



Emergency Operations Plan

City of Roseville *Emergency Management*

311 Vernon St. | Roseville, CA 95678
www.roseville.ca.us

EMERGENCY OPERATIONS PLAN

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TETRA TECH

Tetra Tech, Inc.

2301 Lucien Way Suite 120 | Maitland, FL 32751

www.tetrattech.com

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PREFACE

The Emergency Operations Plan (EOP) outlines how the City of Roseville—its government, stakeholder agencies, community groups, business community, and residents—coordinates its response to major emergencies and disasters. This plan is regularly reviewed and updated by staff and approved by the City Council.

The EOP identifies operational strategies and plans for managing inherently complex and potentially catastrophic events. City assets, resources, and departments are potentially vulnerable and may become overwhelmed. A primary goal of the EOP is to promote flexibility whenever possible based on good judgment and common sense. This document facilitates emergency response and short-term recovery functions for emergencies and disasters that are outside of the scope of normal City operations.

Roseville has officially adopted and integrated the following emergency management, response, and coordination systems:

- Incident Command System (ICS)
- Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)
- National Response Framework (NRF)

This EOP addresses the following phases of emergency management:

- Preparedness
- Response
- Recovery
- Mitigation

The City has adopted a “whole community” approach that actively promotes the inclusion and integration of community partners, neighbors, residents, people with disabilities and access and functional needs, people with language or cultural differences, and other stakeholders in all phases of emergency management planning. Through such collaboration, the City will be better prepared to meet the needs of its residents and daytime populace alike.

The City’s Emergency Operations Center (EOC) provides a centralized location where emergency management coordination and decision-making can be supported during a critical incident, major emergency, disaster, or significant event. When activated, the EOC provides support for critical tasks related to communications, coordination, resource management, and executive leadership.

If Roseville determines that the effects of an emergency are beyond the capability of local resources or may become so, a local emergency can be proclaimed. A local proclamation of emergency allows the city manager to serve as the Director of Emergency Services to take measures necessary to protect and preserve public health and safety and support requests for county, state, and federal assistance. A proclamation also provides City staff with additional powers and authorities to increase the speed and effectiveness of City response activities.

The EOP is organized and defined as follows:

Basic Plan (also referred to as EOP in this document)—Presents the planning assumptions, policies, and concept of operations that guide the responsibilities for emergency preparedness, response, recovery, and mitigation for Roseville.

- **Appendix**—Additional information on the Emergency Action Plan (Planning P), Roles and Responsibilities, and a profile of Roseville
- **Annexes**—Hazard specific and functional applications of the EOP

A number of other City plans, procedures, and other documents support or relate to this EOP.

AUTHORITY, APPROVAL & DISTRIBUTION

This Emergency Operations Plan is sanctioned under the authority of the Roseville Municipal Code (City of Roseville, 2024) and issued under the authority of the Director of Emergency Services. State authority can be found, in part, in the California Emergency Services Act (State of California, 2015), the Standardized Emergency Management System (California, 2023) and various other codes and regulations. Federal authority is found in the Robert T. Stafford Act (FEMA, 2019), Homeland Security Presidential Directive 5 (FEMA, 2003) and Presidential Policy Directive 8 (DHS, 2011). The systems used nationally are the National Incident Management System (FEMA, 2017) and the National Response Framework (FEMA, 2019).

This document shall be the official Emergency Operations Plan for the City of Roseville and shall supersede all previous plans for this purpose. 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 is approved by the City Manager for the City of Roseville and adopted by the City Council. Copies of the plan will be distributed electronically to each City Department, the EOC, and EOC section chiefs.

City of Roseville

Dominick Casey, City Manager

Date

EOP ADOPTION RESOLUTION

Disclosure Exemptions

While sections of this document may be available for public review, other portions may contain sensitive information relevant to the emergency response operation of the City of Roseville. Portions that include information with significant implications on city, county, state and /or national security are placed in attachments that are exempt from public disclosure under the provisions of the California Public Records Act § 7920 *et seq.*

Liability Exemption

Incident response sometimes requires that decisions may occur under adverse conditions and situations. Government agencies and entities operating in concert with the EOP shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

Adherence to the Plan (EOP)

Information provided in this plan, appendices, and annexes is guidance and not policy. Decisions and directions about the most appropriate approach and course of action for response and recovery may be influenced by various factors and may be determined based on the best information available at the time.

BASIC PLAN

1.0 INTRODUCTION

The EOP serves as a significant document for Roseville’s emergency management activities. While resources may be called upon as needed, responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure adequate preparedness, City departments should actively participate in preparedness and planning activities including the development of departmental plans, policies and procedures as necessary to fulfill assigned roles and obligations.

The EOP embraces the Federal Emergency Management Agency’s (FEMA) “whole community” approach to emergency management as outlined in FEMA’s Comprehensive Preparedness Guide (FEMA, 2021). In addition to Roseville’s resources, recognizes the role of non-governmental organizations (NGOs), community-based organizations (CBO), faith-based organizations (FBO), private-sector businesses, educational institutions, and other stakeholders. Additionally, the EOP is intended to reflect the wide variety of support that may be required by residents, visitors, and businesses, including people with disabilities and others with access or functional needs. Consideration for people with disabilities, access or functional needs will be given in emergency planning. The City’s emergency management program embraces the whole community approach.

Certain groups and organizations will need to interface with the City’s Emergency Operations Center (EOC) and among one another, including in circumstances where normal telecommunications may be impaired. By understanding the elements of this plan, the City and such organizations can facilitate that process.

Members of the community should be aware of the potential risks and hazards that are present and the responsibility to be prepared.

1.1 Purpose

The purpose of this EOP is to provide and outline the framework, concepts, and policies of Roseville’s emergency procures and operations to ensure effective management and coordination of the City’s response to emergencies and disasters. It identifies roles and responsibilities for various individuals and departments as they pertain to preparedness, response, recovery, and mitigation activities. This plan serves as a foundational document for other City plans, as well as a reference document for other government and non-government organizations and entities. It is intended to be used in concert with other related plans, such as mitigation, recovery, and continuity of operations. This EOP complies with current federal, state, and local laws and regulations and incorporates best practices. Reference related to best practices includes, but is not limited to, guidance from Cal OES - [Cal OES Best Practices](#). Consistent with emergency management practices, the EOP will be reviewed and updated as outlined in Section 9.0 or following trainings and/or exercises or significant incident or event.

1.2 Goals and Objectives

The overall objective of emergency management is to ensure the effective coordination of response forces and resources in preparing for and responding to situations associated with natural disasters,

technological incidents and national security emergencies. To carry out its responsibilities, the emergency management organization will accomplish the following objectives during an emergency/disaster:

- Goal 1: Save Lives
 - Objective 1.1: Prepare and disseminate emergency public information to alert, warn, and inform the public.
 - Objective 1.2: Provide effective life safety measures.
- Goal 2: Incident Stabilization and Restoration of Essential Services
 - Objective 2.1: Maintain overall coordination/support of emergency response and recovery operations.
 - Objective 2.2: Coordinate and liaise with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
 - Objective 2.3: Establish priorities and resolve conflicting demands for support.
 - Objective 2.4: Provide accurate documentation and records required for cost recovery efforts.
 - Objective 2.5: Provide for the rapid resumption of impacted businesses and community services.
- Goal 3: Protection of Property and the Environment
 - Objective 3.1: Provide effective response efforts to reduce property loss and damage to the environment.

1.3 Scope

The EOP serves as the foundational document for the City's emergency management activities. The EