstates, highways, and prime arterials within Sacramento County. Local jurisdictions will work with the County EOC's Operations Section, Law Enforcement Branch, Evacuation Movement Unit to identify and update evacuation routes and evacuation transfer points/sites. Agencies supporting the Evacuation Movement Unit include County DOT, Sacramento City DOT (if City is involved), CalTrans, Regional Transit, and other agencies as appropriate.

Evacuees will be given transport from the threatened areas by bus, and will be taken to Evacuation Transfer Points (ETPs) or sites. ETPs are collocated with certain Regional Transit light rail stations. These stations have ample parking, bus turnaround areas, and essential services close by. ETP locations are in the Appendices.

Task forces will be assigned to pick up people needing assistance in the threatened areas. These task forces will be made up of two or more buses traveling with law enforcement, animal control resources, and paratransit-type vehicle (either from RT or from Paratransit, Inc.). Some animals cannot be taken onto a bus or light rail train. In these cases, the owner of the animal should pass the pet over to the County Animal Control Officers, who will provide an identity tag or insert an identifying micro-chip into the animal. These animals will typically be taken to the SPCA or other animal care facility for their safety and care until the owners can reclaim them.

Many people needing evacuation transportation will have disabilities that make it difficult for them to easily board the buses. Paratransit Inc. and/or RT CBS buses will be part of the task force to transport those in wheel chairs and others with assistive devices.

Evacuees will be taken to the nearest RT light rail station, where they will be transferred via light rail to the ETP, which is collocated with another light rail station. The ETP may provide necessities such as: water, food, restrooms, overhead shelter from the elements, and/or emergency phone service. ETPs are not shelters. However, people will need to be taken from the ETP by buses to designated shelters as soon as possible. Some evacuees at the ETP will be able to contact family and friends to set up their own rides and shelter. Some minimal triage will be conducted at the ETP to determine if any evacuees need special services and need to be taken to shelters that can meet their needs. Shelter facilities closest to the ETPs should be the first to be opened.

In some cases, the ETP will not be co-located with an RT station due to the RT light-rail service being greatly disrupted; in such cases, other facilities will be designated as ETPs. If ETPs needed have not been pre-designated, the EOC should choose sites that are large and well-known, have large parking and some services close by, such as shopping centers, libraries, high schools, or colleges.

## 5.0 INFORMATION COLLECTION AND DISSEMINATION

During an evacuation response effort, the OAEOC will utilize information provided by the Incident Commander (IC) and/or Unified Command (UC), and local EOCs to support an evacuation within the OA. The OAEOC will analyze the information to assess what has happened during a regional disaster and the appropriate actions to recommend. The OAEOC will use the information obtained to support and/or coordinate an evacuation.

Situational awareness is crucial to an effective and successful evacuation. The OAEOC will coordinate with first responders, jurisdictional EOCs, and other supporting agencies to gather incident related information. Information including but not limited to, the type of incident, where it occurred, when it occurred, estimates of injuries, fatalities, and damage estimates are all factors that are relevant to an evacuation. Situational awareness also includes identifying if there are any facilities (schools, hospitals, etc.) in the affected/hazard area, jurisdictions that need to be evacuated, estimates on number of evacuees, and potential transportation and sheltering solutions. The OAEOC can support local jurisdictions in obtaining incident information and provide recommendations regarding evacuation of the local jurisdiction. The OAEOC is responsible for supporting the direction of an evacuation of the unincorporated area. For multi-jurisdictional evacuations, the OAEOC will coordinate with the IC/UC to recommend appropriate evacuation actions. OAEOC staff are responsible for providing the Policy Group with the current response status, including:

- Which EOCs are activated
- Incident status: cascading or stabilizing
- Resource availability, resources being used, and resources needed
- Responding agencies

First responders are responsible for determining initial protective actions before EOCs and emergency management personnel have an opportunity to convene and gain situational awareness. Initial protective actions should be shared/communicated to local EOCs, the OAEOC, and necessary support agencies as soon as possible to ensure an effective, coordinated evacuation. Initial protective action considerations include:

- What initial protective action (e.g., shelter-in-place or lockdown) have been implemented for the following:
  - Critical infrastructures and key resources
  - Healthcare facilities
  - Schools
  - Residents
  - Large workforce facilities
  - Correctional facilities
- How have individuals with disabilities and other access and functional needs been addressed?
- Has any initial protective action occurred for transportation (e.g., public transit operational, restrictions lifted)? Are the necessary?
- What additional protective actions should be considered/recommended and coordinated with emergency management, and who else should be involved in discussions?

An evacuation coordination checklist, designed to assist with ensuring appropriate information regarding evacuations is collected. The Quick Evacuation Checklist can be found in Appendix 2.

## 6.0 COMMUNICATIONS

Effective, interoperable, reliable, timely, and redundant communications and information management are essential to a successful evacuation effort. Communications considerations include the initial evacuation notification to the public, inter-jurisdictional and intra-agency communication, situation report updates, real-time communication updates to evacuees, and communications with access and functional needs populations.

All communication efforts will follow the protocols established under the Sacramento County Tactical Interoperable Communications Plan.

### 6.1 INTER-JURISDICTIONAL AND INTER-AGENCY COMMUNICATIONS

Inter-jurisdictional and inter-agency coordination will be conducted through the Incident Command Posts, OAEOC, and jurisdictional EOCs, and DOCs, utilizing available communication equipment and infrastructure and using established procedures. For more information on Communications refer to the ESF-2 Communications and Sacramento County EOP.

Agency liaisons may also be present in the OAEOC and in impacted jurisdictional EOCs to facilitate communication between agency operation centers. Situational awareness will be supported through WebEOC to expedite the transfer of information regarding the status of the incident. Emergency managers must be able to make informed decisions based on changing risks, resources, and capabilities throughout the execution of the evacuation effort. The identification of operational adjustments and alternative evacuation routes based on traffic monitoring, infrastructure damage, and other information must be effectively communicated to all affected jurisdictions, agencies, and the public. Effective and efficient communication is essential for information sharing and status updates to all affected jurisdictions. In addition, it is critical that jurisdictional EOCs coordinate evacuation efforts with the OAEOC to avoid potential conflicts. This may involve phasing community evacuation efforts or the allocation of critical resources.

Multiple techniques and systems exist in Sacramento County to facilitate the necessary region-wide communication. These interoperable resources, the agencies that control each of these resources, and the protocols and procedures for activating these resources are provided in the Sacramento County Tactical Interoperable Communications Plan.

### 6.2 EMERGENCY PUBLIC INFORMATION, NOTIFICATION, AND COMMUNICATIONS

Effective, accessible, and informative notifications to the public will be vital in convincing them that they should evacuate or shelter-in-place. The public will need to know a variety of factors pertaining to their evacuation or sheltering in place including: why they need to evacuate or shelter-in-place, how long they will need to do so, the location of transportation and evacuation points, the availability of shelters, what they should take with them, how their pets will be accommodated, how they should secure their homes, and the level of security that will be provided when they are away from their homes. If the event happens during the weekday and school children are being evacuated, parents will need timely information on where to pick up their children.

Notification methods may include: Wireless Emergency Alerts, Sacramento-Alert, use of the local media through television and radio, internet, and social media, etc. Most of evacuation advisories will be based on a no-notice or short notice incident. Without proper information, people may evacuate towards a hazard, putting them in greater danger, or may evacuate unnecessarily and create additional congestion on identified evacuation routes.

In the event of a no-notice or short-notice incident that will require an evacuation effort, the media will most likely be the first to notify the public. The OAEOC JIC will not be operational and to the County OES Duty Officer and/or Sheriff PIOs will be required to coordinate and provide information to the media or the public until the JIC and OAEOC is activated.

It is also important to note that certain methods of communicating with the public may not be available following an incident, including television and the internet. In the event of a total loss of television or Internet connectivity, the County could override AM/FM radio bands. Local radio stations will function as the primary and secondary stations that broadcast emergency information to the public.

### 6.3 INITIAL NOTIFICATION

Communicating risks to the public in clear and consistent (i.e. non-conflicting) messages is essential for orderly evacuations. All warning given to the public, whether they receive the message via phone, media, loudspeaker, webpage, or other medium, must be consistent. The County's Joint Information System (JIS) is critical to the coordination of information. The Joint Information Center (JIC) will be activated for low-level emergencies so that messages will be effective in supporting orderly evacuations, no matter how minimal.

Effective initial communication to the public will enhance the efficiency of the overall evacuation and reduce the associated mental and physical strains. The public is often confused by evacuation information and unable to make informed decisions on evacuations. Some people will not know if they are in a hazardous area, will evacuate unnecessarily, or may not know when to respond to an order of evacuation. The initial public notification should provide basic information to residents including:

- Whether residents should evacuate or shelter-in-place, the areas that need to be evacuated, with reference to known geographic features
- Why and when residents should evacuate
- The time required for evacuation efforts
- The designated transportation and evacuation points and evacuation routes
- Available transportation options
- Belongings residents should take with them from their homes
- How long the evacuation is expected to last (if known)
- How pets will be accommodated

- Security plans that are in place to protect residential property
- When informational updates will be made available, including where information updates can be found
- Other information deemed appropriate and required before residents evacuate

For people that will be relying on transportation points, it is important that these people are informed about when transportation services will begin and end, transportation point locations, frequency of pick-ups, travel destinations (evacuation points), and what to bring with them.

It is important that all communication efforts are available in a variety of accessible formats. Available communication tools/capabilities which may be used to notify the public about the need to evacuate or shelter-in-place are explained in more detail in the *Sacramento Operational Area Alert and Warning Annex*.

#### **6.4 COMMUNICATING WITH ACCESS AND FUNCTIONAL NEEDS POPULATIONS**

The traditional types of notification methods may not meet the requirements of people with disabilities and other access and functional needs, such as those who are blind, have low vision, are deaf or are hard of hearing. As much as possible, notification procedures will accommodate each group, employing multiple methodologies to ensure that all segments of the population are provided with the necessary information.

Local jurisdictions should also establish relationships with public and private agencies that provide home-based care provision services or work with people with disabilities and other access and functional needs. Additionally, individuals with access and functional needs are also encouraged to develop relationships with community leaders, neighbors, and friends who may be able to support during an emergency.

#### **6.5 EVACUATION INFORMATIONAL UPDATES**

The public must be provided with coordinated, frequent, and accurate information of any changes during an evacuation effort. Real-time updates must be communicated to evacuees, including the location of transportation and evacuation points; evacuation routes; road and area closures; the availability of hotels, food, fuel, medical and other essential services; traffic conditions; and shelter capacities. Other essential information includes security measures that are being implemented, weather conditions, and any changes to evacuation plans.

Real-time informational updates will be provided to evacuees through social media, Sacramento Alert, radio stations, television, websites, 2-1-1 Sacramento, and highway Changeable Message Signs. It is also recommended that local jurisdictions consider posting signs along major evacuation transportation corridors that provide information about emergency numbers or radio stations that can be used during an emergency.

The JIC is responsible for providing informational updates to the public and to the media. Depending on the duration of the evacuation, communication methods may vary from the onset of the evacuation to the conclusion of the evacuation. Therefore, it is important that the public understands how they can continue to access informational updates for the duration of the incident.

## 6.6 COMMUNICATION CONTINGENCY PLANS

In the event of total devastation to all local electronic communications, the JIC will contact neighboring county radio stations to broadcast emergency information to the public in stricken areas.

Radio Amateur Civil Emergency Service (RACES) can obtain a great deal of information for local governments even when other communications systems are unavailable. RACES will be heavily relied upon to relay information from the incident site to the EOC.

## 7.0 ADMINISTRATION, FINANCE, AND LOGISTICS

Each jurisdiction is responsible for managing financial matters related to resources that are procured and used during an incident. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. For reporting purposes, support entities will document their expenditures and submit them directly to the Finance and Administration Section in the EOC or a designated finance service officer as soon as possible.

Resources, as a general term, refer to the personnel, equipment, systems, and supplies, as well as highly specialized services that may be needed. In all cases, the primary agency/coordinator, with continuing representation in the EOC, will serve as the point of coordination to identify resources needed for implementation and response activities. The primary agency will also be responsible for requesting and directing mobilization of the resources. When resources are needed, the primary agency representative will use one or more of the following methods for securing and deploying the needed resources in the most timely and cost-effective manner:

- Resources under the direct control of the primary agency
- Support agencies
- Cities and special districts (jurisdictional partners) within the OA
- Private-sector vendors or contractors that would have the resources available

Each jurisdiction will be responsible for determining the process of procurement. In all cases, the primary agency representative will have information readily available regarding the categories or types of resources relevant to operations to facilitate requesting additional resources.

## 8.0 PLAN DEVELOPMENT AND MAINTENANCE

Sacramento County Office of Emergency Services (OES) is responsible for overseeing the development and maintenance of this Evacuation Plan. Maintenance and update of this plan will be consistent with the overall Sacramento County Emergency Operations Plan (EOP) maintenance and update policies. At a minimum, the OES contact will coordinate and conduct an annual review of this plan with all support agencies. Additional reviews may be conducted if experience with an incident or if a regulatory change indicates a need.

Recommendations for change will be submitted to Sacramento County OES for approval, publications, and distribution. Exercise of the provisions of this plan should occur periodically. Inclusion of State and other partners is strongly encouraged in functional exercises. Each response and support agency will develop internal procedures for administrative support.

## 9.0 AUTHORITIES AND REFERENCES

There is no mandatory evacuation authority in California, but the Governor, Mayors and County Boards of Supervisors are provided emergency powers through the California Emergency Services Act and local ordinances. Sacramento County Code, Chapter 2.46, in Section 2.46.120 Director's Emergency Powers and Duties, contains enabling authority for evacuation of unincorporated areas. Responsibilities include the authority to:

- 1) Recommended evacuations for all or part of the population from the threatened or impacted area is considered necessary for preservation of life, property, or the environment.
- 2) Prescribed routes, modes of transportation, and destinations relating to evacuation.
- 3) Control ingress and egress from a disaster area, the movement of persons, and the occupancy of premises in the area.

General emergency management and operations authorities and references are provided in the Sacramento County EOP. Key authorities that are uniquely applicable to the issues of transportation and evacuation control include:

- *Legal Guidelines for Controlling Movement of People and Property during an Emergency*, State of California, Office of Emergency Services, 1999.
- *Guidelines for Coordinating Flood Emergency Operations*. Completed in compliance with the Flood Emergency Action Team (FEAT): Initiative Number 1. November 21, 1997.
- *Legal Guidelines for Flood Evacuation*. State of California, Office of Emergency Services, October 1997.
- Americans with Disabilities Act of 1990.

The references below reflect the significant sources for the purposes of this Evacuation Plan.

### Federal

- National Incident Management System (NIMS).
- National Response Framework, 2008. Sets forth roles and responsibilities of federal and certain non-federal entities after catastrophes overwhelm state and local government.
- 42 U.S.C. §§ 5121-5206 The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 92-288, as amended.
- 6 U.S.C. 317 – the role of FEMA includes evacuating disaster victims.

- 42 U.S.C. 960(23) – Temporary housing and evacuation of threatened persons are to be included in the scope of hazardous substance removal.
- H.R. 3858 (109<sup>th</sup> Congress) Amends the Stafford Act to ensure State and local plans address the needs of individuals and household pets and service animals following a major disaster or emergency.
- Homeland Security Presidential Directives.
- Americans with Disabilities Act of 1990.

### California

- California Emergency Services Act, California Government Code, Sections 8550-8668.
- California State Emergency Plan (California Government Code, Section 8850 et seq.).
- California Code of Regulations, Title 19, Chapters 1 through 6.
- Standardized Emergency Management System (SEMS) - Chapter 1 of Division 2 of Title 19 of the California Code of Regulations.
- California Master Mutual Aid Agreement.
- SB 1451. *Emergency Preparedness for the Disabled Community*.
- AB450. Standardized Emergency Management System to Include Preparedness for Animals.
- *Legal Guidelines for Controlling Movement of People and Property during an Emergency*, State of California, Office of Emergency Services, 1999.
- *Guidelines for Coordinating Flood Emergency Operations*. Completed in compliance with the Flood Emergency Action Team (FEAT): Initiative Number 1. November 21, 1997.
- *Legal Guidelines for Flood Evacuation*. State of California, Office of Emergency Services, October 1997.
- *Legal Guidelines for Controlling Movement of People and Property during an Emergency*. State of California, Office of Emergency Services, 1999.

### Sacramento County

- *Sacramento County Emergency Operations Plan* (December 2016).
- *Sacramento County, Local Hazard Mitigation Plan*. (September 2016).
- *Sacramento County Evacuation Plan* (November 2008).



## APPENDIX 1 - EVACUATION TRIGGERS

The following tables are intended to provide triggers for activating the EOC, specifically related to emergencies that would require the evacuation of persons within Sacramento County. The criteria listed in these trigger tables are meant as guidance, and are not absolutes. The triggers do not replace the judgment of emergency management professionals who must decide the level of activation and level of staffing based on real-time information regarding the situation. However, the triggers do encourage a proactive and substantial level of staffing that would allow the EOC activities to meet the demands of an evolving emergency.

### SITUATIONAL ASSESSMENT FOR EVACUATION EMERGENCY

In many cases the decision on whether to activate the EOC and respond at any level to an emergency is contingent on first understanding the potential threat and collecting situational data to determine credibility. To conduct this situational assessment the Sacramento County Office of Emergency Services (OES) will call a meeting of key department heads to gather and evaluate existing data, evaluate the potential threat, plan for ongoing monitoring and evaluation of the threat, and begin media reporting and rumor control. The agencies and/or County Departments that will make up the membership of this meeting will vary depending on the type of potential threat.

Examples of threats that could grow in severity to the point of requiring evacuations of populations include:

- Weather reports that include flood watches or warnings, and/or storms that may bring large amounts of rain
- Credible long-term predictions of earthquake aftershocks or volcanic eruptions
- Dam failure advisories for dams anywhere along the Sacramento River, American River, or Consumes River watersheds
- Long-term or chronic hazardous materials releases or hazardous substance exposures that are reportedly worsening
- Localized fire that could grow in severity
- Warning of terrorist attack

**Situational Assessment**

<b>Sacramento County Evacuation Plan</b>		
<b>Evacuation Triggers - Situational Assessment</b>		
<b>Situation / Threat / Hazard</b>	<b>Trigger Details</b>	<b>Reference/ Source</b>
<b>Natural Hazards</b>		
Flood - Levee overtopping; extensive street flooding	<ul style="list-style-type: none"> <li>• Sacramento River "I" Street Bridge is rising, and significant precipitation and/or Sierra Range snow melt is expected.</li> <li>• American River "H" Street Bridge is rising, and significant precipitation and/or Sierra Range snow melt is expected.</li> <li>• Morrison Creek at Mack Road – significant rise in levels.</li> <li>• Natomas East Main Drain at Arcade Creek – significant rise in levels.</li> <li>• Arcade Creek at East Main Drain Canal – significant rise in levels.</li> <li>• Cosumnes River – significant rise in water levels.</li> <li>• National Weather Service predicts heavy rains in the region.</li> </ul>	Sacramento County DWR
Earthquake & Volcano	<ul style="list-style-type: none"> <li>• Credible long-term predictions of earthquakes and/or aftershocks, or predictions of any level of volcanic eruptions from Shasta or Lassen.</li> <li>• California Earthquakes occurred outside of Sacramento County that may impact levees.</li> </ul>	USGS
Fire / Wildland Fires	Localized fire that could grow in severity.	Fire agencies
<b>Human Caused Threats – Accidental and Intentional</b>		
Hazardous Materials: Chemical, Biological, Radiological, or Explosive	<ul style="list-style-type: none"> <li>• Notification received of an elevated potential for release of hazardous materials in transportation corridors, at facilities, and/or impacting</li> <li>• Long-term or chronic hazardous materials releases or hazardous substance exposures that are reportedly worsening near populated areas.</li> <li>• Realistic threat of explosion due to facility or transportation accident.</li> </ul>	Fire agencies
Threat of Dam Failure	Office of Emergency Services is notified of investigations of dam structural integrity anywhere along the Sacramento River, American River, or Consumes River watersheds.	USBR & Army Corps
Threat of Levee Failure	Levee district workers, or others, are investigating potential levee integrity issue.	Levee Protection Districts
Civil Disturbance	Localized disturbance or crime scene requires potential for evacuating or sheltering in place of low numbers of citizens until potential violent situation is contained.	Sheriff
Threat of Terrorism or criminal	Warning of or unconfirmed act of any terrorist-related event somewhere in the OES Inland	Regional DHS

Sacramento County Evacuation Plan		
<i>Evacuation Triggers - Situational Assessment</i>		
Situation / Threat / Hazard	Trigger Details	Reference/ Source
intent	Region.	
<b>Technological Threats</b>		
Utility Outage	Utility companies warning of potential or expected outages due to storm, mechanical failure, high demand for services, and other reasons.	Utilities

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#### LOW-LEVEL EVACUATION EMERGENCY

A low-level response is also referred to as the “Evacuation Alert Stage”. It is typically a localized evacuation within the county. It typically involves an evacuation of no further than 30 miles, and the movement of up to 5,000 people. Twenty percent of these persons, or 1000 people, may need support and resources. The other 4,000 would self-evacuate and be self-sufficient.

#### Low-Level Examples

- Localized flooding or minimal threat of levee break
- Localized fire
- Hazardous materials release to a local area
- Bomb threat affecting one location. Building, facility, or school evacuation
- Localized civil disturbance

Any terrorism-related event, should it involve the sheltering or evacuation of a relatively small number of persons, would likely trigger the activation of a medium to high-level emergency activation due to the sensitive nature of any terrorist event. This event level is magnified due to Sacramento being the location for the seat of State government.

**Low-Level Emergency**

<b>Sacramento County Evacuation Plan</b>		
<b>Evacuation Triggers - Low-Level Emergency</b>		
<b>Threat / Hazard</b>	<b>Trigger Details</b>	<b>Reference/ Source</b>
<b>Natural Hazards</b>		
Flood: Levee overtopping; extensive area flooding	<ul style="list-style-type: none"> <li>• Sacramento River "I" Street monitor – 19 to 24 feet and rising.</li> <li>• American River "H" Street monitor – up to 30 to 39 feet and rising.</li> <li>• Morrison Creek at Mack Rd – 13 feet and rising.</li> <li>• Natomas East Main Drain at Arcade Creek – 33 feet and rising.</li> <li>• Arcade Creek at East Main Drain Canal – 33 feet and rising.</li> <li>• Cosumnes River climbing and reaching top of levees.</li> <li>• National Weather Service (NWS) flood and flash flood warnings.</li> </ul>	Sacramento County DWR's River Advisory Stage
Earthquake & Volcano	<ul style="list-style-type: none"> <li>• Earthquakes in Bay Area have resulted evacuees into and passing through Sacramento County.</li> <li>• A low magnitude earthquake has occurred in the Sacramento Region, levee impact uncertain.</li> <li>• Volcanic activity at Clear Lake or Lassen volcanoes suggests some ash production may occur that affect Sacramento given intensity of volcano and wind directions.</li> </ul>	USGS
Fire / Wildland Fires	Fire impacting urban interface area, potential to continue to grow.	Fire agencies
<b>Human Caused Threats – Accidental and Intentional</b>		
Hazardous Materials: Chemical, Biological, Radiological, Explosive	<ul style="list-style-type: none"> <li>• Localized Hazmat release occurred. Sheltering in place and/or transport corridors impacted. Self-evacuation of residents expected.</li> <li>• Human exposure to hazardous substances in an area creating a localized level of concern.</li> <li>• Localized explosion involving facility or transportation requires some level of sheltering, evacuation, and area control.</li> </ul>	Fire agencies
Dam Failure	Dam integrity reported as in question anywhere along the Sacramento River, American River, or Consumes River watersheds. Specific site investigations increasing.	USBRR
Levee Failure	Levee integrity in any one location is possible, although yet unlikely; levee assessments and evaluation increasing.	Districts, Sacramento County DWR
Civil Disturbance	Localized disturbance or crime scene requires potential for evacuating or sheltering-in-place of citizens until potential violent situation is contained; situation intensity may yet expand.	Sheriff
Terrorism	Confirmed terror-related intention of violence in the OES Inland Region. No crime yet committed, but heavy news-coverage involved.	Regional DHS, Sheriff
<b>Technological Threats</b>		
Utility Outage	Utility companies experiencing some outages due to storm, mechanical failure, high demands for services, and other reasons. Vulnerable persons affected.	Utilities

**MEDIUM-LEVEL EVACUATION EMERGENCY**

A medium level response is also referred to as the “Evacuation Warning Stage.” It is typically a non-routine type of evacuation, and needed to initiate a wide-area evacuation involving multiple areas within the county, and may require a need to evacuate people to areas outside of Sacramento County. Mutual aid may be needed, as well as some support from State or Federal agencies. Medium-level evacuation may be those in the voluntary stage only. Medium-level activations typically involve an evacuation of more than 30 miles, and the movement of up to 25,000 people. Twenty percent of these people or 5000 persons may need support in the form of shelters. They may also need mass transit services. Medium-level activations are those that do not reach the level of catastrophic, but are more than simply a low-level emergency that can mostly be managed by a single jurisdiction and/or limited EOC support. As such, there is more variability in how the EOC may be staffed, contingent on the needs and type of threat. The EOC may be fully staffed even at the medium-level emergency as a proactive measure when the event has the possibility of rapidly expanding to catastrophic levels.

**Medium-Level Examples.**

- Levee threatened in one area (e.g., North Natomas)
- An actual levee failure with minor impact (e.g., during low water levels) and some degree of flooding or imminent flooding
- A large wildfire, likely in the urban interface (e.g., along American River Watershed)
- Industrial accident

**Medium-Level Emergency**

Sacramento County Evacuation Plan		
<i>Evacuation Triggers - Medium-Level Emergency</i>		
Threat / Hazard	Trigger Details	Reference/ Source
<b>Natural Hazards</b>		
Flood - Levee overtopping; extensive sheet flooding	<ul style="list-style-type: none"> <li>• Sacramento River “I” Street monitor – up to 27 feet.</li> <li>• American River “H” Street monitor – up to 41 feet.</li> <li>• Morrison Creek at Mack Rd – 13 feet and rising.</li> <li>• Natomas East Main Drain at Arcade Creek – 33 feet and rising.</li> <li>• Arcade Creek at East Main Drain Canal – 33 feet and rising.</li> <li>• Cosumnes River climbing and reaching top of levees.</li> <li>• National Weather Service flood and flash flood warnings.</li> </ul>	Sacramento County DWR’s River Warning Stage

Sacramento County Evacuation Plan		
Evacuation Triggers - <i>Medium-Level Emergency</i>		
Threat / Hazard	Trigger Details	Reference/ Source
Earthquake & Volcano	<ul style="list-style-type: none"> <li>Earthquakes in Bay Area result in large influx of refugees into Sacramento County due to fires, transportation closure, structural damage, civil disturbance, et.al.</li> <li>An earthquake has occurred in the Sacramento Region, impacting levees towards failure (subsurface liquefaction of sands and silts).</li> <li>Volcanoes at Clear Lake or Lassen erupt with high level of ash resulting in large influx of refugees into Sacramento County.</li> </ul>	USGS
Fire / Wildland Fires	Wildfire expanded due to season and unfavorable weather conditions resulting in urban area evacuations within and out of county. Fires throughout the region likely given conditions.	Fire agencies
<b>Human Caused Threats – Accidental and Intentional</b>		
Hazardous Materials: Chemical, Biological, Radiological, Explosive	<ul style="list-style-type: none"> <li>Hazmat release is sustained with major impact to urban areas and transportation corridors.</li> <li>Impact to vulnerable persons is high, causing severe and detrimental health concerns and need to evacuate and possibly decontaminate evacuees.</li> <li>Impact to critical facilities (e.g. hospitals, health care, schools) causing need to evacuate large numbers of vulnerable peoples.</li> </ul>	Fire agencies
Dam Failure	Serious threat of dam failure. Emergency repairs in progress. Possible large water release as part of dam protection measure.	USBR and Army Corps
Levee Failure	<ul style="list-style-type: none"> <li>Levee shows signs that critical failure has a high degree of probability; river water is currently at a high stage.</li> <li>Levee has severe weaknesses in multiple locations; river water is currently at a high stage.</li> </ul>	Districts, Sacramento County DWR
Civil Disturbance	Civil disturbance causing long-term service shut-downs, significant need for law enforcement and support, and the need to support the safe movement of persons through the area of disturbance.	Sheriff
Terrorism	<ul style="list-style-type: none"> <li>A terrorist-related act has taken place in the OES Inland Region.</li> <li>Threats have been made targeting Sacramento County and specific critical services and vulnerable populations in the county.</li> <li>Persons from outside the county are evacuating to and through Sacramento County.</li> </ul>	Regional DHS
<b>Technological Threats</b>		
Utility Outage	Utility companies experiencing long-term outages; restoration of services will take up to 5 days. Due to season and other variables, vulnerable persons severely affected.	Utilities

## HIGH-LEVEL EVACUATION EMERGENCY

A high-level or mass evacuation response typically involves a catastrophic emergency and massive numbers of people needing to evacuate. It involves the movement of people, greater than 25,000, and requires the sheltering, transportation, and resources to accommodate an evacuation to multiple counties and states.

### High-Level Examples:

- Folsom Dam has failed, or high risk of imminent failure
- Massive levee breaches/failures and flooding in one area, and/or combined imminent threat of failure in multiple locations
- Large-scale conventional attack or realistic threat of nuclear or catastrophic explosion
- Terrorist incident of any significant level, with concurrent media attention and public fear
- Uncontrolled large wildfire at urban interface in Sacramento and multiple regional counties

### High-Level Emergency

Sacramento County Evacuation Plan		
Evacuation Triggers - High-Level Emergency		
Threat / Hazard	Trigger Details	Reference / Source
<b>Natural Hazards</b>		
Flood - Levee overtopping; extensive sheet flooding	<ul style="list-style-type: none"> <li>• Sacramento River "I" St. monitor – up to 31 feet; levee overtopping and flooding.</li> <li>• American River "H" St. monitor – up to 42 feet; levee overtopping and flooding.</li> <li>• Morrison Creek at Mack Rd – 14 feet, overtopping and flooding.</li> <li>• Natomas East Main Drain at Arcade Creek – 34 feet, overtopping and flooding.</li> <li>• Arcade Creek at East Main Drain Canal – 34 feet, overtopping l, and flooding.</li> <li>• Cosumnes River overtopping levees and banks and flooding.</li> <li>• Massive regional flooding, Critical facilities, business, and government all severely impacted.</li> </ul>	Sacramento County DWR's Flood Alert Stage and Danger stage
Earthquake & Volcano	<ul style="list-style-type: none"> <li>• Earthquakes in Bay Area result in large influx of refugees into Sacramento County.</li> <li>• An earthquake has caused levee failure on area rivers or creeks.</li> <li>• Volcano at Clear Lake or Lassen erupt with high level of ash resulting in influx of refugees; ash in Sacramento County's air causing need for sensitive persons to evacuate the county.</li> </ul>	USGS
Fire / Wildland Fires	Wildfire expanded due to season and unfavorable weather conditions resulting in urban area evacuations within and out of county. Wildfires are raging throughout the county and OES Inland Region and affecting urban areas.	Fire Agencies

Sacramento County Evacuation Plan		
<i>Evacuation Triggers - High-Level Emergency</i>		
Threat / Hazard	Trigger Details	Reference/ Source
<b>Human Caused Threats – Accidental and Intentional</b>		
Hazardous Materials: Chemical, Biological, Radiological, Explosive	<ul style="list-style-type: none"> <li>Hazmat release is sustained with major impact to multiple urban areas and transportation corridors.</li> <li>Impact to vulnerable persons is high, causing severe and detrimental health concerns and need to evacuate and decontaminate evacuees.</li> <li>Impact to critical facilities (e.g. hospitals, health care, schools) causing need to evacuate large numbers of vulnerable peoples.</li> </ul>	Fire Agencies; County Hazmat
Dam Failure	Folsom Dam has failed at some level.	USBR
Levee Failure	Levee has failed in at least one area in county.	Levee districts
Civil Disturbance	Civil disturbance causing long-term service shut-downs and impact to local government, state government, and significant number of business.	Sheriff
Terrorism	A terrorist-related act has taken place in Sacramento County. See Terrorism Annex.	Regional DHS
<b>Technological Threats</b>		
Utility Outage	Utility companies experiencing catastrophic loss of service for undetermined duration.	Utilities



## APPENDIX 2 - QUICK EVACUATION CHECKLIST

### Purpose

This evacuation coordination checklist may assist chief elected officials, public safety personnel, and emergency managers in the OA in assessing what has happened during a regional disaster (or the threat of a disaster).

This checklist can be used to guide multi-jurisdictional discussion and coordination by helping to quickly review the status of initial actions that may already be in place and determine if additional protective actions are necessary to protect the public.

### Immediate Actions for Any Incident

1. Gain jurisdictional situational awareness
2. Create (or combine) an incident in WebEOC
3. Determine response status
4. Review status of initial protective actions
5. Consider additional protective actions
6. Evaluate public information needs
7. Determine next steps to coordinate and implement protective actions
8. Establish OA led jurisdictional conference call, if necessary

### Situational Awareness

- If an incident has occurred, what happened (including where and when)?
  - Type of incident (natural disaster, accident, terrorism)?
  - Estimated number of injuries/fatalities?
  - Estimated damage to or status of critical infrastructures (transportation, power, medical, water)?
  - What facilities (schools, health care facilities, large residential complexes, workforce facilities) are in the hazard area?
- What jurisdictions/neighboring jurisdictions have been evacuated and/or sheltered?
  - Estimated number of (residents, animals) evacuated?
  - Are evacuation points are being used?
  - Estimated number of (residents, animals) that will require sheltering?
  - Have shelters been identified?
  - Coordination with adjoining jurisdiction(s)?
- If incident has not occurred, what is latest information/intelligence about threats to the jurisdiction?
  - What is the potential impact?
  - Estimate of potentially affected population?
  - What neighborhoods should be evacuated?

**Response Status**

- Are emergency operations centers (EOCs) within the OA activated and at what level?
- Is the incident cascading or is the incident stabilized?
- What is the impact on neighboring jurisdictions/zones?
- Who is leading the response or investigation?
- What resources/agencies are on scene, available, or needed?
- What additional resources/agencies are needed?

**Initial Protective Actions (Schools, Workforce, and Transportation)**

- What initial protective action (e.g., shelter-in-place or lockdown) have been implemented for the following:
  - Critical infrastructures and key resources
  - Schools
  - Healthcare facilities
  - Residents
  - Large workforce facilities
- How have individuals with access and functional needs been addressed?
- Has any initial protective action occurred for transportation (e.g., public transit operational, restrictions lifted)?
- What other protective actions should be considered, and who else should be involved in discussions?

**Additional Protective Actions**

- What additional protective actions may be needed to protect affected public, schools, workforce, etc.?
  - Consider evacuation, in-place protection, quarantine, school/work dismissal, reunification, cancellation of public meeting, and closing of government facilities.
  - Inform health services sector, mass care facilities, and transportation assets; request mutual aid; issue public advisories.
- Will additional resources be needed to support protective actions?
- What considerations should be made when making protective action decisions? Many factors affect decisions and should be evaluated case-by-case. The following are general considerations.

**For a threat or hazard involving local impact, consider partial local evacuation unless addressed below.**

- For a short air release of toxic chemical (e.g., brief plume), consider initial sheltering-in-place of people downwind of release.
- For a long air release of toxic chemical (e.g., continuously leak), consider local evacuation of people downwind of release.
- For an explosion, consider evacuating the impacted area and consider secondary devices.
- For an infectious contamination, depending on type, consider quarantine, requesting strategic national stockpile, and/or mass prophylaxis.

- For a dirty bomb, consider sheltering initially and then evacuation of people downwind.
- For a dam failure, use inundation maps to identify areas to be evacuated.
- For an earthquake, damage assessments to bridges, overpasses, elevated roadways, utility lines, and roadways will be needed prior to identification of evacuation routes and relayed to the public.
- For a wildfire, consider using pilot cars to direct traffic through areas with poor visibility due to smoke.

### **Emergency Public Information**

- What should be communicated, when, how (tools and/or mediums being used), and by whom?
- What information has been communicated to the public/schools/workforce?
- Ensure the message is uniform and consistent across all jurisdictions involved.

### **Next Steps**

- What response actions need to be coordinated?
- What resources are needed and how are they being coordinated?
- For evacuations, there are numerous operations that need to be coordinated. Below is a summary of the major evacuation tasks and the agencies with a lead role for implementing these tasks:
  - Identify evacuation routes
  - Identify and establish temporary evacuation points
  - Coordinate and manage traffic and provide roadside assistance
  - Incident Command/Unified Command works with Sheriff's Department, local law enforcement agencies, Caltrans, and CHP
  - Coordinate and provide transportation for residents
  - Provide support for individuals with disabilities and other access and functional needs
  - Provide shelter for residents
  - Deconflict sites as needed
  - Assist with other response operations as needed

## APPENDIX 3 – TRAFFIC ROUTES AND EVACUATION TRANSFER SITES

### TRAFFIC ROUTES

Traffic routes will include major interstates, highways, and major roadways within Sacramento County. Local jurisdictions will work with the County's EOC, and especially the Law Enforcement Branch and the EMU to identify and update evacuation routes and evacuation transfer points. Maps of traffic routes are available through the County's DOT.

During an evacuation, County DOT traffic engineers would be able to quickly calculate traffic flow capacity and decide which of the available traffic routes should be used to move people in the correct directions. In the case of flooding, some impacted areas can be predicted based on regional worst-case flood modeling. However, Sacramento County could have flooded areas throughout multiple areas of the county, or could be impacted by hazards that are impossible to predict. In many cases, the traffic engineers will need to re-evaluate and re-calculate best traffic routes based on situational data.

Contra-flow (i.e. the practice of converting a two-directional roadway to a one-way street) may not be discussed as an option by the County DOT. The roadways are not designed to support contra-flow as there are too many access points onto main arteries to make it a viable option.

Some of the major routes out of and through Sacramento County include the following:

- Interstate 5
- Interstate 80
- State Highway 50
- State Highway 99
- State Highway 16
- State Highway 160

### EVACUATION TRANSFER POINTS/SITES

Evacuation Transfer Points (ETPs) or sites are areas where evacuees can assemble for transfer to a shelter. Contingent upon the nature of the event and/or the circumstances of the evacuee, they will be transported (by their own mode of transportation, public transportation or perhaps by other means identified by the County OES) to an ETP or site as a first step in moving safely from a threatening situation.

Many of the Regional Transit Light Rail Stations provide the ideal ETP locations. The light rail stations are well marked on local maps and many are situated out of the flood zone, which is a critical aspect given the flood threat in the county. The identifiable factors that make a potential ETP ideal are:

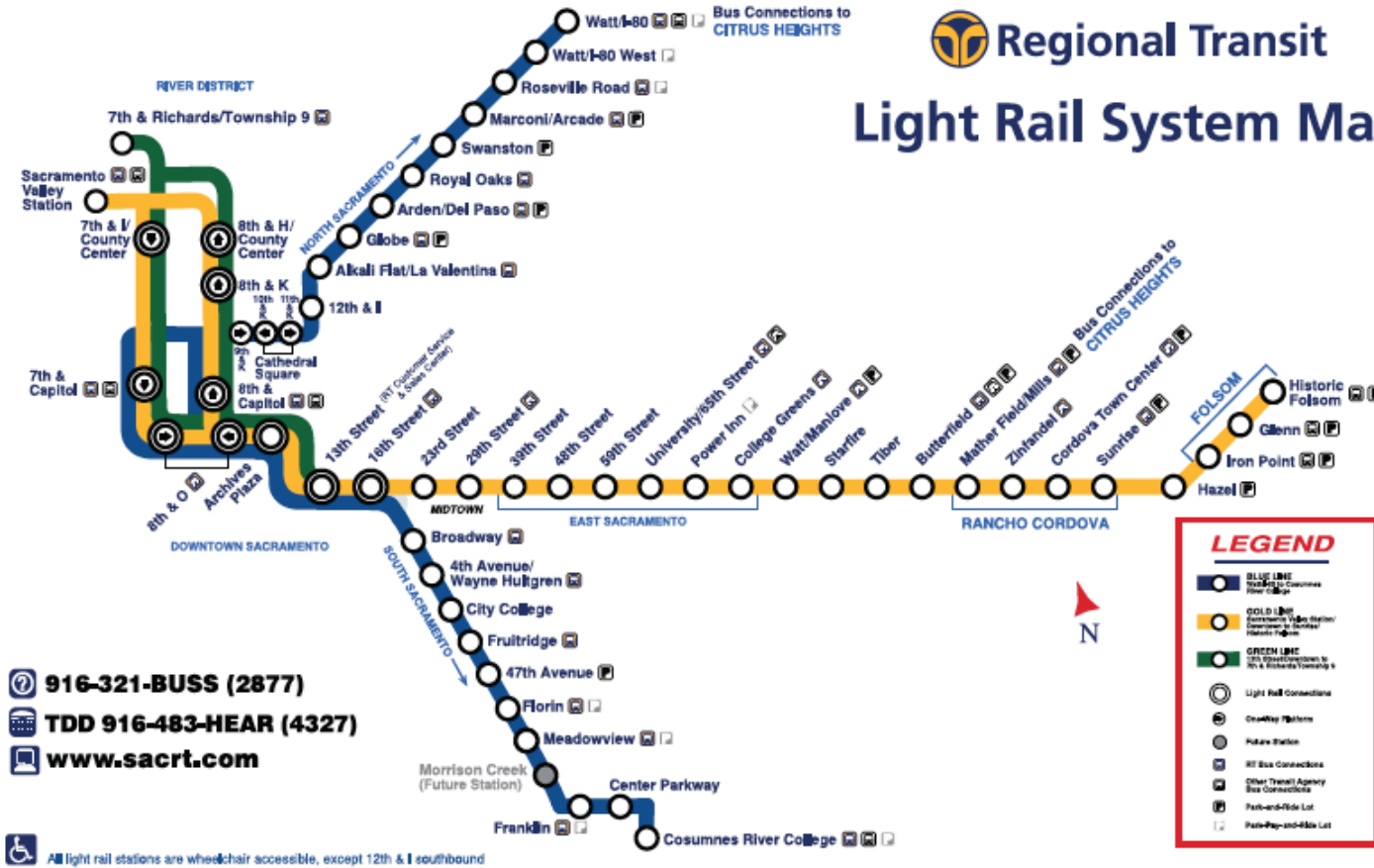
- Optimal accessibility by buses and other modes of transportation
- Close to main arterials
- Positioned in well-known, pre-established locations

- Have spacious parking lots for cars, equipment staging areas, bus turnarounds, and sheltering
- Accessibility to amenities such as food, lodging, phone service, bathrooms, clothing, supplies and financial institutions
- Close to government buildings that can be accessed to provide infrastructure and disaster service workers supporting the evacuation emergency

### **Ideal Evacuation Transfer Points Regional Transit's Light Rail Gold Line.**

- **Folsom to Hazel Area.** The Regional Transit's Gold Line Stations in the Folsom area provide limited options as serviceable ETPs. If an evacuation from the Folsom area was needed, these stations would prove useful. However, due to there being only one track and thus limiting the number of trains that could service the area, these would not be the ideal stations as ETPs for evacuees from other areas of the county.
- **Rancho Cordova Stations.** Evacuees from throughout the county can be evacuated to ETPs in this region. The Sunrise Station has plentiful parking and amenities. These stations are safe from catastrophic flooding due to levee collapse.
- **Sacramento County and East Sacramento.** The Watt Manlove station provides spacious parking, plentiful amenities, and easy highway 50 access. The Power Inn Station is not only spacious at the RT station, but it is also close to the County and City of Sacramento buildings, as well as Regional Park services. Amenities are close by, as are staging areas.
- **Northern Corridor.** The Regional Transit's Blue Line Stations provide numerous potential ETPs. Evacuees from the northern parts of the county and from the City of Sacramento's Natomas Area could be transported to RT Stations serving as ETPs on the northern line. Likewise, evacuees from other parts of the county could take light rail to designated ETPs on the northern line.
- **Southern Corridor.** Evacuees from incidents in the southern parts of the county could be transported to RT stations serving as ETPs on the southern sections of the blue line. Evacuees from the City of Sacramento's "Pocket" area could use Florin or Meadowview stations and use light-rail to move north and to an ETP.

# Regional Transit Light Rail System Map



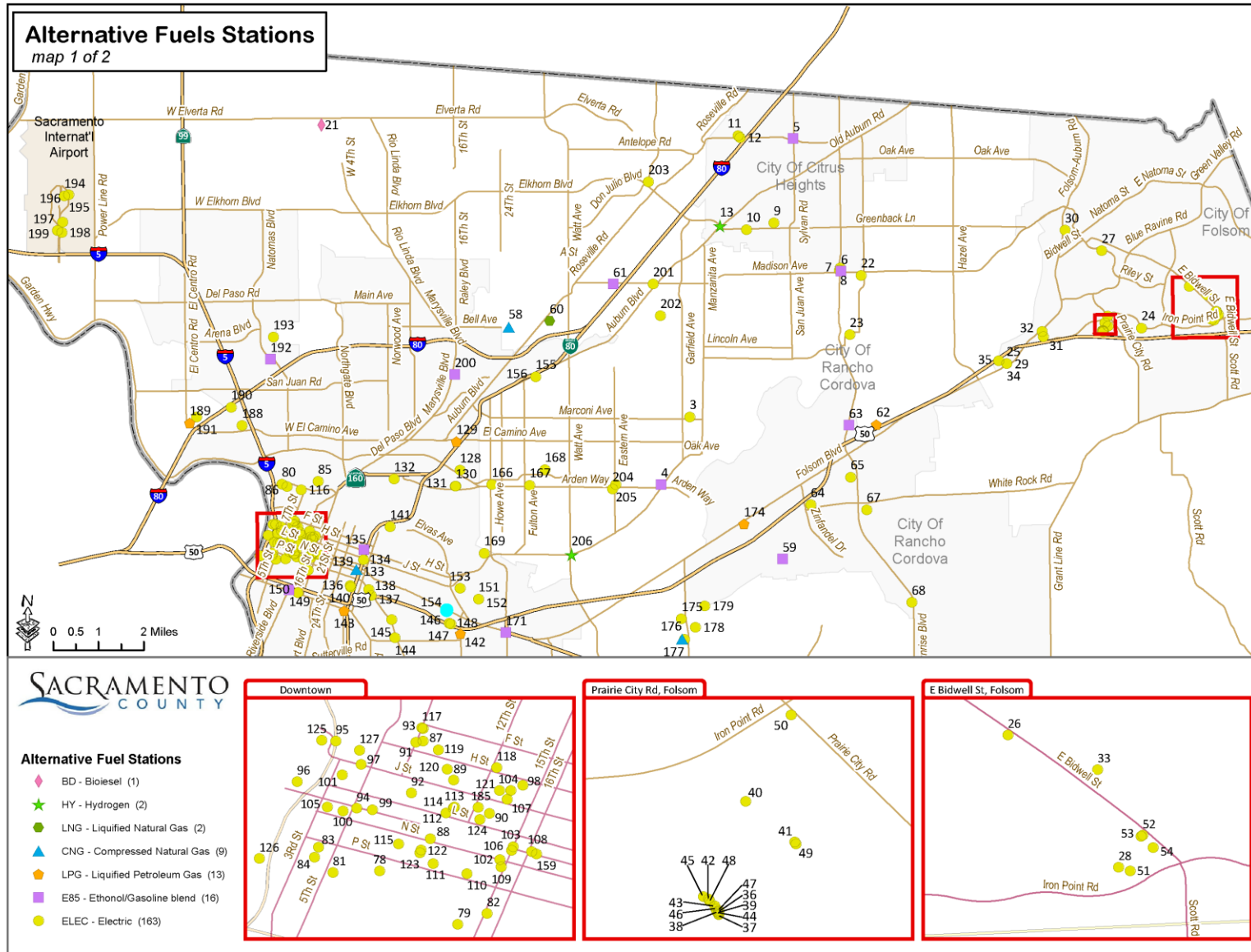
**APPENDIX 4 – DELTA EVACUATION MAPS**

## APPENDIX 5 - ALTERNATIVE FUEL SITES

For the most recent Alternative Fuel Station location data, visit:

<https://www.afdc.energy.gov/stations/#/find/nearest?location=Sacramento>





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## APPENDIX 6 - SHERIFF'S DISTRICTS AND ESTMATED POPULATION STATISTICS

	Total Households	Households Without a Vehicle	Population Age 0-17 years	Population Age 18-64 years	Population Age 65+	Total Population	Population Below Poverty Level	Median Income
<b>District 1</b>	45,465	2,452	39,870	89,908	14,286	144,064	29,065	53,799
<b>District 2</b>	22,905	2,045	12,530	35,280	9,321	57,131	9,512	56,229
<b>District 3</b>	25,177	1,221	13,352	39,565	11,921	64,838	7,052	70,967
<b>District 4</b>	48,390	5,161	24,991	70,351	19,568	114,910	24,784	50,460
<b>District 6</b>	35,566	3,086	34,437	74,426	11,959	120,822	31,005	43,032
<b>District 7</b>	19,033	1,054	10,545	32,160	7,436	50,141	7,370	64,727
<b>District 8</b>	14,896	318	9,843	27,106	7,703	44,652	4,624	78,399
<b>Citrus Heights</b>	34,050	1,823	18,106	55,793	13,663	87,562	12,460	52,970
<b>Elk Grove</b>	47,501	1,380	43,945	95,454	15,896	155,295	15,358	88,056
<b>Folsom</b>	26,246	997	18,400	47,672	8,833	74,905	3,246	100,562
<b>Galt</b>	5,437	293	4,973	10,423	2,218	17,614	3,332	64,438
<b>Rancho Cordova</b>	24,308	1,549	17,299	43,895	8,062	69,256	11,413	47,473
<b>Sacramento</b>	178,361	18,028	112,606	307,106	58,398	478,110	101,656	48,503
<b>Grand Total</b>	<b>527,335</b>	<b>39,407</b>	<b>360,897</b>	<b>929,139</b>	<b>189,264</b>	<b>1,479,300</b>	<b>260,877</b>	<b>57,966</b>

**APPENDIX 7 – SACRAMENTO COUNTY SHERIFF DIVISION EVACUATION MAPS**

**APPENDIX 8 – SACRAMENTO COUNTY HEALTHCARE EVACUATION  
COORDINATION PLAN (JUNE 2009) REVISED DRAFT JULY 2018**

### Certificate Of Completion

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 Subject: Please DocuSign: OA Plan - MOA Cover Letter.docx, OA MOA.pdf, Sacramento County OA Plan March 2...  
 Source Envelope:  
 Document Pages: 219 Signatures: 2 Envelope Originator:  
 Certificate Pages: 5 Initials: 0 Sarah Gallimore  
 AutoNav: Enabled GallimoreS@sacoes.org  
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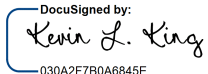
### Record Tracking

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 Storage Appliance Status: Connected Pool: Sacramento County Location: DocuSign

### Signer Events

Kevin L. King  
 kking@rd1000.org  
 Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
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 Signature Adoption: Pre-selected Style  
 Using IP Address: 98.244.34.49

### Timestamp

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 Signed: 9/24/2019 2:28:39 PM

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 Accepted: 9/24/2019 2:25:18 PM  
 ID: bcecaf02-ad80-4a20-9a14-dfe091a59553

Stephen Cantelme  
 cantelmes@sacoes.org  
 Sacramento County  
 Security Level: Email, Account Authentication (None)

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Envelope Summary Events	Status	Timestamps
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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [dtech-webteam@saccounty.net](mailto:dtech-webteam@saccounty.net)

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [dtech-webteam@saccounty.net](mailto:dtech-webteam@saccounty.net) and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

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By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Sacramento County as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Sacramento County during the course of my relationship with you.

## Reclamation District No. 1000

### Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
Division of Flood Management

Flood Project Inspection and Assessment Branch  
Local Maintaining Agency Assessment Section

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
1	37069	All Units	Access Gates	Nothing to Report				
1	36147	All Units	Access Roads and Road Ramps	Landside Toe Access/Patrol Road	USACE's Natomas Levee Improvement Program will include access/patrol road at the levee toe for O&M activities and emergency response operations. No change for 2019.			
1	37072	All Units	Accumulation of Drift, Trash or Debris	Accumulation of Drift, Trash Debris	District continues to struggle with adequate removal of trash and debris accumulation, particularly in areas where high densities of unauthorized encampments existing.			
1	37073	All Units	Barren Area/No Cover or Sod	Nothing to Report				
1	37074	All Units	Berm Erosion	Nothing to Report				
1	37075	All Units	Bridges and Crossings	Nothing to Report				
1	37076	All Units	Burrow Holes	Nothing to Report				
1	37077	All Units	Caving	Nothing to Report				
1	37078	All Units	Compaction/Loose Fill	Nothing to Report				
1	37079	All Units	Dredging	Nothing to Report				
1	37080	All Units	Encroachment	Nothing to Report				
1	37081	All Units	Flood Walls	Nothing to Report				
1	37082	All Units	In-Channel Vegetation	Nothing to Report				
1	37083	All Units	Levee Crown	Nothing to Report				
1	37084	All Units	Minor Settlement, Sloughing, or Loss of Grade	Nothing to Report				
1	37085	All Units	Other	Nothing to Report				
1	37086	All Units	Pipe Flap Gates/Gate Valves	Nothing to Report				

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
Division of Flood Management

Flood Project Inspection and Assessment Branch  
Local Maintaining Agency Assessment Section

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
1	37087	All Units	Relief Wells/Piezometers	Nothing to Report				
1	37088	All Units	Revetment/Rip-Rap	Nothing to Report				
1	37089	All Units	Sediment Accumulation	Nothing to Report				
1	37090	All Units	Toe Drainage Systems	Nothing to Report				
1	37091	All Units	Unauthorized Grazing or Vehicle Traffic	Nothing to Report				
1	36141	Unit No. 01 Sacramento River	Pump Stations	Discharge Tunnels for Pumping Plant 1A	The discharge pipes/tunnels for the District's Pumping Plant 1A cross through the foundation of the levee to the Sacramento River. USACE is currently evaluating improvements to the existing tunnels and is working with the District and SAFCA on options to address any levee safety issues including abandonment/replacement/or rehabilitation.			
1	37036	Unit No. 03 Natomas East Canal	Vegetation	Land-side and Water-side Slope Vegetation	Existing trees and vegetation on the land-side and water-side of the levee slope impeded visual and physical access for inspection and monitoring. District received DWR Flood Maintenance Assistance Program funding (\$175k) for vegetation removal in 2019. The District, at the time of this report, is soliciting bids and plans to have the vegetation removed from the water-side slope from Truxel Road to Northgate Blvd before December 31, 2019. Tree Removal in the same area will be performed on the water-side slope in 2020, if the District is awarded additional FMAP funds, as applied for in 2019.  District is working with USACE, SAFCA, CVFPB/DWR to resolve visual and physical access on the land-side slope with work beginning in 2019 and scheduled completion in 2020 along Reach H and I.			
2	37092	All Units	Burrow Holes	Nothing to Report				

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
Division of Flood Management

Flood Project Inspection and Assessment Branch  
Local Maintaining Agency Assessment Section

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
2	37093	All Units	Channel Migration	Nothing to Report				
2	37094	All Units	Closure Structures	Nothing to Report				
2	37095	All Units	Cracks	Nothing to Report				
2	37096	All Units	Flood Walls	Nothing to Report				
2	37097	All Units	Major Settlement, Sloughing, or Loss of Grade	Nothing to Report				
2	36189	All Units	Other	Unauthorized Encampments and Concealment of Levee	RD 1000 inventoried 81 unauthorized encampments and concealment of levee along 6 miles of project levee from River Oaks Drive to Main Avenue on NEMDC. District worked with Local Law Enforcement Agencies to remove the encampments and discovered three excavations in the levees. District repaired and compacted the excavations. District spent significant time with CVFPB and others to introduce legislation (AB 137-Cooper), to modify water code sections aimed at preventing concealment of levees in order to visually and physically inspect and monitor the levee system. AB 137 was placed on the suspense file in the CA Senate Appropriation Committee. District will be strongly advocating for a similar bill during the next legislative session. District strongly advocates for long term, state-wide solutions to this rapidly expanding problem.			
2	37098	All Units	Pipe Crossing	Nothing to Report				
2	37099	All Units	Problems Identified on Adjacent Levees Protecting Same Area	Nothing to Report				
2	37100	All Units	Sinkhole	Nothing to Report				
2	37101	All Units	Subsidence	Nothing to Report				

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
Division of Flood Management

Flood Project Inspection and Assessment Branch  
Local Maintaining Agency Assessment Section

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
2	36185	Unit No. 01 Sacramento River	Deficient Freeboard/Levee Crown Height	Insufficient Free-Board @ 200 year Water Surface Elevation	Garden Highway: 300 feet south Interstate 5 (near Bayou Road). See 2015 Report, no change in 2019.			
2	36188	Unit No. 01 Sacramento River	Levee Erosion	Waterside Berm Erosion	7907 Garden Highway. District is closely monitoring berm erosion first noted in 2017 and coordinating with CVFPB and Property owner to address CVFPB NOV.			
2	37047	Unit No. 01 Sacramento River	Sand Boils	Sand Boil - Pumping Plant 4	District crews discovered minor seepage and two (2) pin hole boils at Pumping Plant No. 4, around 7:30 am Friday (2/15). At the time of discovery, the Pumping Plant was operating. Suspecting there may be a leak in the discharge piping, the District crews briefly turned off the pumps. Almost immediately after shutting down the pumps, the boils reduced significantly. The District believes there is a leak in the discharge pipe from Pump No. 3. Pump No. 3 was locked out and the boils disappeared. The District monitored the situation closely and no signs of seepage or additional boils were observed. USACE Natamos Levee Improvement Project, will replace discharge piping before December 31, 2019.			
2	37046	Unit No. 01 Sacramento River	Sand Boils	Boil - Pumping Plant 2	District crews discovered two (2) boils at Pumping Plant No. 2, around 9:00 a.m. Sunday (3/10). The boils were similar to what was observed and repaired in 2017 and it did not appear to be an emergency situation. As such, the District monitored the boils closely during the flood season. The District is working with engineering consultants to . develop a recommendation for repair. The District anticipates repairs to be performed in 2020, as the conditions were stable in 2019.			
2	37039	Unit No. 03 Natomas East Canal	Deficient Freeboard/Levee Crown Height	Deficient Levee Crown Height and Slope Stability	Previously reported deficiency in levee crown and slope stability to meet levee stability and 200-year Water Surface Elevation safety is currently under construction by USACE between Dry Creek and the American River (Reach H) and between Northgate and Truxel (Reach I), major work to be completed by			

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
Division of Flood Management

Flood Project Inspection and Assessment Branch  
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PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
2		Unit No. 03 Natomas East Canal	Deficient Freeboard/Levee Crown Height	Deficient Levee Crown Height and Slope Stability	October 15, 2019 and Phase 2 will commence in April 2020, with scheduled completion by October 15, 2020.			
2	36191	Unit No. 03 Natomas East Canal	Deficient Freeboard/Levee Crown Height	Levee Gap	Gap in Levee (insufficient Levee Crown Height) on NEMDC at Sankey Road "Sankey Gap". See 2015 Report. Sankey Gap allows water from Pleasant Grove Creek Canal to enter into the Natomas Basin at certain elevations. No update for 2019.			
2	36190	Unit No. 03 Natomas East Canal	Seepage	Seepage	Seepage observed and reported in 2015 at Truxel Road and Garden Highway. Construction of seepage cut off wall by USACE began in May 2019 and scheduled for completion by November 2019.			
3	37103	All Units	Active Ongoing Program	Nothing to Report in Place				\$ 0.00
3	37104	All Units	Encroachment Control	Nothing to Report				\$ 0.00
3	37105	All Units	Erosion Repair	Nothing to Report				\$ 0.00
3	37106	All Units	Gates	Nothing to Report				\$ 0.00
3	37043	All Units	Inspections	Pre-Flood Season Inspection	Historically, the District has performed pre-flood season walking inspections of the 46-mile exterior levee system. For 2019, District is planning to perform water-side and land-side inspection for Units 1&2 where vegetation, encroachments and other visual/physical impediments exist, using aerial drone technology. The drone inspection will be conducted before November 1, 2019.			
3	37107	All Units	Insurance and Dues	Nothing to Report				\$ 0.00
3	37108	All Units	Legal/Administrative/Management Services	Nothing to Report				\$ 0.00
3	37109	All Units	Minor Structure Repair/Maintenance	Nothing to Report				\$ 0.00
3	37110	All Units	Mobile Equipment Costs	Nothing to Report				\$ 0.00

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
Division of Flood Management

Flood Project Inspection and Assessment Branch  
Local Maintaining Agency Assessment Section

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
3	37111	All Units	Office Overhead	Nothing to Report				\$ 0.00
3	37112	All Units	Other	Nothing to Report				\$ 0.00
3	37040	All Units	Patrolling	Levee Patrol	District performed 24-hour levee patrolling and inspection for a total of 37 days between February 14 and April 15, 2019 per the District's Emergency Action Plan based on Sacramento River Elevations at Verona Station.			
3	37113	All Units	Permitting	Nothing to Report				\$ 0.00
3	37114	All Units	Restoration	Nothing to Report				\$ 0.00
3	37041	All Units	Roadways	Road Maintenance	District adds new AB and grades access roads along levee crowns and land-side toe (where existing) as necessary to provide for all-weather access during flood season.			
3	36186	All Units	Rodent Control/Bait and Traps	Rodent Control	RD 1000 monitors levees for rodent activity. Bait stations are deployed in high infestation areas. Following baiting and observation of diminished activity, District crews fill holes with earthen materials and compacts. No update for 2019.			
3	37116	All Units	Rodent Control/Grouting	Nothing to Report				\$ 0.00
3	37117	All Units	Sediment Removal	Nothing to Report				\$ 0.00
3	37118	All Units	Seepage Control	Nothing to Report				\$ 0.00
3	37119	All Units	Slope Dragging	Nothing to Report				\$ 0.00
3	37120	All Units	Surveying and Engineering	Nothing to Report				\$ 0.00
3	37121	All Units	Telemetry Maintenance	Nothing to Report				\$ 0.00
3	37122	All Units	Vegetation Control/Burn	Nothing to Report				\$ 0.00
3	37123	All Units	Vegetation Control/Channel	Nothing to Report				\$ 0.00



# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
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PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
3	37042	All Units	Vegetation Control/Mow	Vegetation Mowing	District performed vegetation mowing on levees. The District was slightly behind schedule due to prolonged precipitation in the spring coupled with District resources being redirected to remove unauthorized encampments and to repair the resultant damage to levee slope. Nevertheless, all levees were mowed at least once during 2019.			
3	36187	All Units	Vegetation Control/Other	Cut and Bale Vegetation	District contracted for the cutting and bailing of vegetation from the Natomas Cross Canal to south of Powerline Road along Garden Highway on the landside stability berm per agreement with SAFCA's NLIP project.			
3	37045	All Units	Vegetation Control/Spray	Herbicide Treatment	District performed herbicide applications in conjunction with mowing activities to control vegetative growth on levee and adjacent lands in 2019.			
3	37044	All Units	Vegetation Control/Thin and Trim	Vegetation Trimming	District performed vegetation trimming and thinning as necessary to provide visual and physical access of the levee and adjacent lands in 2019.			
3	37124	All Units	Vegetation Control/Tree Removal	Nothing to Report				\$ 0.00
4	37126	All Units	Active Ongoing Program	Nothing to Report				\$ 0.00
4	37125	All Units	Encroachment Control	Nothing to Report				\$ 0.00
4	37127	All Units	Erosion Repair	Nothing to Report				\$ 0.00
4	37128	All Units	Gates	Nothing to Report				\$ 0.00
4	37129	All Units	Inspections	Nothing to Report				\$ 0.00
4	37130	All Units	Insurance and Dues	Nothing to Report				\$ 0.00
4	37131	All Units	Legal/Administrative/Management Services	Nothing to Report				\$ 0.00
4	37132	All Units	Minor Structure Repair/Maintenance	Nothing to Report				\$ 0.00

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
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PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
4	37133	All Units	Mobile Equipment Costs	Nothing to Report				\$ 0.00
4	37134	All Units	Office Overhead	Nothing to Report				\$ 0.00
4	37048	All Units	Other	Operations and Maintenance Budget	See attached 2019/2020 District Budget			\$ 4,617,938.00
4	37135	All Units	Patrolling	Nothing to Report				\$ 0.00
4	37136	All Units	Permitting	Nothing to Report				\$ 0.00
4	37137	All Units	Restoration	Nothing to Report				\$ 0.00
4	37138	All Units	Roadways	Nothing to Report				\$ 0.00
4	37139	All Units	Rodent Control/Bait and Traps	Nothing to Report				\$ 0.00
4	37140	All Units	Rodent Control/Grouting	Nothing to Report				\$ 0.00
4	37141	All Units	Sediment Removal	Nothing to Report				\$ 0.00
4	37142	All Units	Seepage Control	Nothing to Report				\$ 0.00
4	37143	All Units	Slope Dragging	Nothing to Report				\$ 0.00
4	37144	All Units	Surveying and Engineering	Nothing to Report				\$ 0.00
4	37145	All Units	Telemetry Maintenance	Nothing to Report				\$ 0.00
4	37146	All Units	Vegetation Control/Burn	Nothing to Report				\$ 0.00
4	37147	All Units	Vegetation Control/Channel	Nothing to Report				\$ 0.00
4	37148	All Units	Vegetation Control/Mow	Nothing to Report				\$ 0.00
4	37149	All Units	Vegetation Control/Other	Nothing to Report				\$ 0.00
4	37150	All Units	Vegetation Control/Spray	Nothing to Report				\$ 0.00

# Reclamation District No. 1000

## Annual Report (01/01/2019 - 09/28/2019)

Department of Water Resources  
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PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
4	37151	All Units	Vegetation Control/Thin and Trim	Nothing to Report				\$ 0.00
4	37152	All Units	Vegetation Control/Tree Removal	Nothing to Report				\$ 0.00
5	37154	All Units	Construction Drawings/As-Builts	Nothing to Report				
5	37153	All Units	Distress Information	Nothing to Report				
5	37155	All Units	Dump/Hazardous Waste Sites	Nothing to Report				
5	37049	All Units	Emergency Action Plan	Emergency Action Plan	No Update to the District's 2017 Emergency Action Plan			
5	37156	All Units	Emergency Operations Plan	Nothing to Report				
5	37157	All Units	Emergency Recovery Plan	Nothing to Report				
5	37158	All Units	Encroachments	Nothing to Report				
5	37159	All Units	Geotechnical Investigations	Nothing to Report				
5	37160	All Units	Historical Construction Issues	Nothing to Report				
5	37161	All Units	Historical Levee Distress Issues	Nothing to Report				
5	37050	All Units	New Construction Planned/Approved	Natomas Levee Improvement Project	<p>The Natomas Levee Improvement Project is ongoing. Status per reach is listed below:</p> <p>Reach A Design: A draft Real Estate Take letter will be ready for NFS review in Mid-October. Target is to issue Preliminary Take letter around October 31,2019 after which Right of Way negotiations, offers, and acquisition by SAFCA can commence. The Relocation Plan and Assistance Plan is posted to the SAFCA website. The scope of work for PS 1A tunnel testing of rebar and concrete is being developed - target is to complete this testing before rainy season.</p> <p>Reach B Design: Bids received</p>			

## Reclamation District No. 1000

### Annual Report (01/01/2019 - 09/28/2019)

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
5		All Units	New Construction Planned/Approved	Natomas Levee Improvement Project	<p>Friday, September 20, 2019. The amount of the low bid, in comparison with the budgeted construction cost will determine the FY 2020 work plan for the remainder of the Reaches.</p> <p>Reach C: No Update</p> <p>Reach D Construction: Work at Northern and Bennett Pump Stations will be complete by October 1, 2019. Work on the old and new Vestal Drain will continue thru October</p> <p>Reach E Design: 35% plans have been submitted for NFS review and comment. ROW Acquisition plan includes acquiring the underlying fee for the existing levee easement plus the real estate under the very wide seepage berm.</p> <p>Reach F: Design to begin FY 2020</p> <p>Reach G: Design to begin FY 2020</p> <p>Reach H Construction: Contractor continues making progress on cutoff wall and slope flattening.</p> <p>Reach I Construction: The Waterline Relocation under Interstate 5 crossing is essentially complete, only fittings and testing remain. Construction of the seepage blanket under the Interstate 5 crossing commenced September 25, 2019. The cutoff wall construction schedule calls for that work to reach Natomas Park drive by October 25, 2019. The contractor has requested that he be allowed to work on the cutoff wall past the November 1 cessation of work for the rainy season. Contractor believes with an extension to December 31 they can complete the wall thru the easterly Interstate 5 interchange lanes, completing the work that requires Garden Highway (GH) lane closures. The consensus of the USACE was to grant this extension. With the extension, spring 2020</p>			

## Reclamation District No. 1000

### Annual Report (01/01/2019 - 09/28/2019)

PART#	ID	UNIT	CATEGORY	FEATURE/CONDITION DESCRIPTION	ADDITIONAL COMMENTS	SLM	ELM	ESTIMATED COST
5		All Units	New Construction Planned/Approved	Natomas Levee Improvement Project	work will commence in the bike path area and progress west on GH shoulder until it enters GH traffic lanes again.			
5	37051	All Units	Other	System Wide Improvement Framework	See 2018 Report. No update. Awaiting USACE approval.			
5	37162	All Units	Permits/MOUs	Nothing to Report				
5	37163	All Units	Plate Maps	Nothing to Report				
5	37164	All Units	Reports/Studies	Nothing to Report				
5	37165	All Units	Right of Way/Easements	Nothing to Report				
5	37166	All Units	Slurry Walls	Nothing to Report				
5	37167	All Units	Well Logs	Nothing to Report				



September 23, 2019

Sacramento County Board of Supervisors  
c/o Clerk of the Board of Supervisors  
700 H Street  
Sacramento, CA 95814

**Re: Reclamation District No. 1000 – Appointment of Election Board**

Dear Sacramento County Board of Supervisors:

Reclamation District No. 1000 (RD 1000; District) will be conducting an election for three (3) “parcel seats” on the District’s Board of Trustees on November 5, 2019. As in prior general elections within the boundaries of RD 1000 and pursuant to California Water Code Section 50700, the District is requesting, the Sacramento County Board of Supervisors appoint three (3) landowners within the District or legal representatives of landowners as an Election Board. The District has identified the following three (3) individuals who are qualified to serve, and recommend they be appointed as the Election Board for the 2019 Reclamation District No. 1000 Election of Trustees:

Joseph D. Countryman

Z. Wayne Johnson

Vanessa Sonnier

Please advise the District of the Election Board appointment when accomplished. Please contact me directly via email at [kking@rd1000.org](mailto:kking@rd1000.org) or by phone at (916) 922-1449, if you require any further information or have any questions regarding this request.

Sincerely,

**Reclamation District No. 1000**

A handwritten signature in blue ink, appearing to read "Kevin L. King", is enclosed in a thin black rectangular box.

Kevin L. King  
General Manager



# Herald Fire Protection District

October 1, 2019

Dear Reclamation District #1000 Board of Directors,

As a candidate for the open Independent Special District Commissioner and Alternate Commissioner vacancy, I wanted to introduce myself to you and your Board. I am currently the Chairperson of the Herald Fire Protection District Board of Directors and have been since April 2017. I have been a Board member since my appointment in December 2015 and elected to a four-year term in 2016. Throughout my tenure on the HFPD Board, it is no secret that our District has overcome many challenges and obstacles. I am proud of what we have accomplished in such a short amount of time, but more so in how our District is choosing to tackle new obstacles, including becoming more engaged within our community and industry. My decision to pursue this position, is purely from my desire to continue to give back to the community, represent our District and the various special districts in Sacramento County and to further be a voice for issues that uniquely affect us and our constituents.

As my resume describes, I am currently the Executive Director of the Sacramento County Farm Bureau, a non-profit, non-governmental organization representing farmers and ranchers in Sacramento County. I am well versed in issues focusing on the many facets of water, land use and planning, open space preservation and community development.

Additionally, I currently serve on Sacramento LAFCo's Special District Advisory Committee and on a working group focusing on protest thresholds with California LAFCo and the California Special Districts Association. I value the opportunity to participate in larger industry groups, while representing my small rural district. Through these collaborations, I am not only able to expand my own understanding of the challenges facing our Districts, but also discover how we can further partner on issues affecting all of us. These collaborations are key to developing strong working relationships and I look forward to continuing to expand my participation in these areas.

Special District representation on LAFCo is critical, as our District's services are vital to our communities. Whether we are focusing on fire prevention and suppression, recreational access, cemetery services or water service and delivery, our work is critical to the success and sustainability of our local communities and our larger network countywide. We each are an important component in our county, regardless of our size or influence, and our unique needs should be recognized and celebrated as an essential part of each of our communities.

I am available to meet with your Board and/or staff, should you have any questions about me, my background, or my commitment to representing special districts. I sincerely appreciate your consideration for this position and value the work you do in your community.

Sincerely,

A handwritten signature in black ink that reads "Lindsey Liebzig".

Lindsey Liebzig, Chairman of Board of Directors  
Herald Fire Protection District



## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 4.2

---

TITLE: Superintendent's Report – October 2019

SUBJECT: Update on activities since the September 2019 Board of Trustees Meeting

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### EXECUTIVE SUMMARY:

This Staff Report is intended to inform the Board and serve as official record of the activities the District's field staff engaged in for the month of September 2019. As well as provide information regarding District facility use and local weather impacts on District facilities and river levels.

The Superintendent report was created to provide monthly updates to the Board of Trustees on field activities within the District boundaries, as well as provide a historical record. This allows for the District and the public the opportunity to refer back to data trends over time regarding the weather impact on District facilities, crew activities and local river and canal conditions as well as general District activities from month to month.

### RECOMMENDATION:

There are no staff recommendations, information provided is strictly informational.

### ATTACHMENTS:

1. Superintendent's Report Data Sheet

### STAFF RESPONSIBLE FOR REPORT:

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Donald Caldwell, Superintendent

Date: 10/02/2019

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Kevin L. King, General Manager

Date: 10/03/2019



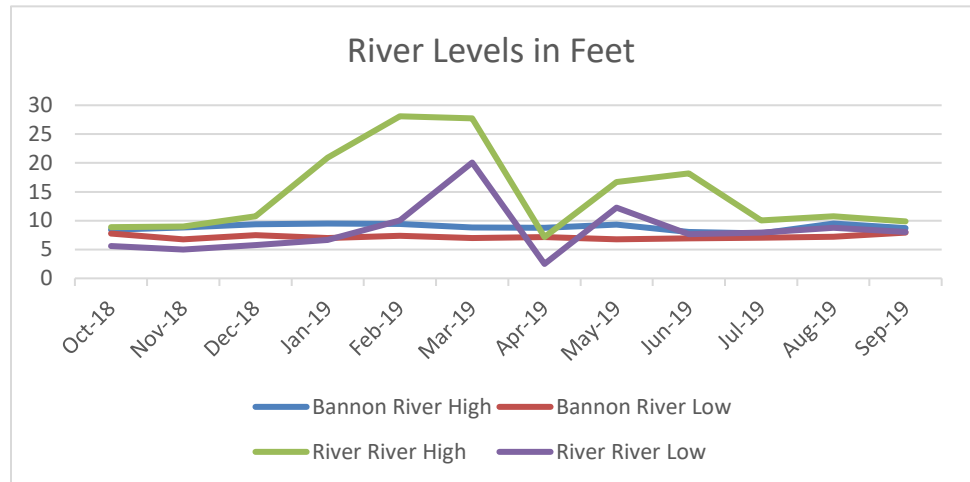


## Superintendent's Report September 2019

**River Levels:**

**Bannon** H: 8.70'  
L: 7.93'

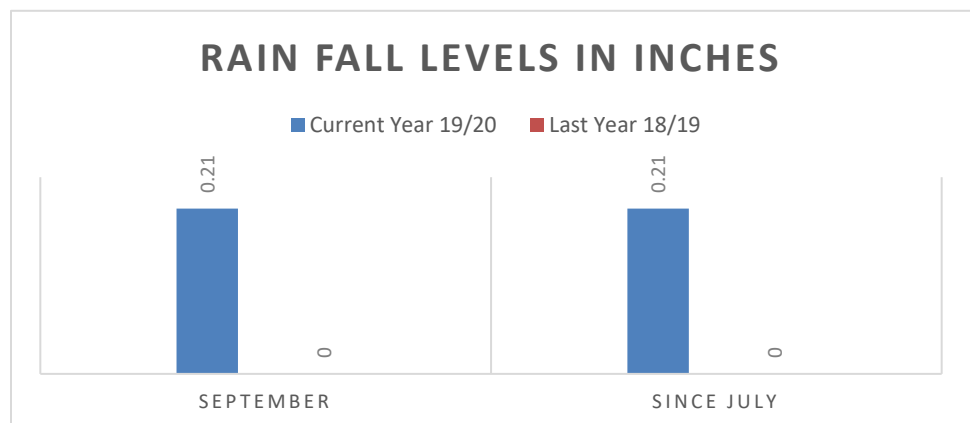
**River** H: 9.85'  
L: 8.05'



**Rain Fall Totals:**

September rain totals were 0.21"

Rain totals since July 1st were 0.21"



**Safety topics for the month of September:** CPR/AED/First Aid Training

**District Complaints:** For the month of September the District received two (2) complaints. A resident reported an unauthorized/unmarked vehicle driving on what he believed to be District property. After reviewing the location, Superintendent Caldwell reported the property belonged to the Airport and referred the complaint to the proper personnel. The District also received a complaint regarding an unauthorized encampment underneath the City of Sacramento's bridge on Truxel Road. The District is working with the City to resolve this concern.

**TITLE: Superintendent's Report – September 2019**

The chart below represents various activities the field crew spent their time working on during the month of September 2019.

RD 1000 Field Crew	*Field Hours Worked	Activity
	28	Grounds
	66	Pump Plant Maintenance
	59	Pump Rounds
	99	Ditch Maintenance
	23	Levee Maintenance
	309	Garbage
	157	Weed Control
	56	Mowing
	107	Equipment Repair
	5	Equipment Hauling

*\*Hours worked do not include Superintendent's time*

**Pumping**

The District continued pumping for rice water drainage releases and small rain events in the month of September.

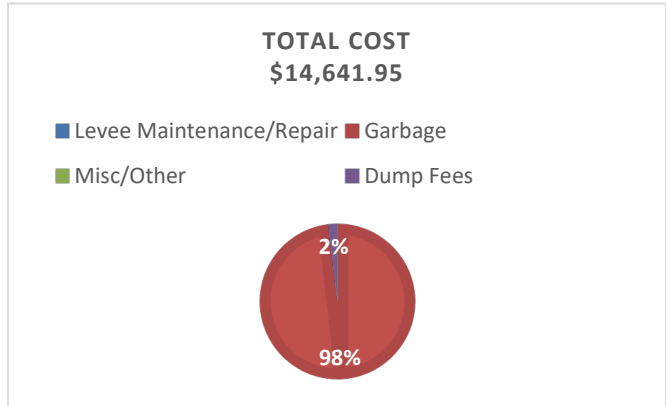
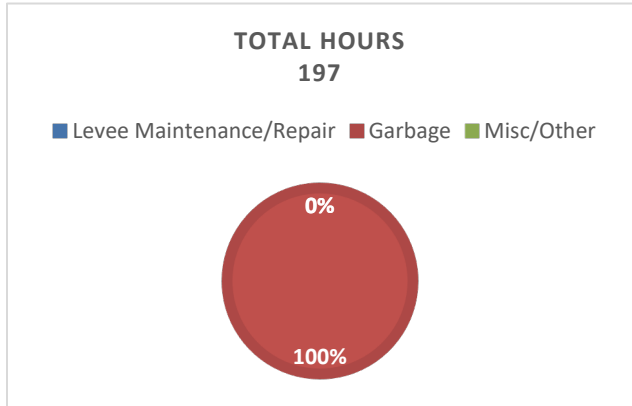
Pumping Plant	Pump	Hours and A/F
Plant 1-B	Pump # 1	1.4 hours and 13.72 A/F
	Pump # 2	13.8 hours and 135.24.24 A/F
	Pump # 4	285.3 hours and 2795.94 A/F
Plant 2	Pump # 6	8.9 hours and 87.22 A/F
	Pump # 1	2.9 hours and 19.14 A/F
Plant 3	Pump # 2	133.3 hours and 386.57 A/F
	Pump # 1	87.5 hours and 323.75 A/F
	Pump # 2	0.1 hours and 0.46 A/F
	Pump # 3	2.8 hours and 18.76 A/F

**TITLE: Superintendent's Report – September 2019**

**Unauthorized Encampment Activity**

The District spent a total of 197 crew hours on unauthorized encampments for a total cost to the district of \$14,641.95. This total includes labor,\* equipment costs and dump fees. Of this total, 168 hours and \$12,159.76 were for the joint clean-up activity at Steelhead Creek.

*\*labor costs only include hourly wages and does not include a weighted rate for each employee*





## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 4.3

---

TITLE: District Counsel's Report – October 2019

SUBJECT: Update on activities since the September 2019 Board of Trustees Meeting

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### EXECUTIVE SUMMARY:

Reclamation District 1000's (RD 1000; District) General Counsel, Jim Day, to provide verbal report of work performed during the month of September 2019.

### ATTACHMENTS:

None

### STAFF RESPONSIBLE FOR REPORT:

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Kevin L. King, General Manager

Date: 10/04/2019



## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 5.1

---

**TITLE:** Approval of Minutes

**SUBJECT:** Approval of Minutes from September 13, 2019 Regular Board Meeting & September 27, 2019 Special Board Meeting

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**EXECUTIVE SUMMARY:**

This staff report is intended to serve as the official record of monthly meetings of the Board of Trustees. This document details meeting participants, proof of items discussed, summaries of board meeting discussion, and vote actions taken by the Board. Staff recommends Board approval of the September 13, 2019 and September 27, 2019 Board Meeting Minutes.

**BACKGROUND:**

The Ralph M. Brown Act (Gov. Code §54950 et seq.) governs meetings by public commissions, boards and councils, and public agencies in California. The Act facilitates public transparency and public participation in local government decisions. The Act also contains specific exemptions from the open meeting requirements where governmental agencies have a demonstrated need for confidentiality. To further comply with transparency, Reclamation District 1000 documents monthly meetings of its Board of Trustees through Board Minutes. Reclamation District 1000 also maintains a historical archive of Board meeting Minutes since 1912.

**RECOMMENDATION:**

Staff Recommends the Board approve the Minutes from the September 13, 2019 Board of Trustees Meeting and from the September 27, 2017 Special Board of Trustees Meeting.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. September 13, 2019, Board Meeting Minutes
2. September 27, 2019 Special Board Meeting Minutes

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Services Manager

Date: 10/03/2019

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 10/04/2019



**RECLAMATION DISTRICT NO. 1000  
BOARD OF TRUSTEES  
SPECIAL BOARD MEETING**

1633 Garden Highway  
Sacramento, CA 95833

**FRIDAY, SEPTEMBER 27, 2019  
8:00 AM**

**MEETING MINUTES**

The Reclamation District 1000 Board of Trustees met in a special session on this date at the District Office. Present were: Board President Jeff Smith; Board Vice President Tom Barandas; Trustee Nick Avdis; Trustee David Christophel; Trustee Chris Burns; General Manager Kevin King; District Counsel Jim Day; Administrative Services Manager Joleen Gutierrez; District Superintendent Don Caldwell; and Administrative Assistant Christina Forehand.

Absent: Trustee Thom Gilbert, Trustee Fred Harris

**1. Preliminary**

The meeting was called to order by Board President, Jeff Smith. After the Pledge of Allegiance, the Board was given the opportunity to disclose any potential conflicts of interest for items listed on the agenda. There were no agenda items that caused any conflicts for any of the Trustees.

**2. Presentations**

There were no presentations.

**3. Public Comment**

There were no public comments.

**4. Informational Items**

There were informational items.

**5. Consent Calendar**

There were no consent calendar items.

**6. Scheduled Items**

6.1– CALL FOR ELECTION : Review and Consider Adoption for Resolution No. 2019-09-01 Calling for Election

GM King reviewed all sections of the Resolution. He stated the Resolution would give him the authority to publish an Election. Further, he explains that the election will take place at RD 1000's district office, 1633 Garden Highway, Sacramento, CA 95833, between the hours of 7:00AM and 7:00PM. This will allow staff to continue to work during the day. Compensation of the Election Board compensation will be the same amount as the previous election.

The following changes were made to Resolution 2019-09-01: Page 1, change the polling hours from 10 am to 4 pm to 7 am to 7 pm. Page 2, paragraph 3 – change 'post' to 'publish.'

Moved/Seconded: Trustee Avdis/Trustee Christophel  
Ayes: Trustees Christophel, Barandas, Smith, Burns, Avdis  
Action: Adopted Resolution No. 2019-9-1 Calling for Election

**7. Board of Trustee's Comments**

No comments for discussion.

**8. Closed Session**

There were no closed session items.

**9. Adjourn**

Meeting adjourned.



**Reclamation District No. 1000  
Board of Trustees Meeting**

1633 Garden Highway  
Sacramento, CA 95833

**SEPTEMBER 13, 2019  
MEETING MINUTES**

The Reclamation District No. 1000 Board of Trustees met in regular session on this date at the District Office. Present were: Board President Jeff Smith; Vice President Tom Barandas; Trustee Fred Harris; Trustee David Christophel; Trustee Nick Avdis (arrived at 8:05 a.m.); Trustee Chris Burns; Trustee Thom Gilbert; General Manager Kevin King; District Counsel Jim Day; Administrative Services Manager Joleen Gutierrez; District Superintendent Don Caldwell; and Administrative Assistant Christina Forehand.

Also Present: Scott Brown from Larsen, Wurzel & Associates

**1. Preliminary**

The meeting was called to order by Board President, Jeff Smith.

After the Pledge of Allegiance, led by Counsel Jim Day, the Board was given the opportunity to disclose any potential conflicts of interest for items listed on the agenda. There were no conflicts of interest to disclose.

**2. Presentations**

Administrative Assistant Christina Forehand gave a presentation on RD1000's 2018/2019 Unauthorized Encampment Activity and costs associated with clean-up. A copy of the report was included in the Board Packet. In the future, a monthly report on this activity will be included in the Superintendent's Report.

**3. Public Comment**

Brandon Rose serves as the Board 1 Director for SMUD. He introduced himself to the Board and announced he is running for an open LAFCO seat as a Special District Commissioner. Mr. Rose stated his background is in Environmental Science and Policy with specialization in City and Regional Planning. He was elected to the Fair Oaks Park District, has served as a member of the Advisory Committee to LAFCO and to the Sacramento County Treasurer's Oversight Committee for Special Districts. He made known that he would be a strong voice for Special Districts and would work to preserve the power of independent districts. Trustees thanked Brandon for coming in.



#### 4. Informational Items

- 4.1 – General Manager’s Report: GM King provided a verbal report of work performed during the month of August 2019.

General Manager Kevin King gave a verbal report.

He reported the District would assist with this year’s Steelhead Creek Cleanup – a collaborative effort with partnering agencies. RD1000 is participating at the same level as last year’s clean-up contributing use of staff operators, district equipment, haul away of debris and dump fees.

GM King announced the Board Elections deadline for filing Statements of Interest closed on September 12. He stated there are five candidates. The District will have an election this year. Further, he reported none of the candidates provided a statement. GM King informed Trustees of upcoming election timeline needs and designating election officials is at the top of this list. He has identified two potential election board members and is hopeful of finding a third soon. Our Election will be on November 5<sup>th</sup> of this year and will be held at RD1000’s District Office.

GM King advised Board members of a break-in at the corp yard where the District incurred a \$15k loss of tools from a vehicle. Alarms were triggered. An incident report has been filed with the police department, and a claim will be filed with the District’s insurer. Overall District security is being increased and evaluated as a second attempted break-in occurred two days after the first incident.

- 4.2 – Superintendent’s Report: A written informational summary was provided to the Board in the August board packet.

Trustee Christophel requested information about time expended on ‘grounds’ work. Superintendent Caldwell identified this time as working on the corp yard, shop cleanup, hauling in dirt, and storage for AB gravel and pipes.

Superintendent Caldwell reported the district is already pumping rice water 15 days ahead of schedule this year. He is running Plant 3, Plant 2, and the Bannon location. Contributing to pumping, Natomas Mutual Water Co. is draining their water (winterizing ahead of schedule), so we are pumping heavily right now. Due to the Corps Project, we are not able to use Plant 8 along the NEMDC.

Trustee Burns thanked staff for adding complaints to the Superintendent’s Report. He also inquired about Nutria and if they have been seen throughout the District. Superintendent Caldwell reported this rodent had not been seen in the District.

- 4.3 – District Counsel’s Report: District Counsel Jim Day provided a verbal report of his activities during August 2019.

## 5. Consent Calendar

*All Consent Calendar items are acted upon by one Motion. There were no items pulled for further discussion.*

**Moved/Seconded:** Trustee Avdis / Trustee Burns

**Ayes:** Trustees Jeff Smith, Tom Barandas, Nick Avdis, Chris Burns, David Christophel, Thom Gilbert, Fred Harris

**Action:** A motion passed to approve Consent Calendar Items 5.1, 5.2, 5.3, 5.4, 5.5 in one motion.

5.1 Approval of Minutes from the August 9, 2019 Regular Board Meeting

**Action:** Approved Minutes from August 9, 2019 Board Meeting.

5.2 Treasurer's Report for August 2019.

**Action:** Approved Treasurer's Report for August 2019 with amendments.

5.3 Expenditure Report: Review and Accept Report for August 2019.

**Action:** Reviewed and Accepted Expenditure Report for August 2019.

5.4 Budget to Actual Report: Review and Accept Report for August 2019.

**Action:** Reviewed and Accepted Budget to Actual Report for August 2019.

5.5 Insurance Renewal: Review and Consider Authorizing General Manager to Execute Annual Insurance Renewal.

**Action:** Approved authorizing General Manager to Execute Annual Insurance Renewal.

## 6. Scheduled Items

No scheduled items.

## 7. Board of Trustee's Comments

7.1 – Board Activity Updates:

7.1.1. RD 1000 Committee Meetings Since Last Board Meeting

- Legal Committee (Avdis, Barandas & Harris) August 22, 2019

GM King made known that there are revised Meeting Minutes for the Legal Committee to reflect agenda items discussed. The revised Minutes are being submitted as a change.

Trustee Avdis commented the Committee had a robust discussion about the election. Trustee Burns inquired about election ballot wording. Counsel Day is reviewing draft changes.

- Executive Committee (Smith & Barandas) September 4, 2019

A summary of the September 4, 2019 Executive Committee Meeting Minutes was included for review in the September 13, 2019 board packet.

#### 7.1.2 RD 1000 Committees No Meetings Since Last Board Meeting

- Finance Committee (Gilbert, Harris, & Smith)
- Operations Committee (Barandas, Christophel, & Smith)
- Personnel Committee (Harris, Burns, Christophel)
- Urbanization Committee (Burns, Gilbert, & Avdis)

#### 7.1.3 Trustee's Comments/Reports

Trustee Barandas provided a verbal report of SAFCA's Executive Committee Meeting on September 5. Natomas Project Reach I – Garden Highway work. The Corps is working on a cutoff wall; work should continue into October. Traffic plans for the work on Garden Highway from Gateway Oaks to Truxel are underway. Reach H - The cutoff wall work is continuing. The work here is different than Garden Highway work because the work here consists of degrading the levee and then putting in a cutoff wall and then building the levee back up. Reach D – Vestal drain work continues, but seepage is a problem at this location. SAFCA is working with PG&E to relocate utilities. Reach A – San Juan to Gateway Oaks, SAFCA continues to look at resident relocations. Reach B - Powerline to San Juan, SAFCA will be opening bids on September 15. The Bryte Landfill removal of contaminated soils will soon be completed. The railroad crossing issue across the Sacramento Weir has been resolved; the crossing has been removed. The Folsom Dam Raise Project's Site 8 contract has been awarded. SAFCA awarded the contract to the lowest bidder; a protest has ensued; SAFCA's legal team will work resolve the protest. SAFCA has proposed Yolo Bypass study to encourage the Corps to work with all projects under the study so that multiple agencies can benefit from having an integrated approach.

Trustee Harris inquired about the insurance renewal and if there were any changes in the policy. GM King stated he had not received the proposed renewal; however, expect it soon and without changes from the previous term.

Trustee Burns inquired about the Corps 65% design. GM King made known there is still a delay in finalizing design as there are still significant comments to sort through.

GM King made known AB 137 (Cooper): Facilities of the State Plan of Flood Control, was placed on the Suspense File did not make it out of the Senate Appropriations Committee. The analysis stated a substantial financial impact by increase in misdemeanor trials and cost to the courts.

Trustee Burns inquired about Councilwoman Ashby's concerns about removing encampments under a bridge crossing off Truxel Road. GM King made known the District's plan to fence off this area to deter unauthorized camping at this location.

**8. Closed Session**

8.1 – POTENTIAL LITIGATION

**9. Reconvene to Open Session**

9.1 – Report from Closed Session: Counsel Jim Day reported the Board in Closed Session voted to deny the claim of Kurt Stoer.

**10. ADJOURN**

Meeting adjourned.



## RECLAMATION DISTRICT 1000

DATE: October 11 , 2019

AGENDA ITEM NO. 5.2

---

TITLE: Treasurer's Report

SUBJECT: Approve Treasurer's Report for September 2019

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### EXECUTIVE SUMMARY:

This Staff Report is intended to inform the Board of the current total funds in the District's checking and money market accounts, Sacramento County Treasurer Fund, State Treasurer Local Agency Investment Fund (LAIF), and the City of Sacramento Pooled Investment Fund.

The Staff Report attachment provides the monthly beginning and ending balances of its Operations and Maintenance cash flow. The report considers the current month's receipts, fund to fund transfers, accounts payable, and payroll.

Noteworthy fund and cash flow items in the month of September 2019 are featured in the attached Treasurer's Report.

### BACKGROUND:

#### Income and Cash

The District has funds in the California State Controller Local Agency Investment Fund (LAIF), the Sacramento County Treasurer and Bank of the West.

The District's primary source of income is property assessments. Assessments are collected through respective Sacramento and Sutter County tax bills.

The District is required by law to have a minimum of six (6) months operation and maintenance reserves. Additionally, the District needs six (6) months of Operations and Maintenance (O/M) reserves to pay expenses from July through December when the 1<sup>st</sup> installments are collected on property assessments. The annual O/M budget is approximately \$2 million per year.

### RECOMMENDATION:

Staff recommends the Board approve the information in the September 2019 Treasurer's Report.

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

1. Treasurer's Report

**TITLE: Treasurer's Report – September 2019**

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Services Manager

Date: 10/03/2019

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 10/03/2019

Reclamation District 1000  
Treasurer's Report  
September 2019

Treasurer's Report for September 2019

<b>September 2019</b>		
Total Funds		9,836,275.89
Bank of the West - Checking		108,017.75
Bank of the West - Money Market		167,877.62
Bank of the West FMAP		574,000.00
Sacramento County Treasurer		3,386,382.74
State Treasurer - Local Agency Investment Fund		3,489,900.91
City of Sacramento - Pool A		2,110,096.87

<b>September 2019 - Operations and Maintenance Cash Flow</b>			
<b>Beginning Balance</b>			3,555,258.14
	Income	Expense	
Current months receipts	113,040.23		113,040.23
Transfer from money market account	250,000.00		250,000.00
Accounts Payable*		(339,573.08)	(339,573.08)
Payroll		(84,324.80)	(84,324.80)
<b>Ending Balance</b>			3,494,400.49

\*See Attached Check Register

Current months receipts are made up of the following:

Refund of bank fee from Bank of the West	20.00
Amounts collected from FEMA	110,834.43
Amounts collected from SAFCA for July 2019 crew mowing	2,185.80

The district received \$1,184.93 into the County Treasury during August 2019. Because of the timing of receipt of the County Treasury statements, these amounts were not previously reported.



## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 5.3

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TITLE: Expenditure Report

SUBJECT: Review and Accept Report for September 2019

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### EXECUTIVE SUMMARY:

This Staff Report is intended to advise the Board of monthly expenditures and provide an explanation of any expenses outside of the usual course of business. Staff recommends the Board review and accept the Expenditure Report for September 2019.

#### Expenses

The Administrative Services Manager reviews and the General Manager approves expenditures. This activity is disclosed monthly as an attachment to this staff report. The Expenditure Report (Attachment 1) reveals typical District spending for the month; however, there are a few noteworthy expenditures. Budgeted items SGS Colusa for herbicides \$85,086.41, and PCF for general liability and auto Insurance annual premium \$119,793.00. The District also incurred an increased power expense from SMUD \$35,826.98 for dewatering irrigation tailwater.

### RECOMMENDATION:

Staff recommends the Board review and accept the Expenditure Report for September 2019.

### FINANCIAL IMPACT:

None.

### ATTACHMENTS:

1. September 2019 Expenditure Report

### STAFF RESPONSIBLE FOR REPORT:

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Joleen Gutierrez, Administrative Services Manager

Date: 10/03/2019

---

Kevin L. King, General Manager

Date: 10/03/2019



## September 2019 Expenditure Report

Type	Date	Num	Name	Memo	Debit	Credit	Balance
							<b>168,875.40</b>
							<b>168,875.40</b>
Check General Journal	09/03/2019	EFT	Bank of the West			20.00	168,855.40
Check General Journal	09/03/2019		Bank of the West	Misc. fee refund	20.00		168,875.40
Check	09/04/2019	EFT	Cal Pers – 457			300.00	168,575.40
Check	09/04/2019	EFT	Cal Pers – 457			250.00	168,325.40
Check	09/04/2019	EFT	Cal Pers – J Gutierrez 457			969.29	167,356.11
Check	09/04/2019	EFT	Cal Pers – Pension			5,697.88	161,658.23
Check	09/04/2019	EFT	Cal Pers – Pension			4,269.03	157,389.20
Check	09/04/2019	EFT	Cal Pers – Pension			2,551.71	154,837.49
Transfer	09/04/2019			Funds Transfer	100,000.00		254,837.49
Payment General Journal	09/05/2019		FEMA		48,544.43		303,381.92
Payment General Journal	09/05/2019			Amounts billed/collected from SAFCA for July 2019 crew mowing	2,185.80		305,567.72
Payment General Journal	09/05/2019			9/5/19 payroll – taxes		13,010.48	292,557.24
Payment General Journal	09/05/2019			9/5/19 payroll – wages		29,057.78	263,499.46
Bill Pmt -Check	09/05/2019	40672	Capitol Enquiry, Inc.			63.79	263,435.67
Bill Pmt -Check	09/05/2019	40669	ACWA JPIA			1,620.18	261,815.49
Bill Pmt -Check	09/05/2019	40670	Airgas NCN			372.51	261,442.98
Bill Pmt -Check	09/05/2019	40671	Brookman Protection Services, Inc.			8,100.00	253,342.98
Bill Pmt -Check	09/05/2019	40673	Employee Relations, Inc.			48.85	253,294.13
Bill Pmt -Check	09/05/2019	40674	Interstate Oil Company			4,326.30	248,967.83
Bill Pmt -Check	09/05/2019	40675	Mead & Hunt			7,962.65	241,005.18
Bill Pmt -Check	09/05/2019	40676	N Communications, Inc.			700.00	240,305.18
Bill Pmt -Check	09/05/2019	40677	Neat Freak Clean, LLC			300.00	240,005.18
Bill Pmt -Check	09/05/2019	40678	Occupational Health Centers of CA			209.50	239,795.68
Bill Pmt -Check	09/05/2019	40679	Road Machinery			1,072.70	238,722.98
Bill Pmt -Check	09/05/2019	40681	Smile Business Products			312.16	238,410.82
Bill Pmt -Check	09/05/2019	40682	Steve Yaeger Consulting			4,118.00	234,292.82
Bill Pmt -Check	09/05/2019	40683	Terrapin Technology Group			1,081.54	233,211.28
Bill Pmt -Check	09/05/2019	40684	US Bank Corp			3,135.52	230,075.76
Bill Pmt -Check	09/05/2019	40685	Valley Tire Center, Inc.			38.00	230,037.76
Bill Pmt -Check	09/05/2019	40686	Yolo County Public Works			70.00	229,967.76
Bill Pmt -Check	09/06/2019	EFT	PG&E			9.30	229,958.46
Bill Pmt -Check	09/06/2019	40687	SGS Colusa			85,086.41	144,872.05
Bill Pmt -Check	09/09/2019	EFT	City of Sacramento			4.38	144,867.67
Bill Pmt -Check	09/09/2019	EFT	Comcast			158.38	144,709.29
Bill Pmt -Check	09/12/2019	40700	Day Carter & Murphy LLP			10,887.50	133,821.79
Bill Pmt -Check	09/13/2019	40693	City of Sacramento			1,363.00	132,458.79

Check	09/13/2019	40694	Great America Financial Services		332.29	132,126.50
Bill Pmt						
-Check	09/13/2019	40695	United Rentals		115.35	132,011.15
Bill Pmt						
-Check	09/13/2019	40696	Valley Tire Center, Inc.		411.19	131,599.96
Bill Pmt						
-Check	09/13/2019	EFT	Waste Management of Sacramento		472.39	131,127.57
Bill Pmt						
-Check	09/13/2019	40688	Amos Metz Rentals & Sales		85.00	131,042.57
Bill Pmt						
-Check	09/13/2019	40689	AT&T		287.64	130,754.93
Bill Pmt						
-Check	09/13/2019	40690	Blankinship & Associates, Inc.		1,517.99	129,236.94
Bill Pmt						
-Check	09/13/2019	40691	Carson Landscape Industries		695.00	128,541.94
Bill Pmt						
-Check	09/13/2019	40692	CCH Prosystem Fx		1,256.25	127,285.69
Check	09/13/2019	EFT	ADP – PR Fee		94.97	127,190.72
Check	09/17/2019	EFT	Berkshire Hathaway Homestate Companies		1,830.52	125,360.20
Bill Pmt						
-Check	09/17/2019	EFT	Sacramento County Utilities		113.70	125,246.50
Bill Pmt						
-Check	09/17/2019	EFT	Sacramento County Utilities		113.70	125,132.80
General						
Journal	09/17/2019		FEMA	Final payment from FEMA for 2005-06 winter storms	2,134.00	127,266.80
General						
Journal	09/17/2019		FEMA	FEMA payment, Federal PA DR-4301	47,181.00	174,447.80
Bill Pmt						
-Check	09/18/2019	40697	95814 Digital		85.91	174,361.89
Bill Pmt						
-Check	09/18/2019	40698	American Red Cross		1,200.00	173,161.89
Bill Pmt						
-Check	09/18/2019	40699	Bartel Associates, LLC		1,300.00	171,861.89
Bill Pmt						
-Check	09/18/2019	40701	Hire Right Solutions, LLC		139.56	171,722.33
Bill Pmt						
-Check	09/18/2019	40702	Montage Enterprises		648.59	171,073.74
Bill Pmt						
-Check	09/19/2019	EFT	PG&E		1,180.73	169,893.01
General						
Journal	09/19/2019			9/20/19 payroll – wages	28,988.98	140,904.03
General						
Journal	09/19/2019			9/20/19 payroll – taxes	13,267.56	127,636.47
Bill Pmt						
-Check	09/20/2019	EFT	Streamline		200.00	127,436.47
Bill Pmt						
-Check	09/20/2019	EFT	Alhambra & Sierra Springs		58.75	127,377.72
Bill Pmt						
-Check	09/20/2019	EFT	Napa Auto Parts		83.88	127,293.84
Bill Pmt						
-Check	09/26/2019	40706	Kevin King		1,184.24	126,109.60
Check	09/26/2019	40709	PCF Insurance Services of the West LLC		119,793.00	6,316.60
Bill Pmt						
-Check	09/26/2019	40704	Carson Landscape Industries		240.00	6,076.60
Check	09/26/2019	40705	City of Sacramento		30.00	6,046.60
Bill Pmt						
-Check	09/26/2019	40707	Kleinfelder, Inc.		5,745.05	301.55
Bill Pmt						
-Check	09/26/2019	40708	MBK Engineers		457.00	-155.45
Bill Pmt						
-Check	09/26/2019	40710	Sonitrol		2,037.72	-2,193.17
Bill Pmt						
-Check	09/26/2019	40711	SMUD		35,826.98	-38,020.15
Check	09/26/2019	EFT	Cal Pers - Health		15,900.47	-53,920.62
Transfer	09/27/2019		Funds Transfer		150,000.00	96,079.38
Bill Pmt						
-Check	09/27/2019	EFT	Verizon		394.13	95,685.25
Bill Pmt						
-Check	09/27/2019	EFT	City of Sacramento		98.41	95,586.84
Bill Pmt						
-Check	09/27/2019	EFT	City of Sacramento		162.62	95,424.22

Check	09/27/2019	EFT	Cal Pers - 457		300.00	95,124.22
Check	09/27/2019	EFT	ADP – PR Fee		81.47	95,042.75
General Journal	09/27/2019		FEMA	Amounts received from FEMA for 2017 disaster	12,975.00	108,017.75
					<u>363,040.23</u>	<u>423,897.88</u>
					<u>363,040.23</u>	<u>423,897.88</u>
					<b><u>363,040.23</u></b>	<b><u>423,897.88</u></b>
					<b><u>108,017.75</u></b>	<b><u>108,017.75</u></b>

Total receipts	113,040.23
Transfers from Money Market	250,000.00
Payroll disbursements	84,324.80
Accounts payable disbursements	339,573.08



## RECLAMATION DISTRICT 1000

**DATE:** October 11, 2019

**AGENDA ITEM NO. 5.4**

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**TITLE:** Budget to Actual Report

**SUBJECT:** Review and Accept Report for September 2019

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### **EXECUTIVE SUMMARY:**

This Staff Report is intended to provide a monthly budgetary snapshot of how well the District is meeting its set budget goals for the fiscal year. The monthly Budget to Actual Report contains a three-column presentation of actual expenditures, budgeted expenditures, and percentage of the budget. Each line item compares budgeted amounts against actual to date expenses. Significant budgeted line item variances (if any) will be explained in the Executive Summary of this report.

Attachment 1 provides a fiscal year to date report for the month ending September 30, 2019. At this time, the District is at 78.21% of our anticipated annual insurance premium. This is a budgeted item and one-time payment for Fiscal Year 19/20.

### **BACKGROUND:**

The Board of Trustees adopts a budget annually in June. District staff prepares the Budget, which shows current year budget versus expenditures and a proposed budget for the next fiscal year.

Three committees review the draft budget before being presented to the Board for adoption in June. The Personnel Committee reviews the wage and benefits portion of the Budget. The Operations Committee reviews the Capital expenditures Budget. After the two committees review and make recommendations to the budget, the final draft is prepared for the Finance Committee to consider. After review by the Finance Committee, the final Budget is presented to the Board for adoption at a regular Board meeting.

### **RECOMMENDATION:**

Staff recommends the Board review and accept the Budget to Actual Report for September 2019.

### **FINANCIAL IMPACT:**

None.

### **ATTACHMENTS:**

1. Budget to Actual Report September 2019

**TITLE: Budget to Actual Report**

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Joleen Gutierrez, Administrative Services Manager

Date: 10/03/2019

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 10/03/2019

Reclamation District No. 1000  
Budget to Actual Comparison  
July 1, 2019 to September 30, 2019 (Three Months Ending of Fiscal 2020)

	Year to Date July 1, 2019 to September 30, 2019	Budget	Percent of Budget
<b>Operation &amp; Maintenance Income</b>			
Property Assessments	-	2,250,000	0.00%
Rents	-	20,000	0.00%
Interest Income	9,141	65,000	14.06%
SAFCA - O/M Assessment	-	1,400,000	0.00%
Misc Income	2,186	-	Not Budgeted
FMAP Grant	574,000	574,000	100.00%
Annuitant Trust Reimbursement	-	70,000	0.00%
Security Patrol Reimbursement	-	31,000	0.00%
<b>Total</b>	<b>585,327</b>	<b>4,410,000</b>	<b>13.27%</b>
<b>Restricted Fund</b>			
Metro Airpark Groundwater Pumping	-	22,000	0.00%
<b>Total Combined Income</b>	<b>585,327</b>	<b>4,432,000</b>	<b>13.21%</b>
<b>Administration, Operations and Maintenance - Expenses</b>			
<b>Administration</b>			
Government Fees/Permits	30	12,500	0.24%
Legal	9,653	97,000	9.95%
Liability/Auto Insurance	117,320	150,000	78.21%
Office Supplies	555	5,500	10.09%
Computer Costs	4,087	24,000	17.03%
Accounting/Audit	5,612	46,050	12.19%
Admin. Services	4,461	17,000	26.24%
Utilities (Phone/Water/Sewer)	4,368	23,700	18.43%
Mit. Land Expenses	2,592	3,000	86.40%
Administrative Consultants	10,079	130,000	7.75%
Assessment/Property Taxes (SAFCA - CAD)	-	8,000	0.00%
Admin - Misc./Other Expenses	1,161	8,250	14.07%
Memberships	21,872	40,500	54.00%
Office Maintenance & Repair	3,425	27,000	12.69%
Payroll Service	566	3,500	16.17%
Public Relations	2,015	45,000	4.48%
Small Office & Computer Equipment	2,516	12,000	20.97%
Election	8,352	55,000	15.19%
Conference/Travel/Professional Development	-	20,500	0.00%
<b>Sub Total</b>	<b>198,664</b>	<b>728,500</b>	<b>27.27%</b>
<b>Personnel/Labor</b>			
Wages	223,261	1,058,262	21.10%
Group Insurance	33,164	97,440	34.04%
Worker's Compensation Insurance	7,113	39,544	17.99%
OPEB - ARC	-	30,000	0.00%
Dental/Vision/Life	6,684	22,328	29.94%
Payroll Taxes	17,060	71,000	24.03%
Pension	87,448	178,264	49.06%
Continuing Education	2,100	5,000	42.00%

Trustee Fees	4,950	40,000	12.38%
Annuitant Health Care	26,453	70,000	37.79%
<b>Sub Total</b>	<b>408,233</b>	<b>1,611,838</b>	<b>25.33%</b>
<b>Operations</b>			
Power	70,250	500,000	14.05%
Supplies/Materials	5,208	22,000	23.67%
Herbicide	87,052	105,000	82.91%
Fuel	12,223	55,000	22.22%
Field Services	2,634	100,000	2.63%
Field Operations Consultants	2,268	20,000	11.34%
Equipment Rental	398	5,000	7.96%
Refuse Collection	2,325	25,000	9.30%
Equipment Repair/Service	1,522	16,000	9.51%
Equipment Parts/Supplies	4,173	60,000	6.96%
Facility Repairs	7,309	366,000	2.00%
Shop Equipment (not vehicles)	37	3,000	1.23%
Field Equipment	-	10,100	0.00%
Misc/Other 2	4	500	0.80%
Utilities - Field	1,382	8,000	17.28%
Government Fees/Permits - Field	-	12,000	0.00%
FEMA Permits	-	4,000	0.00%
<b>Sub Total</b>	<b>196,785</b>	<b>1,311,600</b>	<b>15.00%</b>
<b>Equipment</b>			
Equipment	-	132,000	0.00%
<b>Sub Total</b>	<b>-</b>	<b>132,000</b>	<b>0.00%</b>
<b>Consulting/Contracts/Memberships</b>			
Engineering/Technical Consultants	16,355	180,000	9.09%
Security Patrol	15,900	65,000	24.46%
Temporary Admin	14,000	15,000	93.33%
<b>Sub Total</b>	<b>46,255</b>	<b>260,000</b>	<b>17.79%</b>
<b>FMAP Expenditures</b>			
LOI/SWIF (Consultants)	1,603	20,000	8.02%
Equipment	-	305,100	0.00%
Operations & Maintenance (Field)	-	236,500	0.00%
Administrative	-	12,400	0.00%
<b>Sub Total</b>	<b>1,603</b>	<b>574,000</b>	<b>0.28%</b>
<b>Total A, O &amp; M Expenses</b>	<b>851,540</b>	<b>4,617,938</b>	<b>18.44%</b>
<b>Capital Expenses</b>			
Capital Office Upgrades	4,761	30,000	15.87%
Capital RE Acquisition	-	50,000	0.00%
Capital Office Facility Repair	-	30,000	0.00%
Document Management	-	-	Not Budgeted
Capital - District Server	2,033	10,000	20.33%
Capital Facilities	843	180,000	0.47%
<b>Sub Total</b>	<b>7,637</b>	<b>300,000</b>	<b>2.55%</b>

Total All Expenditures

859,177

4,917,938

17.47%





## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 5.5

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**TITLE:** California Governor's Office of Emergency Services

**SUBJECT:** Review and Consider Adoption of Resolution No. 2019-10-01 Designation of Applicant's Agent for Non-State Agencies.

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**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) is required to designate the agency's Applicant Agent in the event the District seeks reimbursement for disaster response from the California Governor's Office of Emergency Services (CalOES).

**RECOMMENDATION:**

Staff recommends the Board review and consider adoption of Resolution No. 2019-10-01 Designation of Applicant's Agent for Non-State Agencies (Attachment No. 1).

**FINANCIAL IMPACT:**

None

**ATTACHMENTS:**

1. Resolution No. 2019-10-01 Designation of Applicant's Agent for Non-State Agencies

**STAFF RESPONSIBLE FOR REPORT:**

---

Kevin L. King, General Manager

Date: 10/04/2019

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Trustees OF THE Reclamation District 1000  
(Governing Body) (Name of Applicant)

THAT General Manager, OR  
(Title of Authorized Agent)

Administrative Services Manager, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Reclamation District 1000, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Reclamation District 1000, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 11th day of October, 2019

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Joleen Gutierrez, duly appointed and Board Secretary of  
(Name) (Title)

Reclamation District 1000, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Trustees of the Reclamation District 1000  
(Governing Body) (Name of Applicant)

on the 11th day of October, 2019

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)



## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 6.1

---

**TITLE:** Ratification of Funding Agreement

**SUBJECT:** Review and Consider Adoption Ratification of Funding Agreement for Sutter Pointe Phase I Development Project Processing.

---

**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) was approached by landowners within the proposed Sutter Pointe Phase I development area, to review development plans and other related items. The District enter into a Development Processing Agreement (Attachment No. 1) with the project landowners on October 3, 2019. Staff is seeking ratification of the Funding Agreement for Sutter Pointe Phase I Development Project Processing.

**RECOMMENDATION:**

Staff recommends the Board review and consider ratification of the Funding Agreement for Sutter Pointe Phase I Development Project Processing. (Attachment No. 1).

**FINANCIAL IMPACT:**

Reimbursement of District expense to process Development Project.

**ATTACHMENTS:**

1. Funding Agreement for Sutter Pointe Phase I Development Project Processing

**STAFF RESPONSIBLE FOR REPORT:**

  
\_\_\_\_\_  
Kevin L. King, General Manager

Date: 10/04/2019

**RECLAMATION DISTRICT NO. 1000  
FUNDING AGREEMENT FOR SUTTER POINTE PHASE 1  
DEVELOPMENT PROJECT PROCESSING**

THIS AGREEMENT is made this 3<sup>rd</sup>, of October, 2019, by and between Reclamation District No. 1000, a California public agency ("District"), and South Sutter, LLC, a California limited liability company ("South Sutter"), Riego 1700, LLC, a Delaware limited liability company ("Riego") Sankey 380, LLC, a California limited liability corporation ("Sankey"), and TDW Enterprises LP, a California limited partnership ("TDW") (collectively "Landowners or individually a "Landowner"), who agree as follows:

**1. Recitals.** This Agreement is made with reference to the following background recitals:

1.1. Landowners own or control approximately 900 acres of land located in the Sutter Pointe Specific Plan portion of District (the Phase 1 Area). Landowners propose to develop the Phase 1 Area (the "Project"). Landowners have submitted or intend to submit a development application for the Project to Sutter County (the "Application").

1.2. Pursuant to state law and District policies, District will process Landowners' request by performing the following tasks, including but not limited to: preparing and/or reviewing plans and specifications for facilities and providing related services; preparing staff reports and recommendations, conditions, resolutions, findings and other Project related documents; and noticing and conducting Board of Trustees' public hearings and meetings, if necessary (the "Project Processing Tasks").

1.3. The District has determined that the Project does not provide any benefits to District's ratepayers other than Landowners and therefore, that state law and policy requires Landowners to fund District's costs of performing the Project Processing Tasks to avoid the gifting of ratepayer funds for a private purpose. To obtain the necessary services in a timely and appropriate manner, Landowners therefore agree to provide funding to District to cover such costs, on and subject to the terms of this Agreement.

1.4. Landowners have appointed South Sutter as their agent for all purposes appropriate and necessary to implement this Agreement.

**2. Project Processing Tasks.** District, through its staff, legal, engineering and other consultants, and Board of Trustees, will perform and undertake the Project Processing Tasks.

**3. Funding for Project Processing Tasks.**

3.1. Landowners agree to provide an initial deposit of \$10,000 to District as funding for the Project Processing Tasks. District will draw on this initial deposit to pay or reimburse periodic invoices from District's consultants and to reimburse District for the cost of District staff time and materials. The funding may be used retroactively to reimburse District's costs incurred before execution of this Agreement for performing Project Processing Tasks. If at any time before completion of the Project Processing Tasks the deposit balance is less than \$2,500, District

reserves the right to either demand additional deposits in an amount sufficient to replenish the deposit fund up to the initial deposit amount of \$10,000 or to request payment from Landowners on an invoice-by-invoice basis. Landowners will make any deposit or payment to District within 15 days of the date of District's invoice or demand.

3.2. In addition to funding on-going Project Processing Tasks in accordance with paragraph 3.1 above, any Project Processing Task that requires District to enter into an agreement with a consultant or to purchase materials and supplies costing \$7,500 or more shall be funded in advance by Landowners. To obtain such advance funding, District will advise Landowners in writing of the cost and purpose of the proposed Project Processing Task. If Landowners concur that the work is a necessary Project Processing Task, it will advance the total estimated cost of the work under the consultant agreement to District within 15 days of the written notice of the proposed Project Processing Task. If Landowners object to the proposed work, it will send District a written notice of the objection(s) and specific ground(s) therefore within ten days of receipt of the District's notice, and request that District meet and confer to modify the proposal to address Landowners' concerns or to otherwise resolve the dispute within 30 days of Landowners' written notice to District. If the dispute is not resolved after meeting and conferring, District in its sole discretion may give written notice to Landowners that District will proceed with the proposed Project Processing Task and require Landowners to fund such task. If Landowners then refuse to fund the work in the time provided in paragraph 3.1, such refusal will constitute a default and District may elect to terminate this Agreement as provided in paragraph 7.2.

3.3. If any requested deposit or payment is not made in accordance with paragraph 3.1, District will notify Landowners and Landowners will have ten days to cure the default. If Landowners do not make a deposit or payment within the ten-day cure period or if the deposit funds become depleted, then District may suspend all work on the Project Processing Tasks until receipt of Landowners' deposit or payment and/or may elect to declare a default and terminate the Agreement in accordance with section 7 hereof.

3.4. District will deposit Landowners deposits into a special accounting fund for the purpose of paying and reimbursing District costs on the Project Processing Tasks (the "Project Fund"). Any Landowners' deposit remaining upon completion of the Project Processing Tasks will be refunded without interest to Landowner. If the final total Project Processing Tasks costs exceed the amount of the deposit(s), Landowner will pay the difference to the District within the time specified in paragraph 3.2 above.

4. **Record Keeping.** District will keep and maintain accurate accounting and bookkeeping records relating to the Project Processing Tasks costs and Project Fund, including all deposits into the fund and all District costs paid or reimbursed from the fund. Landowners and their employees, accountants, attorneys and agents may review, inspect, copy and audit these records, including all source documents.
5. **No District Commitment on Project.** District reserves complete discretion regarding the Project Processing Tasks and related documents and District's decisions concerning the Project. Nothing in this Agreement will in any way commit or obligate District to approve the Project or consent to the Application or any other development project application. District also reserves complete discretion regarding the contents, analysis and conclusions of any Project Processing Task documents, including determination of Landowners' compliance with District ordinances, rules

and regulations and satisfaction of any conditions. District staff and consultants will work directly for District and be responsible only to District.

**6. Documents.** Any documents prepared or compiled by District staff or consultants under contract with District relating to the Project Processing Tasks will be and remain the property of District.

**7. Term and Termination.**

7.1. This term of this Agreement is five years running from its effective date

7.2. This Agreement will remain in effect for the term provided in paragraph 7.1 above, unless earlier terminated upon the occurrence of: (a) Landowners' failure to cure any default of its obligations under this Agreement; (b) Landowners' failure to satisfy any conditions of the Application or expiration of the Application; (c) Landowners' written notice to District that the Application or Project is being withdrawn, suspended or terminated; (d) any determination by District that it is unable to provide any services to the Project due to a change in any federal, state or local law, ordinance, rule, regulation or policy; or (e) District and Landowners' termination of this Agreement upon 30 days mutual written notice.

7.3. If Landowners default on any obligation under this Agreement, District will have the right to exercise any and all rights and remedies available to it under law and equity, including the right to terminate this Agreement, and to collect the costs of such cure from Landowners, including attorneys' fees as provided in paragraph 8.7 of this Agreement. If this Agreement is terminated as provided in this section, any deficit in or balance from the Project Fund for all District unpaid, reimbursable costs incurred for the Project will be immediately due and payable by Landowners to District in accordance with paragraph 3.1 of this Agreement. Landowners' obligations under this paragraph will survive any termination of this Agreement.

**8. General Provisions.**

8.1. Integration. This Agreement, together with (i) that certain letter agreement dated May 23, 2016 between the District and Landowners; and (ii) a drainage improvement agreement which will be entered into between District and Landowners relating to Landowners' payment of District's Development Impact Fee and installation of specific drainage improvements required for the Project, constitute the sole, final, complete, and integrated statement of the terms of this contract among the parties concerning the subject matter addressed herein, and supersedes all prior negotiations, representations or agreements, either oral or written, that may be related to the subject matter of this Agreement, except those other documents that are expressly referenced in this Agreement.

8.2. Assignment. Landowners may not assign this Agreement to any other party except upon notice to District and District's written consent to the proposed assignment.

8.3. Successors and Assigns. Subject to the provisions of paragraph 8.2, this Agreement will bind and inure to the benefit of the respective successors, assigns, heirs, devisees and personal representatives of the parties.

8.4. Amendment. This Agreement may be modified or amended only by a subsequent written agreement approved and executed by both parties. Amendment by District requires approval of the Board of Trustees and execution by the General Manager.

8.5. Governing Law and Venue. Except as otherwise required by law, this Agreement will be interpreted, governed by, and construed under the laws of the State of California. The County of Sacramento will be venue for any state court litigation.

8.6. No Third-Party Beneficiaries. Landowners will not be deemed to be a third-party beneficiary to any consultant services contract funded in whole or in part by this Agreement.

8.7. Attorney's Fees. In the event any legal action is brought to enforce or construe this Agreement, the prevailing party will be entitled to an award of reasonable attorney's fees, expert witness and consulting fees and costs, litigation costs and costs of suit

8.8. Notices. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement will be in writing and served personally or sent by prepaid, first class U.S. mail or overnight mail and addressed as follows:

District:

Reclamation District No. 1000  
1633 Garden Highway  
Sacramento, CA 95833  
Attention: Kevin King

Landowners:

South Sutter, LLC  
1420 Rocky Ridge Drive, Suite 320  
Roseville, CA 95661  
Attention: Larry Gualco

With copy to:

Bob Shattuck  
Shattuck Community Planning  
6589 Laurel Crest Circle  
Roseville, CA 95678

Any party may change its address by notifying the other party in writing of the change of address.

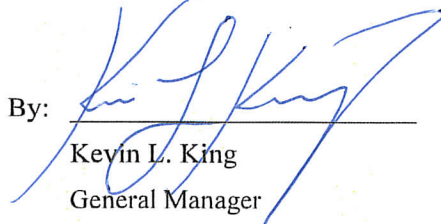
8.9. Indemnification. Landowners will exonerate, hold harmless, indemnify and defend District, and its trustees, officers, employees, agents, consultants and volunteers from and against any and all suits, actions, judgments, legal or administrative proceedings, arbitrations, claims, demands, causes of action, damages, liabilities, interest, attorney fees, fines, penalties, losses, costs or expenses of whatsoever kind or nature (collectively, "Claims"), directly arising out of: 1) the District's performance of any Project Processing Tasks; or 2) in any other way related to the subject matter of this Agreement or the Project, if any such Claim arises out of any act or omission of Landowners or its Trustees, officers, employees, independent contractors, lenders, guests, invitees or agents. Neither the expiration nor earlier termination of this

Agreement nor completion of the acts to be performed under this Agreement shall release Landowners from its obligation to indemnify District as to any Claim, so long as the event upon which the Claim is predicated shall have occurred prior to effective date of any such expiration or earlier termination or completion and arose out of or was in any way connected with performance or operations under this Agreement, the Project Processing Tasks by Landowners, its directors, officers, employees, independent contractors, lenders, guests, invitees or agents, or any one of them.

8.10. Board of Trustees Approval. This Agreement is entered into subject to ratification by the Board of Trustees of District at its regular meeting on October 11, 2019. If District's Board of Trustees fails to ratify this Agreement at such meeting, District shall return Landowners's deposit to Landowners.



**RECLAMATION DISTRICT NO. 1000**

By:   
Kevin L. King  
General Manager

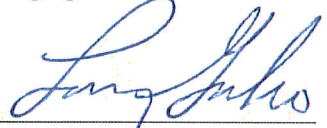
Date: 10/3/19

**LANDOWNERS**

**SOUTH SUTTER, LLC**  
a California limited liability company

By: Lennar South Sutter, LLC.,  
a California limited liability company,  
it's Member

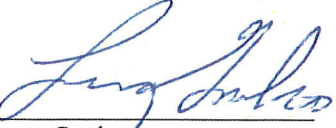
By: Lennar Renaissance, Inc.,  
a California corporation,  
it's Managing Member

By:   
Larry Gualco  
Vice President

Date: 10/3/19

**RIEGO 1700, LLC**  
a Delaware limited liability company


By: Lennar Homes of California, Inc.,  
a California corporation,  
it's Managing Member

By:   
Larry Gualco  
Vice President

Date: 10/3/19

By: TW Investments, LLC,  
a California limited liability company,  
it's Member

By: Tom Winn Communities,  
a California corporation,  
it's Manager

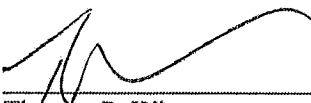
By:   
\_\_\_\_\_  
Thomas P. Winn  
President

Date: 10/3/19

**SANKEY 380, LLC,**  
a California limited liability company

By: Family Real Property, LP,  
a California limited partnership,  
it's sole Member

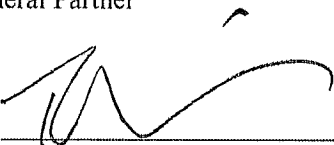
By: Brothers R.P. LLC,  
a California limited liability company,  
it's General Partner

By:   
\_\_\_\_\_  
Thomas P. Winn  
Manager

Date: 10/3/19

**TDW ENTERPRISES, LP,**  
a California limited partnership

By: Brothers R.P. LLC,  
a California limited liability company,  
it's General Partner

By:   
\_\_\_\_\_  
Thomas P. Winn  
Manager

Date: 10/3/19



## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 6.2

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**TITLE:** Sacramento Local Agency Formation Commission

**SUBJECT:** Review and Consider Selection of Special District Commissioner and Alternate Special District Commissioner for Sacramento Local Agency Formation Commission.

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**EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) has an opportunity to vote in the Sacramento Local Agency Formation Commission's (Sacramento LAFCo) election of a Special District Commissioner and an Alternate Special District Commissioner. The ballot and candidate statements are provided in Attachment No. 1. A majority vote of the Board of Trustees is required to cast a vote for each Commissioner position.

**RECOMMENDATION:**

Staff recommends the Board review and consider selection of a Special District Commissioner and an Alternate Special District Commissioner.

**FINANCIAL IMPACT:**

None.

**ATTACHMENTS:**

1. Sacramento Local Agency Formation Commission Ballot & Candidate Statements

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 10/04/2019



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION  
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

DATE: September 24, 2019  
TO: Special Districts' Selection Committee  
FROM: Donald Lockhart, Executive Officer  
RE: **Selection of Special District Commissioner**  
Term of Office: January 1, 2020 to December 31, 2023  
**and Selection of Alternate Special District Commissioner**  
Term of Office: January 1, 2020 to December 31, 2021  
**for the Sacramento Local Agency Formation Commission**

Pursuant to the provisions of Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee for the purpose of selecting a Special District Commissioner [Office No. 6] and Alternate Special District Commissioner [for Offices No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission is not feasible. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

***Please see the attached Ballot***

Please select one candidate for Special District Commissioner and one candidate for Alternate Special District Commissioner.

**Please return the ballot to the LAFCo office no later than:  
4:00 P.M. on THURSDAY, NOVEMBER 21, 2019**

**To be valid, selection of a candidate must be done by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the secretary or clerk of the board.**

Any ballot received after the date specified above shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off selection held in the same format as the initial selection. The LAFCo Executive Officer will announce the results of the selection within seven days of the specified date.

If you have questions, please contact Sacramento LAFCo at (916) 874-6458.

Return ballot to:  
**Sacramento LAFCo**  
**1112 "I" Street; Suite 100**  
**Sacramento, CA 95814**

or e-mail to: [Diane.Thorpe@SacLAFCo.org](mailto:Diane.Thorpe@SacLAFCo.org)



**Sacramento**  
**LAFCo**

# Ballot

## LAFCo Special District Commissioner & Alternate

Commissioner & Alternate Commissioner

Please select one candidate from each COLUMN

### Ballot A

Commissioner - Office No. 6

Please select **ONE** candidate **BELOW**

- Jason Green**   
Rio Linda Elverta Community Water District

---

- Michael Hanson**   
Arcade Creek Recreation & Park District

---

- Lindsey Liebig**   
Herald Fire Protection District

---

- Charlea Moore**   
Rio Linda Elverta Recreation & Park District

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- Elliot Mulberg**   
Florin Resource Conservation District

---

- Gary Page**   
Fair Oaks Water District

---

- Brandon Rose**   
Sacramento Municipal Utility District

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- Michael Yearwood**   
Cordova Recreation & Park District

### Ballot B

Alternate Commissioner - for Offices No. 6 & 7

Please select **ONE** candidate **BELOW**

- Jason Green**   
Rio Linda Elverta Community Water District

---

- Michael Hanson**   
Arcade Creek Recreation & Park District

---

- Lindsey Liebig**   
Herald Fire Protection District

---

- Charlea Moore**   
Rio Linda Elverta Recreation & Park Dis-

---

- Michael Yearwood**   
Cordova Recreation & Park District

Ballot must be received by **4:00 pm on Thursday November 21, 2019**

Special Districts must return the ballots to LAFCo by the date specified above. Any ballot received after the specified date shall not be valid. *The information below must be complete*

The candidate who receives the most votes will be determined the winner outright.

The LAFCo Executive Officer will announce the results of the election within seven days of the specified date.

\_\_\_\_\_  
Name of Special District

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date of Meeting

\_\_\_\_\_  
District Phone Number

\_\_\_\_\_  
Signature of Secretary or Clerk of the Board

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
E-mail Address



Jason A. Green

XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

Seven-year resident of Rio Linda.

Appointed Board Member for Rio Linda Elverta Community Water District in February 2019.

Currently employed as an electrician in IBEW Local 340 and have been an electrician in the construction industry for 30-years.

President of the Rio Linda/Elverta Historical Society. Member of Rio Linda Grange and participate in several non-profit community benefit organizations, e.g. Rio Linda Food Closet.

**Michael Hanson**  
[REDACTED]  
Sacramento, CA 95841

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## SUMMARY

Information Technology Professional proven experience including roles as a manager, project manager, systems analyst, systems integrator and software developer of systems in the mainframe and midrange environments. Experienced in all stages of software development life cycle, from analysis through implementation. Successfully managed numerous projects and led teams in system & vendor selection, analysis of business requirements, vendor management, system development & implementation.

Strengths include:

- Project Manager
- Vendor Management
- Systems Integration
- Database Analysis
- Application Architecture
- System Analysis
- Software Development Lifecycle
- Managing Projects Across Technologies

Elected to Arcade Creek Recreation and Park District 2014

- Serve as Chair 2015
- Serve as director 2016
  - Lead in the Master Plan project
- Serve as Secretary/Treasurer 2017

## PROFESSIONAL EXPERIENCE

**CSAA IG, Glendale AZ** **1993-Present**  
Previously, CSAA, San Francisco, CA

*AAA Membership and Insurance Co.*

**Project Manager** 2002 – Present

As an EDS/HP employee supporting CSAA (outsourced in 1996), led projects involved in mainframe upgrades and support activities.

- Created proposal to upgrade all application software to a consistent and supportable level. The application software would not be supported under the new operating system (the environment was scheduled to be upgraded). Worked with leadership to document proposal and create the accepted SOW. (Project size >65K staff hours)
- Managed teams' efforts associated with the application. Assumed role as the Technical Lead and Application Architect. Needed to allow concurrent business changes to occur while upgrading the infrastructure. Delivered a consolidated toolset for mainframe application support including the customized Configuration Management tool, the approach to managing DB2, and the build process itself.

- Reviewed infrastructure requirements and worked with senior management to create an accepted SOW to upgrade the system software.
- Managed a multi-stage mainframe software upgrade the environment to supported levels. Managed the efforts of EDS, Mphasis, and CSAA teams to upgrade the environment with minimal interruption to the business.
- Technical lead for the CSAA account for the mainframe portion of the Data Replication Project by providing stats and coordinating various teams. In addition, provided communication and follow-through for questions/concerns related to the midrange portion of the effort. Help to coordinate the efforts to deliver a successful data replication environment where the mainframe and midrange have replication in place for Disaster Recovery purposes.
- Manage mainframe hardware upgrades. Managed 4 mainframe CPU upgrades for the CSAA account. The scope included the coordination of the teams, the actual upgrade itself, and validation all components would continue to support the business/applications in the new environment as they did on the current hardware including the encryption coprocessor.
- Manage mainframe system software upgrades. Managed migrations from IBM OS/390 through z/OS 1.13, DB2 v7 through DB2 v10, and similar upgrades to CICS, Datacom, and the infrastructure in general. Each major upgrade required a level of acceptance testing and burn-in prior to moving the upgrades to production.

**Team Lead**

1996 – 2002

As a Systemhouse/MCI/WorldCom employee supporting CSAA (outsourced in 1996), led teams addressing improvements in the Travel/Touring and Membership area.

- Coordinated the install of the TripTik system developed by the AAA National team to automate the Tourbook and map process used to support members in their travels. This was a client-server app where workstations would communicate to a SUN Sparc back-office server.
- Lead the development of the processes internal to CSAA to handle “vanity cards.” This is the AAA VISA cards for the CSAA members which allowed them to autopay their membership. Later, added the capability to Autopay their insurance premiums as well.
- Scheduled to manage the Claims replacement project (HAL), a Client-Server application. Studied the architecture and status with the current PM who then was able to stay and complete the project.

**Team Lead**

1993 – 1996

Managed team supporting Travel and Touring

- Brought onboard to support the project replacing all Membership, Insurance, and Claims. The architecture of the system was client-server based with the data storage being DB2 on the mainframe and the client residing on workstations running OS/2 and communicating to the mainframe. Directed the efforts of the Membership team (and supported other team’s efforts) related to productionalizing the system.



Education: BA in Management, St. Mary's College, Moraga CA.

# Lindsey Liebig

Galt, CA 95632 |

| lindsey@heraldfire.com

## Education

### **BACHELOR OF SCIENCE | 2008 | CAL POLY SAN LUIS OBISPO, CA**

- Major: Agricultural Business
- Minor: Wine & Viticulture
- Concentration: Fair & Event Planning and Marketing

## Experience

### **EXECUTIVE DIRECTOR | SACRAMENTO COUNTY FARM BUREAU | MARCH 2018 - PRESENT**

- Manage all organizational functions including personnel, budget, legislative advocacy, communications and membership development.
- Responsible for event management for fundraising events, membership recruitment activities and business member development.
- Manage Board of Directors, committees and advisory groups within the organization.

### **PROGRAM DIRECTOR | CALIFORNIA FARM BUREAU FEDERATION | DECEMBER 2013 – MARCH 2018**

- Managed the Young Farmers & Ranchers and Leadership Farm Bureau programs including committee development, leadership development, event planning and fundraising.
- Assisted with marketing campaigns and membership development efforts for the statewide organization.
- Responsible for organizing conferences, meetings and agricultural tours for members and legislative officials.

### **PROGRAM COORDINATOR | SACRAMENTO COUNTY FARM BUREAU | JANUARY 2012 – DECEMBER 2013**

- Responsible for various member programs and events within the county including safety seminars, fundraising dinners, legislative tours and educational presentations.
- Responsible for organizing events, fundraising efforts and membership recruitment.

### **MARKETING CONSULTANT | CALIFORNIA SPECIALIZED TRAINING INSTITUTE | JUNE 2008 – JULY 2013**

- Managed marketing efforts for the training division of the Governor's Office of Emergency Services.
- Responsible for course catalog, course marketing, website and social media functions.
- Assisted in curriculum development for federal grant funding applications.

## Community Involvement

- Board Chair, Herald Fire Protection District – Elected to 4-year term in 2016
- Member, Protest Provisions Rewrite Working Group, CSDA/CALAFCO – 2019
- Alternate Representative, Sacramento Central Groundwater Authority – 2018 – present
- Member, Sacramento LAFCo Special District Advisory Committee – 2019
- President, Sacramento Farm Bureau Foundation for Ag Education – 2015 – present
- President, National Sigma Alpha Educational Foundation – 2019
- Past President, Sigma Alpha National Sorority – 2012-2016

*Charlea R Moore*

• Elverta, CA 95626

**Applicant Statement for the Special District LAFCO Representative**

I moved from Glassboro New Jersey to Rio Linda Elverta in 1981, along with my 3 year old daughter and my husband.

Almost immediately I became involved with Sacramento County Service Area #3 which was the forerunner of our current independant Parks and Recreation District serving the Rio Linda Elverta Communities. This involvement was the result of reading a statement in the local paper, indicating that the Parks Advisory Board had determined that there were sufficient equestrian trails in the area. I was very happy to advocate for additional trails and in the process begin my education in local governance processes.

Over the next several decades I was appointed to numerous County and Local advisory boards, steering committees and ad hoc committees. My interest expanded to include growth issues, flood issues and agriculture/suburban/urban issues.

I learned a great deal about how government works and how Special Districts fit into the process. I became a strong advocate for local governance after going through 3 incorporation attempts in the Rio Linda Elverta communities and in the education process I switched from anti-incorporation to pro-incorporation for unincorporated communities.

In about 1992 I was appointed to the RLE CPAC in and served during the Community Plan Update. I am familiar with the governance process and with procedures for arriving at a decision as a board member. I have served several terms on CPAC under four different County Supervisors since that initial appointment. All of these experiences were very educational for me.

In 2002 I successfully ran for the Rio Linda Elverta Recreation and Parks District. I truly enjoyed and have greatly benefited from the experience of becoming an elected board member. I ran again in 2016 and am currently serving as Secretary for the RLE Recreation and Parks District.

I believe that my history in the community and experience as an elected public official will be an asset for Special Districts as a LAFCO Special District Board member.

Thank you,

Charlea R. Moore

**Resume**  
**Elliot Mulberg**

XXXXXXXXXXXXXXXXXXXX  
Elk Grove, CA 95758  
XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX

**Community Service:**

**Florin Resource Conservation District / Elk Grove Water District - Director**

Sacramento LAFCO Special District Advisory Committee

California Special District Association Legislative Committee

Friends of Stone Lakes National Wildlife Refuge

Elk Grove Western Festival

Rotary Club of Elk Grove

**Past Community Service:**

**Sacramento Local Agency Formation Commission**

Chair 2003, Vice Chair 2002

Special District Commissioner 2001- 2006, Special District Alternate 1995-2001

**Elk Grove (now Cosumnes) Community Services District ( parks and fire services) -Director 1994 – 2006**

**CALAFCO (statewide association of LAFCo's) Board of Directors**

Special District Representative 2001-2006

California Special District Association Sacramento Chapter - Treasurer 1995-99

Sacramento Regional Council of Recreation & Park Agencies Vice President 1995

Franklin Laguna Area Community Planning Advisory Council Secretary 1993-1994

Elk Grove Historical Society President 2000, 2001

**Professional Experience:**

*Environmental/ LAFCO Consultant– E Mulberg & Associates 2011-Present, CEQA analysis, municipal service reviews for water districts ,sewer districts, reclamation districts, resource conservation districts, health care districts, full service cities; sphere of influence updates; change of organization analysis annexations, consolidations, dissolutions; Solano LAFCO Executive Officer; Senior Air Quality Scientist, and Senior Air Quality Planner Michael Brandman Associates 2008-2011, Senior Analyst Monterey LAFCO 2006-08. Air Pollution Specialist CA Air Resources Board 25 years.*

**Professional Affiliations:**

American Planning Association

Association of Environmental Professionals

American Meteorological Society

**Education:**

B.S. St. Louis University

M.S. UCLA



## Skills

### **Skilled at writing for various audiences and purposes**

- State Legislatures for information/action
  - Organizational studies (management/systems/outcomes)
  - Legislation (bill analysis)
  - Program Advocacy (met with advocates/legislators)
- Local decision makers for desirable outcomes (Sacramento City Superintendent)
- General public for program awareness/promotion (TechWire contributor)
- School community for information/action (announcements/fundraisers)
- Teachers to establish and promote community/action (EdSynergy Publisher)
- Established non-profit foundation (501 c3) (Met Sacramento)
- Wrote school policies (Met Sacramento)
- Wrote model curriculum standards (California CTE)
- Wrote contract proposals and contracts (UC Davis C-STEM Center)

### **Leadership Team Experience**

- Grassroots advocacy/representation/results
  - Fair Oaks Water District 3 Director
  - Royal Rangers (Wrote a federal grant to get land to build a Camp)
  - Neighborhood Association (Website - Built a Park – Park Day)
  - Sacramento County Alliance of Neighborhoods (Community Support)
  - Environmental Council of Sacramento (Won Smart Growth Policies)
  - Sacramento County Water Forum (Interest-based negotiation)
- Educational leadership
  - Team Lead: Coordinated Compliance Reviews
  - Met Sacramento (Board President/Treasurer/Secretary)
  - Alliance for California Computing Education for Students and Schools (ACCESS)
  - National Visiting Committee member (Mid-Pacific ICT)
  - ICT (Information and Communication Technologies) Sector Lead
    - Project Lead the Way (California)
    - C-STEM (UC Davis)
    - Exploring Computer Science (UCLA/LAUSD)

### **Technology and Social Media**

- Website Designer/Developer (Responsive Web Design)
- ICT Sector Lead (CTE Sector and Pathways)
  - Information Support and Services
  - Networking
  - Software and Systems Development
  - Games and Simulation
- Listserv Publisher (3900 teachers/administrators)

www.EdSynergy.org Blog (Collaborating to Transform Education)  
Responsive to Mobile  
Search Engine Optimization  
Twitter Feed with Re-Tweets  
Easy to Maintain and Sustain (WordPress)

Worked with Google/Cisco/Adobe/Code.org to promote technologies

***Issue Analysis/Problem Solving***

Master's Degree in Public Policy Analysis

Issue Analysis  
Program Design  
Program Implementation  
Program Evaluation

Performance/Management Auditor in Illinois and California

Legal Research  
Gathering evidence (data) to support conclusions (findings)  
Focus on Problem Identification (corrective actions)

Systems Focus

Input/Process/Output  
Budget Systems  
Reporting Systems  
Systems include people!

# BRANDON ROSE

Fair Oaks  
[linkedin.com/in/brandonrose](https://www.linkedin.com/in/brandonrose) · [facebook.com/BrandonRoseSMUDDirector](https://www.facebook.com/BrandonRoseSMUDDirector)

Thank you for consideration as the Special District Commissioner to the Sacramento Local Agency Formation Commission (LAFCO). As fellow governing board members, I know you understand the vital role our special districts serve in Sacramento. Our agencies provide a diverse set of unique services across the County and we are called on time and time again when our communities are in need. I believe that as special districts, we have our hands on the pulse of our diverse populace and it is critical that our unique voice, insights and interests be strongly represented on the Commission. That is why I consider representing special districts on a regional body such as LAFCO a vitally important role. Please find my professional and academic qualifications as well as dedication to public service below. Thank you for your support and please don't hesitate to contact me directly at 916-844-5510 if I can be of service or you have any questions.

## PUBLIC SERVICE

### 2017 – CURRENT

#### **DIRECTOR**, SACRAMENTO MUNICIPAL UTILITY DISTRICT, WARD 1

As a board member, I work with my fellow directors to establish policies and values about how the organization best represents the community. The Board sets the budget (\$1.75 billion), governance structures, the long-term strategic direction and monitors compliance. I actively engage the public, strategic partners and government organizations across a spectrum of issues.

### 2008 – 2017

#### **DIRECTOR**, FAIR OAKS RECREATION AND PARK DISTRICT

As an elected member of the Board of Directors and past chair, I worked in conjunction with the district administrator to determine long term policy development and strategic planning. As former chair of the Personnel and Management Committee I was responsible for updates to personnel policies as well as negotiations with the employees association and management. As chair of the Finance and Budget Committee, I direct the drafting and approval of the annual budget. In addition, as board chair, I focused on completion of a long term master plan.

### 2011 – 2019

#### **CHAIR & SPECIAL DISTRICT REPRESENTATIVE**, SACRAMENTO COUNTY TREASURY OVERSIGHT COMMITTEE

The Special District Representative is elected by the region's local governments to oversee the County's pooled investment funds, which total approximately \$4 billion. Duties include review of the annual investment policy; quarterly review of investments; and causation and review of an annual portfolio audit. Board Chair 2014-2018.

### 2010 – 2011

#### **MEMBER**, SPECIAL DISTRICT ADVISORY COMMITTEE; SACRAMENTO COUNTY LOCAL AGENCY FORMATION COMMISSION



The advisory committee provided a forum for valuable learning and information exchange with LAFCO staff.

## WORK EXPERIENCE

**2007 – CURRENT**

### **AIR POLLUTION SPECIALIST, CALIFORNIA AIR RESOURCES BOARD**

Duties in the Mobile Source Control Division include research, analysis and development of public health regulations including economic analysis, emission modeling as well as report, database, and training development. My current focus is on commercial fleet electrification and supporting the adoption of battery and fuel cell trucks and buses.

**2004 – 2007**

### **ENERGY SPECIALIST, CALIFORNIA ENERGY COMMISSION**

I was lead for the Solar Rebate program’s Performance Based Incentive pilot and managed the list of eligible equipment. In addition, I co-authored the New Solar Homes Partnership Program and the Emerging Renewables Program Guidebooks. I was a member of the California Solar Initiative Submetering Committee Working Group, as well as the Office of the State Fire Marshal Photovoltaic Building Standards Task Force. Activities included presenting at Solar Power International Conference, the California Council for Affordable Housing, and testifying at California Public Utilities Commission proceedings

**2003 – 2004**

### **RESEARCH ASSISTANT IV (HYDROLOGY), UC DAVIS**

I conducted fluvial geomorphologic surveying and data collection of Sierra Nevada streams in the Feather River watershed as part of a larger CalFed Bay Delta effort.

**1998 – 2002**

### **ASSISTANT POOL MANAGER, SUNRISE RECREATION & PARK DISTRICT**

Duties included working with the management team to ensure smooth operation of the aquatic division.

## EDUCATION

**2004**

### **ENVIRONMENTAL POLICY ANALYSIS & PLANNING, UC DAVIS**

Specialization in City and Regional Planning with a focus in Public Lands Management and Land Use Planning.

Study Abroad in Wilderness & Natural Area Management, University of Tasmania, Australia

## MEMBERSHIPS

- Professional Engineers in California Government
- Young Professional in Energy
- Environmental Council of Sacramento (Past President)

# Michael T. Yearwood

XXXXXXXXXX Rancho Cordova, CA 95670  
XXXXXXXXXX

## **Experience Summary:**

*Customer Service Leader with over ten years of experience with direct customer problem solving within the health insurance industry. Expert level experience with hiring, training, staff retention, process improvement projects, managing deadlines and increasing production of teams.*

## **Health Net of California**

**2016-2019**

### **Claims Supervisor - Performance Team**

- Supervise a team of 17 Claims Analysts
- Coach and mentor staff to exceed expectations
- Responsible for talent and performance management of Claims Team
- Daily operational leadership and support through work distribution and monitoring
- Coordinate with scheduling to assist with daily forecast ensuring accurate staffing coverage
- Identify individual performance gaps to recommend and implement action plans that achieve desired result
- Monitor daily productivity through the Macess System
- Collaborate with peers and managers on process improvements

## **State of California - Health Benefits Exchange (Covered California)**

**2015-2016**

### **Supervising Program Technician III**

- Supervise a team of 15 Customer Service Representatives
- Coach and mentor staff to exceed expectations
- Assist representatives with questions regarding health plan options and policy and procedures
- Research and resolve escalated calls from consumers
- Monitor daily productivity through the IEX System
- Audit inbound calls through the Nice System
- Collaborate with peers and managers on process improvements

## **Vislon Service Plan**

**2007-2015**

### **Client Broker Representative - Inside Sales**

- Assisted and resolved clients and brokers service issues
- Provided phone support and customer service to clients and brokers
- Provided e-mail coverage for Sales Team in their absence
- Implemented installation of new groups and pull-outs according to guidelines
- Processed renewals for clients according to guidelines
- Provided Resource Center support to clients and brokers

***References available upon request***

# Michael Yearwood

[REDACTED] Rancho Cordova, CA 95670  
[REDACTED]  
[REDACTED]

## Service to My Community

Cordova Recreation and Park District (Board Chairperson)  
2015-Present: Director

As a Cordova Recreation and Park District (CRPD) Board Member I am responsible for the budget and for setting policies that safeguard the vitality of the district. The five non-partisan members of the Board of Directors are elected to four-year terms by residents located within CRPD's boundaries. The elected board is held accountable to the following laws that govern public officials: The Brown Act, California Public Records Act, FPPC Reporting Requirements and biannual ethics training.

### Specific functions and duties of my role as a Board Director are:

1. To perform its legal responsibility.
2. To set up by-laws, regulations and operation procedures
3. To select, employ, and if necessary, dismiss the District Administrator.
4. To control the operating budget, the financial plans and the insurance program.
5. To care and maintain property.
6. To be responsible for program.
7. To assure personnel policies.
8. To maintain good public relations.
9. To appoint, commission, supervise and receive reports from committees and the District Administrator.

### BOARD MEMBERS RESPONSIBILITIES

1. Board members should understand the significance and importance of recreation in the community.
2. Board members should be aware of the relationship of the recreation services to other community services.
3. Board members should look objectively at their specific responsibility as board members and at local community recreation needs, and keep abreast of changing conditions, continuously reassessing their efforts and reasons for service.
4. Board members should have the courage to resist pressures of all types and insist upon high standards for their agencies, particularly in regard to competent, professional personnel.
5. Board members should be aware of their role as board members, acting in concert with their fellow board members without usurping the functions of the District Administrator.

# Michael Yearwood

Rancho Cordova, CA 95670

## Rancho Cordova Athletic Association

2013: Founding Member  
2013-2015: Secretary  
2016: CRPD Representative

## Leadership Rancho Cordova

2014-2016: Governing Board  
2014: Graduate of Class VIII

## Rancho Cordova Youth Soccer Club (RCSC)

2002: Coach  
2003: U-6 Age Coordinator  
2004: Coach & U-8 Boys Age Coordinator  
2005: Coach & U-8 Girls Age Coordinator  
2006: Coach & U-6 Age Coordinator  
2007-2009: Club Manager & Coach  
2012: Coach

## American River Youth Soccer League (ARYSL)

2007-2009: Board Member – RCSC Representative  
2010: League Treasurer

## Cordova Girls Softball League

2010-2011: League Vice President  
2011-2012: League Vice President  
2012-2013: Secretary  
2013-2014: Secretary  
2014-2015: NORCAL Representative

## Folsom Cordova Unified School District

Cordova High School Site Council  
2014-2015: Parent Representative

## Cordova Lane Elementary School Site Council

1998-2006: Elected Parent Representative

## Navigator Elementary School Site Council

2006-2008: Elected Parent Representative

## Measure M & P Oversight Committees

2014-2016: Parent/PTSO Member Representative





## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 6.3

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**TITLE: Reclamation District 537 Assessment Ballot**

**SUBJECT: Review and Consider Authorizing the General Manager to Submit Ballot for Reclamation District 537 Proposed Annual Assessment.**

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### **EXECUTIVE SUMMARY:**

Reclamation District No. 1000 (RD 1000; District) owns 159.52 acres in Reclamation District 785. On June 26, 2019 the Yolo County Local Agency Formation Commission (Yolo LAFCo) approved a reorganization of Reclamation District's 785, 537 and 827, with the three (3) districts consolidating their respective territories under one (1) district; Reclamation District 537 (RD 537). Per the Yolo LAFCo resolution approving reorganization, the consolidation would not become effective until after the successful passage of a Proposition 218 election to establish a new assessment structure for the combined reclamation district territory.

The District received an official ballot from RD 537 for the proposed annual assessment (Attachment No. 1) on September 24, 2019. RD 537 also provided an official notice of the proposed annual assessment and a ballot information guide (Attachment No. 2) If approved, the District's annual assessment for Fiscal Year 2020/2021 would increase from \$2,592.20 (FY 2019/2020) to \$6,808.28. RD 537 produced an Engineer's Report to estimate annual operations and maintenance expenditures for the consolidated districts and support the proposed assessment in accordance with Proposition 218 (Attachment No. 3).

The Public Comment period ends on November 12, 2019, and all ballots need to be submitted before 6:00 p.m.

### **RECOMMENDATION:**

Staff recommends the Board review and consider authorizing the General Manager to submit ballot approving the proposed annual assessment for Reclamation District 537.

### **FINANCIAL IMPACT:**

Increase in annual assessment expense of \$4,216.08 in Fiscal Year 2020/2021 Budget. Total proposed annual assessment is \$6,808.28.

**TITLE: Reclamation District 537 Assessment Ballot**

**ATTACHMENTS:**

1. Reclamation District 537 Assessment Ballot
2. Reclamation District 537 Notice and Ballot Information Guide
3. Reclamation District 537 Engineer's Report

**STAFF RESPONSIBLE FOR REPORT:**



---

Kevin L. King, General Manager

Date: 10/04/2019

**Owner**

Parcel Number; Situs Address; Proposed Assessment

Total Annual Assessment(s):

**\$6,808.28****RECLAMATION DISTRICT #1000**

042-310-015-000; RD; \$6,808.28

**AGENDA ITEM 6.3  
ATTACHMENT NO. 1**RECLAMATION DISTRICT #1000  
ATTN: CHRISTINA FOREHAND OR PAUL  
DEVEREUX  
1633 GARDEN HWY  
SACRAMENTO CA 95833*\*\*\*DO NOT DETACH/CUT ANY PART OF THIS BALLOT\*\*\****HOW TO COMPLETE YOUR BALLOT**

1. Mark an "X" in the box next to "Yes" or No"
2. PRINT and sign your name in the space provided, and provide date
3. Place the ballot into the postage-paid official ballot return envelope and return to RD 537 by either:
  - 1) mailing the ballot (MUST BE RECEIVED by Tuesday, November 12, 2019; Postmarks will not be accepted.)
  - 2) delivering the ballot by hand prior to 4:00 p.m., Tuesday, November 12, 2019 at the secure ballot box located at 1420 Merkley Avenue, Suite 4, West Sacramento, CA 95691;
  - 3) deliver by hand to the public hearing: 6:00 p.m., Tuesday, November 12, 2019 at Elkhorn Fire Station, 19756 Old River Road, West Sacramento, CA 95691

Ballots must be received before the close of the public hearing. Ballots received after the close of the public hearing cannot be accepted as per state law.

**BALLOT QUESTION**

Shall Reclamation District 537 suspend its current operations and maintenance assessment established in 1997 and establish a new maximum assessment commencing in fiscal year 20/21 as set forth in the Preliminary Engineers Report dated September 12, 2019. Annual revenue from the proposed assessment will be used to: 1) allow RD 537, RD 785, and RD 827 to reorganize into a single, consolidated district; 2) secure funding from the Sacramento Area Flood Control Agency for the operation and maintenance of the new Lower Elkhorn Basin Setback Levee; and 3) adequately fund the operation, maintenance, repair, rehabilitation and replacement of Sacramento River West Levee and the internal drainage system.

THIS IS A WEIGHTED BALLOT. The total votes for this ballot equal the total annual assessments in the box above.

 **YES, I support the proposed maximum annual assessment.**
 **NO, I oppose the proposed maximum annual assessment.**
*This assessment will not be imposed if a majority of the weighted ballots are opposed to the proposed maximum annual assessment.*

Property Owner/Authorized Representative must sign in his/her own handwriting for ballot to be counted:

SIGNATURE of Owner/Authorized Representative (DO NOT PRINT)

Date

Name of Owner/Authorized Representative (PRINT)

Witness Signature\*

\*Only required if property owner is unable to sign due to illness or injury. In that case, he/she may make a mark witnessed by one person.

**PLEASE READ THE BALLOT INFORMATION GUIDE FOR MORE INFORMATION**

\* 1 0 0 0 2 9 - 0 0 6 8 0 8 2 8 \*



# Official Notice and Ballot Information Guide

## Reclamation District 537, 785, and 827

### Proposed Operations & Maintenance Assessment

#### Why did you receive this ballot?

Reclamation Districts 785, 827 and 537 are responsible for the operations and maintenance of the levees and internal drainage systems that reduce flood risk for the Lower Elkhorn Basin (see map). The districts are proposing to consolidate to:

- improve services
- reduce administrative costs
- comply with state and federal regulations
- qualify for federal assistance in the event of a high water and/or flood emergency
- secure annual funding from the Sacramento Area Flood Control Agency

Consolidation is dependent upon property owner approval of a new annual operations and maintenance assessment. The new assessment will replace the existing assessments collected by the districts. As required by Proposition 218 law, the proposed assessment must be approved by property owners through a vote conducted by mailed ballot. Please see the enclosed ballot for the proposed annual assessment on your property. Please read this ballot information guide for more information and instructions on how to complete and submit your ballot.

#### Background

Reclamation Districts 785, 827 and 537 do not have adequate funding to meet state and federal regulations for the operations and maintenance of their levees. As a result, the districts lost eligibility for the US Army Corps of Engineers Public Law 84-99 Program (PL 84-99). This means the districts will not have federal support for flood fighting, or for the repair of damaged levees and pump stations, during and following high water and flood events. If damage occurs, cost for repairs will be the responsibility of the districts. This increases flood risk, along with the consequences and cost of flooding, for all properties in the Lower Elkhorn Basin.

The cost of maintaining the levees to state and federal standards has increased significantly in recent years. The districts' current revenues, which mainly come from annual property assessments, are no longer sufficient to cover required services on the districts' existing levees.

At the same time, the State is proceeding with the construction of the Lower Elkhorn Basin Levee Setback (LEBLS) Project. The new setback levee will provide 100-year flood protection and reduce flood stages on the Sacramento River. This will relieve some pressure on the sandy, vulnerable Sacramento River levees that protect the Lower Elkhorn Basin and the greater Sacramento region from flooding. The setback levee project also includes the construction of a new consolidated pump station and a new maintenance corporation yard for the Lower Elkhorn Basin. The setback levee, pump station and maintenance yard will be constructed at no cost to the districts.

However, the districts will be responsible for the operations and maintenance of the new setback levee, pump station and maintenance yard. Because the project will also benefit the greater Sacramento region, and in recognition of the additional financial burden on Lower Elkhorn property owners, **the Sacramento Area Flood Control Agency (SAFCA) has agreed to pay for the annual costs of operating and maintaining the new setback levee, share in the annual costs for operating and maintaining the new pump station, and pay a portion of the annual reserves for future repairs and replacements. SAFCA will also pay the consolidated district's cost of regaining eligibility for**

**federal emergency assistance (PL 84-99). However, SAFCA will only provide this funding if the districts consolidate.**

#### How will consolidation work?

Reclamation District 537 will be divided between the rural and urban portions. The urban portion will detach for consolidation with Reclamation District 900 in West Sacramento. The rural portion will annex Reclamation Districts 785 and 827 and operate as Reclamation District 537. The consolidated Reclamation District 537 will include 7,543 acres and be responsible for maintaining 7.4 miles of the Sacramento River west levee and 6.1 miles of the Yolo Bypass west levee, along with the internal drainage system (pump, detention basins, ditches). The Board of Trustees will be composed of five property owners from within the consolidated district boundaries.

#### Why an assessment?

The districts cannot consolidate without a new assessment. Because the districts collectively maintain portions of the same levee system, consolidation will result in service and cost efficiencies over the long-term that the districts cannot achieve on their own. The new assessment will provide adequate revenues for operations and maintenance of levees in compliance with state and federal regulations. If approved by property owners, the new assessment will replace the existing assessments collected by 785, 827 and 537.

#### What services will the proposed assessment fund?

Assessment revenues will pay for the operations and maintenance of 7.4 miles of the Sacramento River west levee, a share of operations and maintenance of the new consolidated pump station, environmental permitting, equipment, ditch maintenance, a part-time general manager, emergency planning and response and technical, administrative and legal services. It will also fund the operations and maintenance of 6.1 miles of the Yolo Bypass east levee, but only until the Lower Elkhorn Levee Basin Setback Levee is completed. Once the Lower Elkhorn Levee Setback is complete and SAFCA's funding agreement is executed, approximately five percent of annual costs will be placed in reserve for future repairs and replacements (e.g. pumps). Budget is also included to address deferred maintenance.

#### What is the annual cost of services?

The total annual budget is estimated at about \$426,000. The consolidated Reclamation District 537 would be responsible for approximately 47 percent of the total budget, or \$197,800. The Sacramento Area Flood Control Agency (SAFCA) will pay approximately \$228,400, or 53 percent of the annual costs, but only if the districts consolidate. SAFCA will not provide funding if the districts do not consolidate. In that case, the individual districts would be responsible for funding all services on their existing systems. Reclamation Districts 827 and 785 would be entirely responsible for operations and maintenance of the new Lower Elkhorn Basin Levee Setback, pump station and maintenance yard.

#### How much is the proposed assessment?

The proposed maximum annual assessment for your property, or properties if you own several, is printed on your ballot. The maximum annual assessment varies based on the characteristics of your property, such as location, land use type, and the size of any structures on the property. If this proposed assessment is approved, the total maximum annual assessment amount would be \$197,800. This represents the district's share of the annual costs (see "What is the Annual Cost of Services?").

Please complete your ballot and mail it back promptly

To be counted, all ballots must be received via mail by Tuesday, November 12, 2019 (postmarks will not be accepted)

Or by hand before the close of the public hearing on Tuesday, November 12, 2019

# Official Notice and Ballot Information Guide

## Reclamation District 537, 785, and 827

### Proposed Operations & Maintenance Assessment

#### What is the term of the assessment and will it increase?

The assessment can be levied in fall 2020 (FY 20/21) and every year thereafter, if approved by property owners. The maximum annual assessment amount can be escalated based on the annual change in the Consumer Price Index, subject to a minimum of 0 percent and a maximum of 2 percent in any given year. However, Consumer Price Index increases are not automatic and must be voted on each year by the consolidated Reclamation District 537 Board of Trustees.

#### How was the maximum assessment amount determined?

A cash flow analysis was prepared to determine the maximum annual assessment required to meet the annual operations and maintenance requirements and related budget. The Sacramento Area Flood Control Agency's share of cost for operation and maintenance of the Lower Elkhorn Basin Setback Levee was deducted. The total maximum assessment amount was then apportioned to each property based on the special benefit received. Each property can only be assessed for the benefit it receives from the avoidance of flood damages to structure and land and its contribution of runoff into the drainage system. Benefit is based on property characteristics: land use type; acreage; and square footage of any structures. An Engineer's Report describing the methodology for the apportionment of special benefit was presented and preliminarily approved by the RD 537 Board of Trustees. The Preliminary Engineer's Report is available from the District or can be downloaded at:

<http://www.larsenwurzel.com/rd537>

#### Ballot instructions

To complete the enclosed official ballot, mark the box next to either YES or NO, print your name and sign the ballot, place it in the provided postage paid return envelope and:

- Mail it to Reclamation District 537, c/o Larsen Wurzel & Associates, 2450 Venture Oaks Way, Suite 240, Sacramento
- Or, hand deliver your ballot to the secure ballot box located at Reclamation District No. 900 at 1420 Merkley Avenue, Suite 4, West Sacramento
- Or, submit your ballot at the public hearing.

Only official ballots which are signed and marked with the property owner's clearly marked "yes" or "no" vote, and are received before the public hearing is closed on Tuesday, November 12, 2019 will be counted. If you lose your ballot, want to change your vote or otherwise need a replacement, please contact Public Outreach Coordinator Kim Floyd at (916) 838-2666, or [kim@floydcommunications.com](mailto:kim@floydcommunications.com)

Ballots are weighted by the proposed maximum assessment amount and will be tabulated following the close of the public hearing. The proposed assessment may be imposed if weighted ballots submitted in favor of the proposed assessment are greater than the weighted ballots in opposition to the proposed assessment. The proposed maximum assessment may be levied for fiscal year 2020/21 and may be continued in future years subject to escalation as described above.

#### What happens if the assessment is approved?

The districts will consolidate and become the new Reclamation District 537. The new assessment will appear on property tax bills in Fall 2020. Your existing assessment will be eliminated. The Sacramento Area Flood Control Agency (SAFCA) will pay for the annual operations and maintenance of the Lower Elkhorn Basin Levee Setback, a portion of the annual costs associated with the new maintenance corporation yard, and a portion of the reserves for future repairs and replacements. The Sacramento Area Flood Control Agency (SAFCA) will also pay for the consolidated district to regain eligibility for federal emergency assistance (PL 84-99). The district will be able to comply with state and federal regulations for operating and maintaining the levees. Due to a reduction in administrative and other duplicative costs, total costs for operations and maintenance of the levee and internal drainage systems will be less over the long term than if the districts did not consolidate.

#### What happens if the assessment is not approved?

The districts will not be allowed to consolidate. Their existing revenues are not sufficient to meet state and federal regulatory requirements for their existing levees. The Sacramento Area Flood Control Agency (SAFCA) will not pay for any operations and maintenance services, nor will it pay for the districts to regain eligibility for federal emergency assistance (PL 84-99). The cost of flood fighting, and flood-related damages will be the responsibility of the districts. Reclamation Districts 827 and 785 will be responsible for the operations and maintenance of the new Lower Elkhorn Basin Levee Setback and consolidated pump station. Ultimately, if the districts are unable to comply with state and federal regulations, the State can form a Maintenance Area for operations and maintenance services and impose related property assessments without property owner approval. Because the state cannot build a reserve fund for repairs and replacements, costs from year to year will be unpredictable. There is no limit on what the State can charge for services.

#### Notice of public hearing

You are invited to participate in the public hearing before the RD 537 Board of Trustees at 6:00 p.m., Tuesday, November 12, 2019 at Elkhorn Fire Station, 19756 Old River Road, West Sacramento, CA 95691. Ballots shall remain sealed until the public hearing portion of the meeting is closed. Tabulation of the returned ballots will commence after the close of the public hearing. The Board of Trustees may consider appropriate action at that time

**Please complete your ballot and mail it back promptly**

**To be counted, all ballots must be received via mail by Tuesday, November 12, 2019 (postmarks will not be accepted)**

**Or by hand before the close of the public hearing on Tuesday, November 12, 2019**

# Reclamation District 537

## **Levee and Internal Drainage Operations and Maintenance Assessment**

*PRELIMINARY ENGINEER'S REPORT*

Prepared for: Reclamation District 537, 785, & 827

Submission Date: September 9, 2019

## TABLE OF CONTENTS

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LIST OF TABLES .....	3
LIST OF FIGURES .....	3
LIST OF APPENDICES .....	4
Section 1. Introduction .....	5
Background .....	5
Current Levee and Governance Projects .....	5
Purpose of Engineer's Report .....	6
Report Organization.....	7
Section 2. Authority and Process .....	8
Section 3. Proposed Services and Funding Plan.....	10
Services Funded by the Assessment.....	10
Annual Budget for Services Provided by RD 537 .....	10
Interim Services Funded by the Assessment .....	11
Section 4. Assessment Methodology .....	12
General Discussion.....	12
Requirements of Proposition 218 .....	12
Special Benefit vs. General Benefit .....	12
Proposed Assessment Boundary.....	13
Assessment Apportionment Methodology .....	14
Overview .....	14
Property Characteristics.....	15
Equivalent Benefit Units .....	17
Special Benefit Assessment Calculation .....	19
Assessment Calculation Steps.....	20
Assessment Equation .....	29

Special Considerations .....	33
Public Parcels .....	33
Assessments Prior to LEBLS.....	33
Section 5. Assessment Administration .....	34
Implementation .....	34
Schedule for Collection .....	34
Annual Escalation .....	34
Appeals of Assessments Levied to Property.....	34
Appeals Process .....	34
Impact of Appeals During Formation Period .....	35
Future Land Use Changes .....	35
Section 6. Conclusion .....	36

## LIST OF TABLES

---

<b>Table 1:</b> Proposed Budget .....	21
<b>Table 2:</b> Interim Budget Prior to LEBLS .....	22
<b>Table 3:</b> Catalog of Land Use Categories.....	23
<b>Table 4:</b> Land and Crop Damage Rate Per Acre .....	24
<b>Table 5:</b> Structure Damage Value Per Square Foot .....	25
<b>Table 6:</b> Catalog of Structure Use Categories .....	26
<b>Table 7:</b> Relative Runoff Coefficient.....	27
<b>Table 8:</b> Catalog of SDA, LDA, & DC by Land Use .....	28

## LIST OF FIGURES

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<b>Figure 1:</b> Proposed Assessment Boundaries.....	32
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## **LIST OF APPENDICES**

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Appendix A: Proposed RD Assessment Roll

## Section 1. Introduction

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### Background

The Lower Elkhorn Basin (Basin) is primarily used for agricultural production of row crops, alfalfa, and nut bearing orchards. The total population within the Basin is less than 100 people and less than 100 building structures including farm buildings, permanent and temporary residences, and industrial buildings are located within the basin. The Basin is divided by interior drainage canals forming three sub-basins currently identified as Reclamation Districts (RD): RD 537 (southeast half of Basin), RD 785 (southwest half of Basin), and RD 827 (northern part of Basin). Each RD operates their own interior drainage canals and pump systems for crop irrigation and interior drainage. The three RDs are surrounded by three separate levee systems, the Yolo Bypass East Levee oriented generally north to south, the Sacramento Bypass North Levee oriented east to west, and the Sacramento River West Levee oriented north to south. The Yolo Bypass levee runs along the western side of the Lower Elkhorn Basin and the boundaries of the three districts with the exception of the northern portion of RD 537, which is located north of the Sacramento Bypass. The Yolo Bypass receives water from multiple waterways including, the Colusa Drain, the Sacramento and Feather rivers, the Sutter Bypass and the streams and creeks along the west side. The Sacramento Bypass, which is located along the south end of the Basin along the southern boundary of RD 537 and RD 785, was built to divert Sacramento and American River floodwaters to the west down the mile-long Sacramento Bypass to the Yolo Bypass. The Sacramento River West Levee is located along the east side of the basin along the eastern boundary of RD 537, RD 785 and RD 827. Reclamation District 537 is composed of two disparate zones separated by the Sacramento Bypass, with the northern zone of the RD encompassing primarily rural properties, while the southern zone is developed industrialized land within the City of West Sacramento.

The three RDs cover approximately 6,565 acres within the Lower Elkhorn Basin surrounded by 7.4 miles of the Sacramento River West Levee, 6.3 miles of the Yolo Bypass East Levee, and 1.8 miles of the Sacramento Bypass North Levee. RD 827 currently provides maintenance to 4.2 miles of levee, protecting 1,064 acres. RD 785 serves an area of 3,119 acres and maintains 5.6 miles of levee. RD 537 provides levee maintenance for 6 miles of levee, protecting 2,382 acres north of the Sacramento Bypass.

### Current Levee and Governance Projects

Federal, State, and local agencies are implementing system wide improvements for flood control and ecosystem restoration including the Lower Elkhorn Basin Levee Setback (LEBLS) Project. The Department of Water Resources (DWR) is leading the implementation of the project, which consists of setting back 7 miles of the Yolo bypass and Sacramento Bypass levees to expand the floodway. Since the Bypass is a system feature, providing regional benefits, the Sacramento Area Flood Control Agency (SAFCA) has proposed to assist with paying for operation and maintenance, repair, replacement, and rehabilitation (OMRR&R) costs of the new setback levee. As stated in the **May 15, 2018** funding agreement between SAFCA and the three RDs, the basis for SAFCA's assistance is based on the premise that the project provides benefit to Sacramento, West Sacramento, and rural portions of Sacramento and Yolo counties that are along the Sacramento River. Currently, funding for OMRR&R services for both the Yolo Bypass and the Sacramento River Levee systems

are covered by RD 537, RD 785, and RD 827. OMRR&R activities on the Sacramento Bypass North Levee system is and will continue to be the obligation of the State of California. SAFCA will bear the responsibility of providing funding for OMRR&R services for new setback levee, but the newly consolidated RD 537 will be responsible for the OMRR&R services of the Sacramento River west levee system along with the newly consolidated drainage system. The project designs for LEBLS are in progress and construction is scheduled to start in 2020.

The LEBLS project spurred discussion amongst the Elkhorn Basin RDs regarding governance in the basin. At the request of the RDs, MBK Engineers (District Engineer) prepared the Elkhorn Basin Draft Governance Study for RD 537, 785, and 827 in November 2016. This study represents a collaborative effort to engage the Districts in identifying and weighing alternative governance options that would potentially enhance local flood management entities and encourage a unified local voice as well as assess whether alternative governing methods could lead to more effective operations, maintenance, and implementation of flood management. The study found that Yolo County residents would be better served if each basin provided a consistent level of maintenance and flood response, and either functioned as one district or in a coordinated manner to accomplish this objective. The Local Agency Formation Commission (LAFCO) also recommended that the districts responsible for levee OMRR&R in each hydrologic basin develop governance solutions that will provide for a uniform level of operation and maintenance so that the protected area is not at risk due to inconsistent maintenance<sup>1</sup>. It is proposed that reorganization of the Lower Elkhorn RDs will entail dissolving RD 785 and RD 827 and annexing both Districts into the northern portion of the RD 537. The urbanized portion of RD 537, which lies south of the Sacramento bypass will not be included in this consolidation and would be detached from RD 537 and possibly annexed into RD 900. The efforts of this consolidation will provide opportunities for economies of scale by consolidating maintenance and management activities, improve the ability to ensure a standard level of maintenance for the levees protecting the basin and ensure that landowners with similar concerns speak with one voice.

A proposal was submitted to the Yolo County LAFCO in 2018 to reorganize the Lower Elkhorn RDs by dissolving RD 785 and RD 827 and simultaneously annexing these lands into RD 537 . On May 23, 2019, LAFCO staff concluded that the proposal complies with the required state factors and local standards of evaluation. The passage and adoption of the proposal is contingent on multiple conditions set by the LAFCO including a successful Proposition 218 election to establish a new assessment to fund the services provided by RD 537. Once conditions have been satisfied and or completed, the LAFCO will provide a Certificate of Completion to be recoded with the county recorder that confirms the final successful completion of the reorganization of RD 537, RD 785, and RD 827.

## **Purpose of Engineer's Report**

The Engineer's Report describes, in detail, the methodology for levying an assessment upon parcels that receive special benefit from the services provided by RD 537 following the reorganization. The assessment is intended to provide RD 537 with sufficient funding to provide the annual OMRR&R services necessary to maintain the levees and the internal drainage systems, as well as establish reserve to support routine repairs, rehabilitation, and replacement of the infrastructure. The proposed assessment will consider all parcels

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<sup>1</sup> <https://www.yolocounty.org/home/showdocument?id=49049>



located within the consolidated RD 537 boundaries and each parcel will be assessed based on the amount of benefit it receives. In the Interim period prior to construction of LEBLS, the assessment will include lands currently protected by the Yolo Bypass East Levee that will ultimately be located west of the setback levee. These lands will be assessed for benefit from maintenance of the Yolo Bypass East Levee until LEBLS is constructed at which time these lands will receive zero benefit, being located on the waterside of LEBLS.

## Report Organization

This report is divided into six sections. This section provides the background and purpose of the report; **Section 2** outlines the authorization and process for imposing the proposed assessment; **Section 3** describes the funding plan for OMRR&R; **Section 4** details the methodology for calculating an assessment that is proportional to the special benefits received by each parcel being assessed; **Section 5** describes how the assessment would be administered on an annual basis; and **Section 6** provides the Assessment Engineer's special benefit conclusion.

**Appendix A** provides the schedule of proposed assessments by parcel for FY 2020/21 (the initial maximum annual assessment roll for assessment balloting purposes).

## Section 2. Authority and Process

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The Proposed OMRR&R assessment would be imposed by RD 537 pursuant to Government Code §§ 54703-54719, the Benefit Assessment Act of 1982 (1982 Act), and consistent with the requirements of Article XIIIID of the California Constitution<sup>2</sup> (Proposition 218), and Government Code §53750 et. seq. also known as the Proposition 218 Omnibus Implementation Act. Specifically, Government Code §54710(a) of the 1982 Act authorizes any local agency to levy an assessment to finance the maintenance and operation costs for drainage and flood control services. Furthermore, under Government Code §54710.5, the assessment may include the cost of installation and improvement of facilities providing the drainage or flood control services.

Under Government Code §54711, the 1982 Act requires that:

1. The amount of the assessment imposed on any parcel be related to the benefit received by the parcel;
2. The aggregate amount of the assessment not exceed the annual cost of providing the service; and
3. The revenue derived from the assessment be used only for the services identified as the basis for assessment.

Government Code § 54716(a) describes the procedures that the local agency must follow when imposing an assessment pursuant to the 1982 Act. These include the requirement of the agency to prepare a written report that contains the following:

1. A description of the service proposed to be financed through the revenue derived from the assessment;
2. A description of each lot or parcel of property proposed to be subject to the benefit assessment;
3. The amount of the proposed assessment for each parcel; and
4. The basis and schedule of the assessment.

In addition, all special benefit assessments must also comply with Proposition 218 and the Proposition 218 Omnibus Implementation Act. These requirements outline the process for imposing the Assessment, including the requirement that this Engineer's Report document the special benefits conferred by the service provided, the process for imposing the Assessment, and property owner approval through a balloting process.

This Engineer's Report has been prepared to:

1. Contain the information required pursuant to Government Code § 54716(a) listed above;
2. Determine the special benefits received from the services provided by the District by benefiting properties; and

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<sup>2</sup> Article XIIIID of the California Constitution is the portion of the California constitution added by Proposition 218 that addresses the requirements of benefit assessments and is applicable here.

3. Assign a method of apportioning the assessment to benefiting parcels.

Following submittal of this report to the RD 537 Board of Trustees (Board) for preliminary approval, the Board may, by resolution, call for an assessment ballot proceeding and public hearing on the establishment of the proposed assessment.

If the Board approves such a resolution, the District will initiate the notice, protest, and hearing procedure required by Government Code §54716 and Article XIID. A notice and assessment ballot will be mailed to property owners within the Proposed Assessment boundary. Such notice will include a description of the services to be funded by the Proposed Assessment, the total Proposed Assessment amount and Proposed Assessment amount for each parcel owned, the duration of the Assessment, an explanation of the method of voting on the Assessment, and the name and telephone number of the person designated by the Board to answer inquiries regarding the Proposed Assessment and protest hearing process. Each notice will also specify the date, time, and place of the public hearing and a summary of the ballot return procedures. Finally, each notice will include a ballot upon which the property owner can mark his or her approval or disapproval of the Proposed Assessment, as well as affix his or her signature, and a postage prepaid security envelope in which to return the ballot.

The balloting and notice period will extend for a minimum of 45 days. Government Code 53750 (i) deems that notice is given and the 45-day period commences upon the deposit of the notice and ballot with the United States Postal Service. On the last day of the balloting period, the public hearing will be held for the purpose of receiving public testimony regarding the Proposed Assessment. At the public hearing, property owners will have the opportunity to provide oral or written testimony to the Board regarding the Proposed Assessment. Property owners will have the opportunity to submit their ballots at the public hearing, however, in order to be included within the tabulation, all ballots must be submitted prior to hearing's close. At the public hearing, and at any time prior to it, property owners may also revise previously submitted ballots.

If the votes in favor of the assessment are in the majority (weighted by the proportional financial obligation of the property for which the ballots are submitted), the Board may continue with the process of imposing the proposed assessment and its future levy. If the assessments are so confirmed and approved, the levies would be submitted in future years to the Yolo County Auditor Controller for inclusion on the property tax rolls, or the District may directly bill the property owner for the Assessment pursuant to Government Code §54718. As outlined in Government Code § 53739, the Board may levy the assessment in future years without conducting a new ballot proceeding so long as the assessments are less than or equal to the inflation-adjusted amount (see **Section 5, Annual Escalation**) authorized by the original balloting proceeding.

## Section 3. Proposed Services and Funding Plan

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### Services Funded by the Assessment

The services to be funded by the Proposed Assessment include: (1) all levee operation and maintenance services that are required to ensure that the design level of flood protection is maintained over time for the 7.4 mile Sacramento River West Levee within the RD 537 boundaries (Levee O&M); and (2) all activities associated with the collection, conveyance, and discharge of storm water within the boundary of RD 537 (Internal Drainage O&M). The specific Levee O&M service activities may include, but are not limited to, levee inspections and evaluations, debris cleanup, mowing and spraying for vegetation control, rodent control, levee patrols during warning and flood stages, resurfacing of levee roads when required to keep them passable for patrolling and maintenance purposes, replacing erosion protection materials as needed, and repair of the embankment to ensure levee integrity. The Internal Drainage O&M services may include, but are not limited to, drainage canal cleaning and maintenance, pump station operations and maintenance, and detention basin maintenance. In addition to the ongoing performance of these services, the proposed assessment will also provide adequate reserves to support routine repair, rehabilitation, and replacement of facilities in order to ensure an adequate level of service over the duration of the assessment. Collectively, these services are herein referred to as "District O&M Services."

Similar Operations and Maintenance services for Yolo Bypass East Levee will be provided by the District, however these services are to be funded by the Sacramento Area Flood Control Agency (SAFCA) through an agreement with RD 537.

Operations and maintenance of the Sacramento Bypass North Levee is the responsibility of the State of California and will not be performed by RD 537 nor funded by the proposed assessment.

### Annual Budget for Services Provided by RD 537

The District Engineer has developed a budget to support the District O&M Services following completion of the LEBLS Project. The annual budget identifies the total costs to operate the District and maintain both the Sacramento River West Levee and the Yolo Bypass East Setback Levee (i.e. the LEBLS Project). The budget also identifies the activities and costs, or portions thereof, that have been agreed to be funded by SAFCA. The costs were based on the budget outline developed by DWR for Levee Operation and Maintenance and then modified to reflect the District Engineer's experience with costs for maintenance activities.<sup>3</sup> The District Engineer also provided insight based on their previous experience with other similar reclamation districts. **Table 1** provides a summary of the annual budget required to provide the District O&M Services..

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<sup>3</sup> [https://water.ca.gov/LegacyFiles/cvfm/docs/OMRRR\\_TM\\_Jan\\_2017.pdf](https://water.ca.gov/LegacyFiles/cvfm/docs/OMRRR_TM_Jan_2017.pdf)

## Interim Services Funded by the Assessment

As previously stated, SAFCA has agreed to fund the operation and maintenance associated with the Yolo Bypass East Setback Levee, the incremental cost associated with new interior drainage pumping and detention facilities, and a proportional share of the District's operations and overhead. However, until the LEBLS project is complete, the proposed assessment will need to fund a minimum level of maintenance for the existing Yolo Bypass East Levee. These Interim Services will be funded by assessment revenue collected from all properties that receive benefit from the District O&M services, including lands between the Yolo Bypass East Levee and the setback levee, until such time that the LEBLS project is complete.

**Table 2** provides a summary of the annual budget required to provide the District O&M Services during the interim period prior to completion of the LEBLS Project.

## Section 4. Assessment Methodology

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### General Discussion

#### ***Requirements of Proposition 218***

To levy an assessment for a property related service such as levee and internal drainage operations and maintenance, Proposition 218 requires the local agency to:

- Separate the general benefits from the special benefits conferred on a parcel;
- Identify the parcels that have special benefits conferred on them by the facility and/or service;
- Calculate the proportionate special benefit for each parcel in relation to the entirety of the Capital and O&M expenses being funded; and
- Ensure the assessment does not exceed the reasonable cost of the proportionate special benefit conferred on each parcel.

The following methodology has been developed in accordance with these requirements.

#### ***Special Benefit vs. General Benefit***

Proposition 218 requires any local agency proposing to increase or impose a special assessment to “separate the general benefits from the special benefits conferred on a parcel.” (Cal. Const. art. XIID §4). The rationale for separating special and general benefits is to ensure that property owners are not charged a special benefit assessment in order to pay for general benefits provided to the general public or to property outside the assessment district. Thus, a local agency carrying out a project that provides both special and general benefits may levy an assessment to pay for the special benefits but must acquire separate funding to pay for the general benefits.<sup>4</sup>

A special benefit is a particular and distinct benefit over and above the general benefits conferred on real property located in the district or to the public at large. The total cost of the services must be apportioned among the properties being assessed based on the proportionate special benefit the properties will receive. Moreover, the governmental agency must demonstrate through a balloting process that the ballots submitted in opposition to the assessment do not exceed the ballots submitted in favor of the assessment, weighted according to the proportional special benefit and financial obligation of the affected properties.

In this instance, the District O&M Services provide a special benefit only to those properties located within the District's boundaries. Specifically, all parcels within the District boundaries are protected by the Sacramento River West Levee and Yolo Bypass East Levee and receive a special benefit from the Levee O&M services and Internal Drainage O&M services provided by the District. The District provides Levee O&M Services through the routine operation and maintenance of the levee system that protects properties from

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<sup>4</sup> *Silicon Valley Taxpayers' Assn., Inc. v. Santa Clara County Open Space Authority*, 44 Cal. 4th 431, 450; 2008

damage as a result of inundations due to an uncontrolled flood that could otherwise result from a levee failure due to poor or inadequate maintenance. The District also provides Internal Drainage O&M services through the operation and maintenance of a system of drainage canals, pump stations, and detention basins. This system collects runoff from properties with the district and discharges excess drainage into the Yolo Bypass. The removal of surface water prevents flooding and ponding of water that would otherwise damage or limit the usefulness of the properties located with the District.

The special benefit provided to each parcel within the District boundary varies based on parcel size, parcel use, and improvements on the parcel.

The Levee and Internal Drainage O&M Services provided by the District are a special benefit and not a general benefit. As noted above, special benefits are those “particular and distinct over and above general benefits conferred on real property located in the district or to the public at large.” (Cal. Const. art. XIID §2(i)). Because the services and facilities protect particular, identifiable parcels (including any appurtenant facilities or improvements) from damage and/or loss of usefulness due to inundation, the benefits are provided directly to those parcels, and to none other. By contrast, general benefits provided to the public at large are discussed in terms of general enhanced property values, provision of general public services such as police and fire protection, and recreational opportunities that are available to people regardless of the location of their property. (See, e.g., Cal. Const. art. XIID §§2(i), 6(2)(b)(5); Silicon Valley Taxpayers, 44 Cal. 4th 431. 450–456).

The issue surrounding general benefits merits further discussion because Levee and Internal Drainage O&M Services have an obvious indirect relation to the very provision of general benefits. For example, the facilities and services will protect parks and schools that are used by people regardless of whether they live in the benefit area or not. But this indirect relation does not mean that the services themselves will provide any general benefits. Instead, the services will provide direct special benefits to the public parcels themselves (such as parks and schools), and not benefits to the public at large.

Put differently, specially benefited property owners' assessments will not be used to subsidize general benefits provided to the public at large or to property outside the District's boundaries. All property that receives a special benefit from the District's services will be assessed even though these parcels may be used in the provision of general benefits.

### ***Proposed Assessment Boundary***

All parcels within the District's boundaries receiving special benefit from the operation and maintenance of the Sacramento River West Levee, Yolo Bypass East Levee, and Internal Drainage Facilities are within the benefit area of the proposed assessment. The parcels located within the current boundaries of RD 537 that are below the Sacramento Bypass do not receive special benefit from the District O&M Services to be funded by this proposed assessment and have been excluded from this report.

**Figure 1** provides a map of the Proposed Assessment Boundaries, including the area that receiving special benefit in the interim condition prior to completion of the LEBLS Project.

## Assessment Apportionment Methodology

### Overview

The methodology for apportioning the annual assessment is based on calculating the number of equivalent benefit units for each parcel according to the special benefit received from each service provided by the District. The benefit conveyed to a parcel by the Levee O&M Services is based on the flood damage reduction received by the parcel due to the decreased likelihood of deep flooding caused by a levee failure. The benefit conveyed to a parcel by the Internal Drainage O&M Services is based on the relative quantity of drainage runoff contributed to the system.

The assessment is apportioned across the District based on the following equation:

$$EBU = SDA \times BWF_{Structure} + LDA \times BWF_{Drainage} + DC$$

Where:

**EBU = Equivalent Benefit Units**

**SDA = Structure Damage Avoidance**

**BWF<sub>Structure</sub> = Structure Benefit Weighting Factor**

**LDA = Land Damage Avoidance**

**BWF<sub>Drainage</sub> = Drainage Benefit Weighting Factor**

**DC = Drainage Contribution**

The Assessment methodology utilizes the following property characteristics:

1. The size (acreage) of each parcel;
2. The Land Use Category assigned to each parcel;
3. The Land and Crop Damage Reduction Rate per acre;
4. The structure size (square footage);
5. The Structure Use Category and Replacement Value per square foot; and
6. The Relative Runoff Factor assigned to each Land Use Category.

The rates and factors for calculating SDA, LDA and DC are not the same, which results in a large order of magnitude difference between the quantity of each. Therefore, as identified above, two Benefit Weighting Factors (BWF) are utilized to ensure that the appropriate amount of the total benefit conveyed by the District is attributed to each:



- Land Damage from levee failures and from interior drainage facility failure provide equal benefit to all land within the District. The BWF for Drainage is applied to adjust the cumulative Land Damage Avoidance to be equal to the Drainage Contribution. The BWF for Drainage is calculated as follows:

$$BWF_{Drainage} = \frac{\sum DC}{\sum LDA}$$

- Due to the limited number of structures within the District, the total benefit associated with Structure Damage Avoidance is 5% of the total benefit. The BWF for Structure Damage is applied to adjust the cumulative structure damage to 5% of the total Equivalent Benefit Units. The BWF for Structure Damage is calculated as follows:

$$BWF_{Structure} = \frac{(\sum SDA) \times 5\%}{([\sum LDA] \times BWF_{Drainage} + \sum DC) \times 95\%}$$

## ***Property Characteristics***

### *Parcel Size*

The size of the parcel is used to appropriately apportion the special benefit from both Levee O&M and Interior Drainage O&M Services. Parcel data was obtained from Yolo County Assessor's data acquired through ParcelQuest and verified against the 2019/2020 Assessment Rolls for each District. Parcel data was also obtained from GIS files prepared by Yolo County Information Technology & Telecommunications Division. Where appropriate, possible parcel size discrepancies were resolved by researching variances using aerial photographs and measuring tools.

Parcels located along the boundary of the District were reviewed and acreages were adjusted as necessary to remove any portions located beneath the levee footprint and/or waterside of the levee, which receive no benefit from the District O&M Services.

### *Land Use Categories*

Multiple land use codes are used by the Yolo County Assessor to categorize the properties within the District. Each land use code was evaluated and assigned to a generalized Land Use Category (e.g.: agricultural, rural residential, etc.) for the purpose of identifying the characteristics of all parcels within each category for use in apportioning special benefit. Each parcel was analyzed by reviewing aerial photographs to ensure that it had been assigned to the appropriate Land Use Category. The Land Use Categories are generally described as follows:

**Agricultural** land was characterized as large productive or unproductive land outside the urban area. No differentiation was made to differentiate between the crop types or use for livestock grazing.

**Rural Residential** are large lots with a Single-Family Residential structure outside the urban areas with limited amount of hardscape.

**Commercial** is characterized by properties with retail or public service buildings. This Land Use Category includes office buildings, retail stores, etc.

**Industrial** is characterized by manufacturing and processing facilities. This Land Use Category includes warehousing, manufacturing, processing, etc.

**Vacant** is characterized by properties that do not have structures and are not actively farmed or are general open space.

**Mobile Home** is exclusively properties designed specifically for multiple mobile home structures. This category also includes individual parcels with Mobile Home Residential structures.

**Single-Family Residential** properties are characterized by three or fewer single-family dwelling structures on a parcel. This Land Use Category includes land with duplex and triplex buildings as they generally have the same physical characteristics as other single-family residences.

**Multi-Family Residential** is characterized as four or more dwelling units on a parcel. This Land Use Category includes apartments, condominiums, and townhouses.

**Floodway** properties are those properties within the district that are located entirely on the waterside of the levee.

**District Works** parcels are those that provide Levee or Internal Drainage Services. These parcels do not receive a special benefit from the Assessment. An example of this would be the underlying parcel of a detention basin, where the detention basin is not apportioned special benefit because it is utilized to provide Internal Drainage Services.

**Table 3** summarizes the catalog of Land Use Categories and the total number and acreage of parcels within the District associated with each category.

#### *Land and Crop Damage Rate*

To determine the Land Damage Rate per acre, each Land Use Category was first assigned a Relative Land Value. Given the building restrictions imposed by FEMA, all land within the District is currently limited to agricultural or rural residential improvements unless significant property improvements are made. Therefore, all land was assigned a Relative Land Value of \$20,000 per acres. Relative land damages to all properties that would occur as a result of deep flooding are established to be 10% of the land value, or \$2,000 per acre.

Agricultural Crop damages will vary depending on the type of crop. For the purpose of apportioning special benefit, it is assumed that all agricultural property owners have will invested \$300 per acre that would be at risk of being lost due to deep flooding from a levee break. This figure was based on typical damage rates cited in the 2012 Central Valley Flood Protection Plan, Attachment 8F: Flood Damage Analysis.

**Table 4** provides the calculation of the Land and Crop Damage Rate per acre for each Land Use Category based on the specified Engineer's Reports.

### *Structure Use Category and Relative Structure Value*

Typically, the Structure Use Category for each parcel is matched with the Land Use Category assigned to that parcel. However, where appropriate, the Structure Use Category was adjusted to reflect the actual type of structure located on the property. For example, a parcel could have an Agricultural land use assigned but the structure is a Single Family Residence. The Relative Structure Value represents cost to reconstruct the structure following a deep flood as a result of a levee failure. The replacement values were obtained from the 2012 CVFPP, Attachment 8F, Appendix B – Marshall & Swift Valuation.

**Table 5** provides the Relative Structure Value per Square Foot for each Land Use Category.

### *Structure Size*

The assessment methodology uses the structure size (square-footage) to apportion the special benefit. Structure sizes were obtained from Yolo County Assessor's data acquired through ParcelQuest. Additionally, aerial photographs were analyzed to verify the existence of structures and quantify the size of any structures not included in by Yolo County Assessor's data.

**Table 6** summarizes the catalog of Structure Use Categories and the total number of parcels and square footage of structures associated with each category.

### *Relative Runoff Factor*

To properly apportion benefit based on the relative quantity of runoff from each property, each Land Use Category was assigned a Runoff Coefficient to compare the quantity of runoff per acre between Land Use Categories. The Runoff Coefficient is a function of the percent impervious cover over the entire parcel. Therefore, Land Use Categories with higher relative runoff coefficients (e.g., Commercial) receive a relatively greater benefit because a greater quantity of runoff is generated per acre than those with lower relative runoff coefficients (e.g., Open Space). The Runoff Coefficients for each Land Use Category are provided in **Table 7**.

### *Equivalent Benefit Units*

Equivalent Benefit Units (EBU) are the measure of special benefit received by properties from the District's O&M Services. For the purpose of this assessment, special benefit was quantified for structure damage avoidance, land damage avoidance and drainage contribution. The aggregate amount of each benefit to all properties within the District were weighted, as further discussed below, and then applied to each parcel within the District based on the following equations:

$$EBU = SDA \times BWF_{Structure} + LDA \times BWF_{Drainage} + DC$$

Where:

$$\text{Structure Damage Avoidance (SDA)} = \left( \left[ \begin{array}{c} \text{Structure} \\ \text{Size} \\ \text{sqft} \end{array} \right] \times \left[ \begin{array}{c} \text{Structure} \\ \text{Replacement} \\ \text{value} \end{array} \right] \right)$$

$$\text{Land Damage Avoidance (LDA)} = \left( \left[ \begin{array}{c} \text{Property} \\ \text{Size} \\ \text{Acres} \end{array} \right] \times \left[ \begin{array}{c} \text{Land and Crop} \\ \text{Damage} \\ \text{Rate} \end{array} \right] \right)$$

$$\text{Drainage Contribution (DC)} = \left( \left[ \begin{array}{c} \text{Property} \\ \text{Size} \\ \text{Acres} \end{array} \right] \times \left[ \begin{array}{c} \text{Land and Crop} \\ \text{Damage} \\ \text{Rate} \end{array} \right] \right)$$

**Table 8** summarizes the amount of SDA, LDA and DC for all properties within the District by Land Use Category.

*Benefit Weighting Factor*

The rates and factors for calculating the benefit associated with SDA, LDA and DC are not the same, which results in a large order of magnitude difference between the total quantity of each special benefit. In order to align the benefit appropriately, Benefit Weighting Factors are applied as follows:

- The Benefit Weighting Factor for Drainage: The benefit from LDA and DC both benefit properties equally. Specifically, both are equally important to preserving the usefulness of properties throughout the District. However, each property may receive a different level of each benefit based on the unique characteristics of the property. In order to preserve this relationship, the  $BWF_{\text{Drainage}}$  is applied to the LDA to adjust for the large order of magnitude difference compared with DC, and to maintained the equality in special benefit across the entire District. The  $BWF_{\text{Drainage}}$  is calculated using the following equation:

$$BWF_{\text{Drainage}} = \frac{\sum DC}{\sum LDA} = \frac{1,283.57}{9,596,067.90} = 1.134 \times 10^{-4}$$

- The Benefit Weighting Factor for Structure Damage: Due to the limited number of structures in comparison to the total acreage in the District, the Assessment Engineer has determined that the special benefit from Structure is limited to 5% of the total benefit provided to all properties by the

District's O&M Services. The BWF for Structure Damage is applied to the SDA to achieve this limit. The BWF for Structure Damage is calculated using the following equation:

$$BWF_{Structure} = \frac{([\sum LDA] \times BWF_{Drainage} + \sum DC) \times 5\%}{(\sum SDA) \times 95\%} = \frac{129.04}{7,643,373.20} = 1.688 \times 10^{-5}$$

**Table 8** also provides a summary of EBU for all properties within the District by Land Use Category.

### Special Benefit Assessment Calculation

As described above, the annual revenue required to continue to provide the Services without incurring debt is \$189,800. A detailed cost budget is provided in Error! Reference source not found.. In addition to this proposed assessment, Yolo County returns approximately \$8,000 of the property taxes collected from parcels within RD 827 each year. It is assumed that these funds would continue to be provided to RD 537 following annexation of RD 827 properties into RD 537.

To determine the proposed assessment for an individual parcel, the amount of Equivalent Benefit Units (EBU) for the parcel (calculated based on the methodology described above) is multiplied by the assessment rate per EBU. The proposed assessment rate per EBU is equal to the required annual revenue after construction of the LEBLS project, divided by the total quantity of EBUs from all benefiting parcels with the District after construction of the LEBLS project. All factors to calculate the Parcel EBU can be found in the tables provided below.

$$[Assessment\ Rate\ per\ EBU] = \frac{[Proposed\ Budget]}{[Total\ EBU]} = \frac{\$189,800}{2,716.63} = 69.87$$

The proposed assessment for an individual parcel can be expressed by the following equation:

$$\left[ \begin{array}{l} \text{Proposed Parcel} \\ \text{Assessment} \end{array} \right] = [Parcel\ EBU] \times [Assessment\ Rate\ per\ EBU]$$

Consistent with CA Water Code §51335.5, a minimum assessment of \$25 per parcel will be applied.

### **Assessment Calculation Steps**

Using the property characteristics and the proposed assessment equations, an individual parcel's assessment for either a current land use or potential future land use can be calculated using the following steps.

Assessments are rounded down to the closest multiple of \$0.02 as required by the Yolo County Assessor's office for submission of the special assessment roll for collection on County Property Tax Bills.

- Step 1: Determine the Land Use Category and Parcel Size, and the Structure Use Category and Structure Size.
- Step 2: Using **Table 4**, determine the Land and Crop Damage Rate per Acre.
- Step 3: Using **Table 5**, determine Structure Replacement Value per square-foot.
- Step 4: Using **Table 7**, determine the Relative Runoff Factor.
- Step 5: Calculate the Parcel **SDA** using **Equation 1**.
- Step 6: Calculate the Parcel **LDA** using **Equation 2**.
- Step 7: Calculate the Parcel **DC** using **Equation 3****Error! Reference source not found..**
- Step 8: Calculate the Parcel EBU using **Equation 4**.
- Step 9: Calculate the Proposed Parcel assessment using **Equation 5**.
- Step 10: Round down to the nearest even cent (i.e. multiple of \$0.02). Raise up to \$25 if the calculated assessment is less than this minimum.

**Table 1**

**Lower Elkhorn Consolidation Study  
 Proposed Budget**

	<b>TOTAL O&amp;M BUDGET</b>	<b>RD Annual O&amp;M Budget</b>	<b>SAFCA Annual O&amp;M Budget</b>
Direct Expenses Employee Salaries and Benefits	\$ 51,200	\$ 27,600	\$ 23,600
Administration	\$ 62,400	\$ 42,600	\$ 19,800
Shop and Operations	\$ 10,900	\$ 10,900	\$ -
Equipment	\$ 8,300	\$ 4,400	\$ 3,900
Ditch Maintenance	\$ 22,800	\$ 8,200	\$ 14,600
<b>Subtotal Overhead</b>	\$ 155,600	\$ 93,700	\$ 61,900
Specific Levee OMRR&R			
Lower Elkhorn Bypass East Levee Setback - 6.3 Miles	\$ 135,500		\$ 135,500
Specific Levee OMRR&R Sacramento River West Levee - 7.4 Miles	\$ 36,800	\$ 36,800	
<b>Subtotal Specific Levee OMRR&amp;R</b>	\$ 172,300	\$ 36,800	\$ 135,500
Consolidated New Pump Station O&M & Utility Costs	\$ 78,000	\$ 57,870	\$ 20,130
<b>Subtotal Pump Stations</b>	\$ 78,000	\$ 57,870	\$ 20,130
Subtotal	\$ 405,900	\$ 188,370	\$ 217,530
Reserve for Repair and Rehab (assumes 5% of annual costs)	\$ 20,277	\$ 9,430	\$ 10,877
<b>Total Cost</b>	\$ <b>426,177</b>	\$ <b>197,800</b>	\$ <b>228,407</b>
Less Yolo County Tax Revenue	\$ 8,000	\$ 8,000	\$ -
<b>Total Budget</b>	\$ <b>418,177</b>	\$ <b>189,800</b>	\$ <b>228,407</b>

**Table 2**

**Lower Elkhorn Consolidation Study  
Interim Budget prior to LEBLS**

	<b>TOTAL O&amp;M COSTS</b>	<b>RD Annual O&amp;M Cost</b>	<b>SAFCA Annual O&amp;M Cost</b>
Direct Expenses Employee Salaries and Benefits	\$ 51,200	\$ 51,200	\$ -
Administration	\$ 62,400	\$ 62,400	\$ -
Shop and Operations	\$ 10,900	\$ 10,900	\$ -
Equipment	\$ 4,400	\$ 4,400	\$ -
Ditch Maintenance	\$ 8,200	\$ 8,200	
<b>Subtotal Overhead</b>	\$ 137,100	\$ 137,100	\$ -
Specific Levee OMRR&R Lower Elkhorn Bypass East Levee Setback - 6.3 Miles	\$ -		\$ -
Yolo Bypass East Levee - 6.3 miles	\$ 31,300	\$ 31,300	
Specific Levee OMRR&R Sacramento River West Levee - 7.4 Miles	\$ 36,800	\$ 36,800	
<b>Subtotal Specific Levee OMRR&amp;R</b>	\$ 68,100	\$ 68,100	\$ -
Consolidated New Pump Station O&M & Utility Costs	\$ -	\$ -	\$ -
Existing Pump Stations O&M & Utility Costs	\$ 57,870	\$ 57,870	
<b>Subtotal Pump Stations</b>	\$ 57,870	\$ 57,870	\$ -
Subtotal	\$ 263,070	\$ 263,070	\$ -
Reserve for Repair and Rehab (assumes 5% of annual costs)	\$ -	\$ -	\$ -
<b>Total Costs:</b>	\$ 263,070	\$ 263,070	\$ -
Less Yolo County Tax Revenue	\$ 8,000	\$ 8,000	\$ -
<b>Total Budget</b>	\$ 255,070	\$ 255,070	\$ -



**Table 3**

**Lower Elkhorn Consolidation Study  
 Catalog of Land Use Categories**

Land Use Category	Interim Parcels			Total Number of Parcels	Total Parcel Acreage
	East Parcels [1]	West Parcels [2]	Divided Parcels [3]		
Agricultural	64	5	15	84	5,758
Commercial	0	1	0	1	0
Floodway	7	8	1	16	4
Industrial	0	0	0	0	0
Mobile Home	0	0	0	0	0
Blended	0	0	0	0	0
Residential Multi Family	0	0	0	0	0
Residential Single Family	0	0	0	0	0
Rural Residential	17	0	0	17	54
Vacant	13	4	0	17	182
<b>Total</b>	<b>101</b>	<b>18</b>	<b>16</b>	<b>135</b>	<b>5,997</b>

**Note**

- [1] Parcels completely East of LEBLS
- [2] Parcels completely West of LEBLS
- [3] Parcels Divided between LEBLS

**Table 4**

**Lower Elkhorn Consolidation Study  
 Land and Crop Damage Rate Per Acre**

Agricultural	Percent Land Damage	Relative Land Value	Land Damage per Acre	Crop Damage per Acre [1]	Land & Crop Damage Rate per Acre
	A	B	C=A*B	D	E=C+D
Agricultural	10%	\$20,000	\$2,000	\$300	\$2,300
Commercial	10%	\$20,000	\$2,000		\$2,000
Floodway	10%	\$0	\$0		\$0
Industrial	10%	\$20,000	\$2,000		\$2,000
Mobile Home	10%	\$20,000	\$2,000		\$2,000
Residential Multi Family	10%	\$20,000	\$2,000		\$5,000
Rural Residential	10%	\$20,000	\$2,000		\$2,000
Residential Single Family	10%	\$20,000	\$2,000		\$2,000
Vacant	10%	\$20,000	\$2,000		\$2,000

[1] Source: 2012 Central Valley Flood Protection Plan, Attachment 8F: Flood Damage Analysis produced by the State of California Department of Water Resources (DWR), dated June 2012 (2012 CVFPP, A8F)

**Table 5**  
**Lower Elkhorn Consolidation Study**  
**Structure Damage Per Square Foot**

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<b>Structure Use Type</b>	<b>Relative Structure Value Per SF</b>
Agricultural	111.67
Commercial	85.56
Government	153.24
Industrial	54.51
Mobile Home	45.85
Residential Multi Family	84.4
Rural Residential	111.67
Residential Single Family	111.67
Vacant	0

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**Table 6**

**Lower Elkhorn Consolidation Study  
 Catalog of Structure Use Categories**

Structure Use Category	Total Parcels With Structures	Total Structure Square Footage
Agricultural	0	0
Commercial	0	0
Industrial	0	0
Mobile Home	0	0
Residential Multi Family	0	0
Residential Single Family	34	72,049
Rural Residential	0	0
Vacant	0	0
<b>Totals</b>	<b>34</b>	<b>72,049</b>

**Table 7**

**Lower Elkhorn Consolidation Study  
Relative Runoff Coefficient**

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<b>Land Use</b>	<b>Runoff Coefficient</b>
<b>Agricultural</b>	0.30
<b>Commercial</b>	0.90
<b>Industrial</b>	0.90
<b>Mobile Home</b>	0.60
<b>Residential Multi Family</b>	0.60
<b>Residential Single Family</b>	0.60
<b>Rural Residential</b>	0.30
<b>Vacant</b>	0.30

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**Table 8**

**Lower Elkhorn Consolidation Study  
 Catalog of SDA, LDA, & DC by Land Use**

Use Category	Total Structure Damage Avoidance (SDA)	Total Land Damage Avoidance (LDA)	Total Drainage Contribution (DC)
Agricultural	4,439,218	9,442,134	1,218
Commercial	0	0	0
Industrial	0	0	0
Mobile Home	0	0	0
Residential Multi Family	0	0	0
Residential Single Family	0	0	0
Rural Residential	3,606,438	107,934	16
Vacant	0	46,000	49
<b>Totals</b>	<b>8,045,656</b>	<b>9,596,068</b>	<b>1,284</b>

**Assessment Equations**

**Equation 1:** Structure Damage Avoidance

$$\text{Structure Damage Avoidance (SDA)} = \left( \begin{bmatrix} \text{Structure} \\ \text{Size} \\ \text{sqft} \end{bmatrix} \times \begin{bmatrix} \text{Structure} \\ \text{Replacement} \\ \text{value} \end{bmatrix} \right)$$

**Equation 2:** Land Damage Avoidance

$$\text{Land Damage Avoidance (LDA)} = \left( \begin{bmatrix} \text{Property} \\ \text{Size} \\ \text{Acres} \end{bmatrix} \times \begin{bmatrix} \text{Land and Crop} \\ \text{Damage} \\ \text{Rate} \end{bmatrix} \right)$$

**Equation 3:** Drainage Contribution

$$\text{Drainage Contribution (DC)} = \left( \begin{bmatrix} \text{Property} \\ \text{Size} \\ \text{Acres} \end{bmatrix} \times \begin{bmatrix} \text{Land and Crop} \\ \text{Damage} \\ \text{Rate} \end{bmatrix} \right)$$

**Equation 4:** Equivalent Benefit Unit

$$\text{EBU} = \text{SDA} \times \text{BWF}_{\text{Structure}} + \text{LDA} \times \text{BWF}_{\text{Drainage}} + \text{DC}$$

Where:

$$\text{BWF}_{\text{Drainage}} = 1.134 \times 10^{-4}$$

$$\text{BWF}_{\text{Structure}} = 1.688 \times 10^{-5}$$

**Equation 5:** Proposed Parcel Assessment

$$[\text{Proposed Parcel Assessment}] = [\text{Parcel EBU}] \times [\text{Assessment Rate per EBU}]$$

Where:

$$[\text{Assessment Rate per EBU}] = \$69.87$$

**Example 1**

Assume a 175-acre Agricultural parcel with a 2,800 square-foot residence.

Land Use Category is Agriculture

Structure Use Category is Single Family Residential

Parcel receives both levee and drainage services.

**SDA & LDA** Calculation:

From **Table 4**, the Land and Crop Damage Rate is \$2,300 per acre

From **Table 6**, Relative Structure Value is \$111.67 per square foot,

$$SDA = ([2,800] \times [111.67]) = 312,676$$

$$LDA = ([175] \times [2,300]) = 402,500$$

**DC** Calculation:

From **Table 7**, the Relative Runoff Factor is 0.3,

$$DC = [175] \times [0.3] = 52.50$$

**EBU** Calculation:

$$EBU = (312,676 \times 0.000016883) + (402,500 \times .000133760) + 52.50 = 111.617$$

Assessment Calculation:

$$[Proposed Parcel Assessment] = [111.617] \times [\$69.87] = \$7,798.68$$



**Example 2**

Assume a 250-acre Agricultural Parcel with no identified Structures.

Land Use Category is Agricultural

Parcel receives both levee and drainage services.

**SDA & LDA Calculation:**

From **Table 4**, the Land Damage Rate is \$2,300 per acre

From **Table 6**, Relative Structure Value is \$111.67 per square foot,

$$SDA = 0$$

$$LDA = ([250] \times [2,300]) = 575,000$$

**DC Calculation:**

From **Table 7**, the Relative Runoff Factor is 0.3,

$$DC = [250] \times [0.3] = 75$$

**EBU Calculation:**

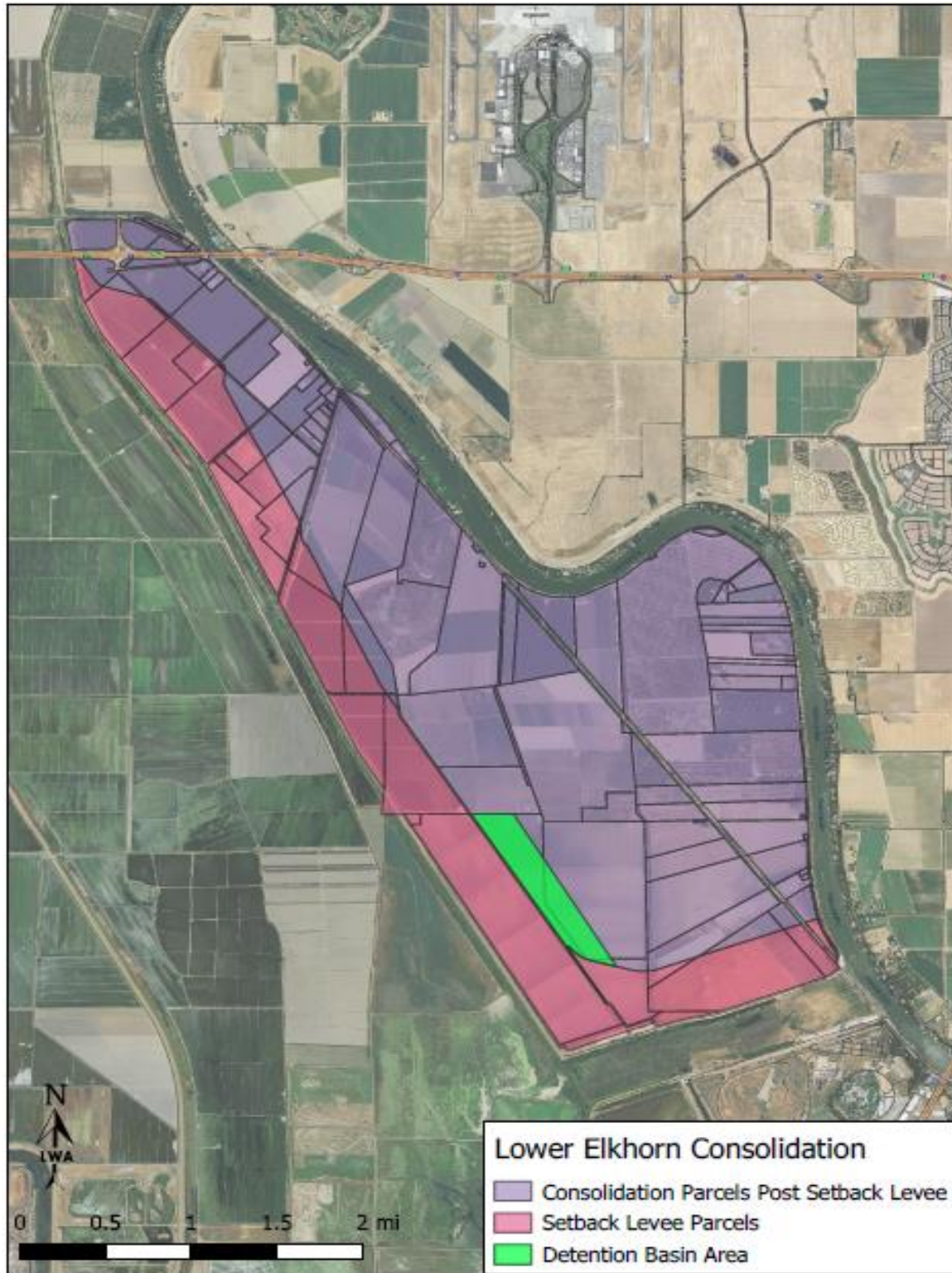
$$EBU = (575,000 \times 0.000133760) + 75 = 151.912$$

**Assessment Calculation:**

$$[\mathbf{Proposed\ Parcel\ Assessment}] = [151.912] \times [\$69.87] = \$10,614.09;$$

Rounded down to nearest even cent : \$10,614.08

**Figure 1: Proposed Assessment Boundaries**



## **Special Considerations**

### ***Public Parcels***

Consistent with the requirements of Proposition 218, all publicly owned parcels are assessed proportionately to the special benefit they receive from OMRR&R of the levees. That is, public parcels are treated the same as privately owned parcels for assessment calculation purposes. To calculate assessments for these parcels, a land use category was assigned to each public parcel based on its current use.

### ***Assessments Prior to LEBLS***

The assessment rate established in this report is based on the benefit received by properties in the District following construction of the Lower Elkhorn Basin Levee Setback project. Prior to construction of the setback levee, the District is required to maintain the Yolo Bypass East Levee and, as a result, all properties within the district prior to construction of the setback levee will receive a benefit from maintenance of the Yolo Bypass East Levee. In accordance with state law, all parcels that benefit must be assessed. Therefore, parcels, or portions thereof, located within the future setback levee project footprint will be assessed at the same rate established above for purposes of maintaining the Yolo Bypass East Levee. As the levee setback project advances and rights-of-way are acquired for lands within the project footprint, any changes in parcel characteristics, such as a change in acreage or land use type, will result in adjustments to the assessments in accordance with the Engineer's Report.

## Section 5. Assessment Administration

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### Implementation

#### *Schedule for Collection*

If property owners approve the proposed assessment, the District intends to commence collection of the assessment in FY 2020/21 and continue every year thereafter. Beginning in FY 2020/21, the District Board of Trustees will establish the Assessment Rate each year which will not exceed the maximum approved by property owners plus an annual escalation as described below. The proposed assessment will remain in effect until terminated by the District Board of Trustees.

#### *Annual Escalation*

In order to ensure that the District is able to provide the needed services over time, it may be important to increase the Assessment Rate (as defined in **Section 4**) subject to the rising costs of labor and materials over time. The Assessment Engineer has determined that an appropriate escalation factor is reflective of construction labor and materials used for the services provided. Therefore, beginning in FY 2021/22, the maximum authorized Assessment Rate will be subject to an annual inflationary escalator pursuant to Government Code §53739(b) based on the annual change in the Consumer Price Index June to June CPI-W – Size Class B/C, all Items, with Base Period December 1996 = 100, published by the U.S. Department of Labor, Bureau of Labor Statistics, subject to a minimum of zero percent and a maximum of 2% in any given year. The District Board may elect to levy the Assessment up to the maximum authorized Assessment Rate in any given year, based on an annual budget analysis.

### Appeals of Assessments Levied to Property

#### *Appeals Process*

Any property owner who believes his or her property should be reclassified and the individual assessment adjusted may file a written appeal with the General Manager of the District or his or her designee. Any such appeal is limited to correction of an assessment during the then-current fiscal year and for future years.

All appeals must include a statement of reasons why the property should be reclassified and may include supporting evidence. On the filing of any such appeal, the General Manager, or his or her designee, will promptly review the appeal and any information provided by the property owner and may investigate and assemble additional evidence necessary to evaluate the appeal. If the General Manager finds that the individual assessment should be modified, the appropriate changes will be made to the Assessment roll. If any such changes are approved after the Assessment roll has been filed with the County for collection, the General Manager is authorized to refund the property owner the amount of any approved reduction to the individual assessment for the then current fiscal year. In the event that an appeal is filed and a subsequent adjustment is resulting in a refund, refunds for any prior year's assessments paid before the appeal was filed will not be made.

If a landowner disputes the decision of the General Manager, a secondary appeal may be made to the District's Board of Trustees, which will consider the matter at a regularly scheduled Board meeting. Any decision made by the Board of Trustees shall be final.

### ***Impact of Appeals During Formation Period***

The data being used by the Assessment Engineer to generate the Assessment Rate defined in the **Assessment Methodology** section comes from the Yolo County Assessor. While the data from the Yolo County Assessor is assumed to be accurate, its primary purpose is for use by the Yolo County Assessor and is subject to the Assessor's standards for accuracy and frequency of update. Because this data is not maintained by the Assessor in a form designed to support this special benefit assessment effort, the Assessment Engineer has worked to refine the data so it properly reflects the conditions present in the physical benefit area.

However, throughout the formation period, data errors and discrepancies with the data may surface and require modification of the assessment calculation for various parcels. Changes in the data for a particular parcel without a corresponding change in the Assessment Rate established by this report will, by definition, change the total amount of assessment levied and collected for that particular parcel. For example, if the data assumes the existence of a house and that house has since burned down and has not been reconstructed, once the database is corrected the rates will generate a smaller total assessment. On the other hand, if the data assumes an empty lot where a house has since been constructed, once the database is corrected the rates will generate a larger total assessment. Due to the database being constantly refined (either through internal review or an external appeal process), it is infeasible to fine-tune the rates between the Preliminary Engineer's Report and the Final Engineer's Report. In addition, because changes to the database will either increase or decrease the total amount assessed, it is presumed that these amounts will roughly offset each other. Therefore, although minor changes to the database will continue to be made during the formation period, the Assessment Rate proposed in this Report will not be fine-tuned, even though that will result in a total assessment which may be slightly less than or slightly more than the amount determined for the development of this report.

### **Future Land Use Changes**

It is anticipated that changes in land use may occur in the District over time. To accommodate for these changes, individual property characteristics will be reviewed and updated as needed on an annual basis for determining the individual property assessments for the following fiscal year. The annual assessment would increase or decrease depending on the change in land use and/or changes to improvements on the property.

## Section 6. Conclusion

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It is concluded that the proposed assessments do not exceed the reasonable cost of the proportional special benefit conferred on each property assessed.

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Scott L. Brown, P.E.

**Appendix A**  
**Proposed Assessment Roll**

## Reclamation District #537 Assessment Roll

APN	Assessment Total	APN	Assessment Total
042-250-032-000	\$14,385	042-300-012-000	\$788
042-320-003-520	\$49	042-320-016-000	\$1,312
042-330-003-520	\$52	042-320-030-000	\$687
042-330-005-000	\$3,653	042-320-038-000	\$4,515
042-290-011-000	\$2,134	042-300-003-000	\$398
042-300-013-000	\$1,498	057-220-004-000	\$485
057-240-002-000	\$25	042-300-007-000	\$296
057-240-009-000	\$2,585	042-320-002-000	\$406
042-310-006-000	\$376	042-320-003-510	\$147
042-320-005-000	\$3,073	042-320-004-000	\$1,371
042-320-006-000	\$2,129	042-330-003-510	\$155
042-320-013-000	\$437	042-330-004-000	\$7,298
042-320-014-000	\$194	042-300-004-000	\$362
042-320-024-000	\$359	042-310-008-000	\$9,056
057-210-001-000	\$1,234	042-310-007-000	\$376
057-210-002-000	\$699	042-250-009-000	\$1,157
057-210-009-000	\$354	042-250-016-000	\$2,339
057-210-010-000	\$803	042-250-017-000	\$2,176
057-210-011-000	\$53	042-250-019-000	\$181
057-220-001-000	\$45	042-250-020-000	\$25
057-220-002-000	\$319	042-310-015-000	\$6,808
057-220-006-000	\$2,367	042-280-009-000	\$1,447
057-220-007-000	\$3,312	042-280-010-000	\$9,098
057-230-001-000	\$854	042-280-017-000	\$1,394
057-230-002-000	\$3,218	042-250-014-000	\$2,165
057-230-003-000	\$4,754	042-250-018-000	\$25
057-240-005-000	\$2,097	042-280-002-000	\$2,082
057-240-007-000	\$4,767	042-280-003-000	\$6,139
042-290-001-000	\$427	042-280-011-000	\$665
INTERSTATE 5	\$601	057-220-005-000	\$591
042-310-014-000	\$4,371	799-000-042-000	\$479
042-300-005-000	\$445	799-000-053-000	\$1,910
042-290-008-000	\$2,861	057-210-007-000	\$36
042-320-033-000	\$25	057-210-008-000	\$25
042-320-035-000	\$17,544	057-210-018-000	\$146
042-250-030-000	\$1,392	057-220-003-000	\$99
042-320-028-000	\$1,485	042-320-015-000	\$811
042-320-026-000	\$435	042-250-025-000	\$2,098
042-280-004-000	\$396	042-250-027-000	\$236
042-280-005-000	\$40	042-320-025-000	\$1,074
042-280-006-000	\$543	042-320-027-000	\$1,044
042-280-007-000	\$3,913	057-240-006-000	\$471
042-340-003-000	\$25	042-300-002-000	\$195
042-250-006-000	\$2,612	042-300-006-000	\$156
042-250-007-000	\$1,014	057-210-004-000	\$72
042-320-021-000	\$3,906	042-300-008-000	\$273
042-320-012-000	\$1,028	042-300-009-000	\$350
042-250-003-000	\$1,231	042-290-006-000	\$2,549
042-250-004-000	\$7,843	042-290-009-000	\$1,997
042-320-029-000	\$1,120	042-300-010-000	\$779
042-320-031-000	\$624	042-310-003-000	\$799
042-330-001-000	\$8,141	042-310-010-000	\$5,592
042-330-002-000	\$3,559	042-310-011-000	\$10,246
042-330-006-000	\$4,895	042-310-013-000	\$668
042-340-004-000	\$25,265	057-210-019-000	\$49
042-340-005-000	\$12,951	042-320-037-000	\$430





## RECLAMATION DISTRICT 1000

DATE: October 11, 2019

AGENDA ITEM NO. 7.1.1

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TITLE: Committee Meeting Minutes

SUBJECT: Meeting Minutes from Committee Meetings Since the September Board Meeting

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### EXECUTIVE SUMMARY:

#### Executive Committee Meeting – September 26, 2019

A meeting of the Reclamation District No. 1000 Executive Committee was held on Thursday, September 26, 2019 at 8:00 a.m. at the District office. In attendance were Trustees Smith and Barandas. Staff in attendance was General Manager King. Also, in attendance were Natomas Mutual Water Company Board Members Lauppe and Penning and Natomas Mutual Water Company General Manager Gray. No members of the public were present and therefore no public comments were made.

Presented below are the topics covered during the meeting followed by the minutes/discussion for each topic.

1. Introduction
2. Summary of current year irrigation and flood operations
  - a. GM Gray gave a brief overview of the current irrigation season and other water company related projects.
  - b. GM King gave an update on the District's current and future planned projects as well as pre-flood season activities.
3. Current Issues
  - a. Grower related issues
    - i. The committee discussed various issues related to concerns growers within NWMC are having with aquatic vegetation in the drainage system. There is a sense that the District's drainage channels are not being maintained at the same levels they were five (5) years ago. GM King will investigate what changes, if any, have occurred over the last five (5) years to identify where improvements can be made to the maintenance program.
  - b. Communication between RD1000 and NMWC and Growers.
    - i. The committee discussed ways to improve communication and reduce frustrations between the agencies. Both agencies agreed to be more proactive in communicating operational and maintenance plans moving forward.

**TITLE: Committee Meeting Minutes**

- c. RD1000/NMWC Staffing Issues
  - i. The committee discussed various staffing and resources issues and how the agencies can work together collaboratively for mutual benefit.
- d. Re-Flood – duck club damage of access roads
  - i. The committee discussed re-grading of access roads which get damaged after use during the flood season by duck hunt clubs.

With no further business on the Executive Committee Agenda, the meeting was adjourned at 9:45 a.m.

**Executive Committee Meeting / Special Board Meeting – October 2, 2019**

A meeting of the Reclamation District No. 1000 Executive Committee/Special Board Meeting was held on Wednesday, October 2, 2019 at 8:00 a.m. at the District office. In attendance were Trustees Smith, Barandas, Burns and Harris. Staff in attendance was General Manager King. No members of the public were present and therefore no public comments were made.

General Manager King presented the proposed agenda for the October 11, 2019 Board of Trustees meeting. The committee reviewed the agenda and items of particular discussion are provided below:

- Agenda Item 6.1 – Ratification of Funding Agreement. GM King presented a new process for entering into funding agreements for proposed development project processing. The committee liked having a formal agreement with developers to ensure the District is recovering costs for review of development projects. GM King confirmed that the District would be using the Sutter Pointe Phase I Funding Agreement as a template for future development project processing.
- Agenda Item 6.3 – Reclamation District 537 Assessment Ballot. GM King presented the assessment ballot the District received from RD 537. The committee asked to have substantial background materials included in the Staff Report to understand the proposed assessment increase for the 159+ acres the District owns within RD 537.

The Executive Committee approved the October 11, 2019 Board Agenda and with no further business on the Executive Committee Agenda, the meeting was adjourned at 9:05 a.m.

**STAFF RESPONSIBLE FOR REPORT:**



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Kevin L. King, General Manager

Date: 10/04/2019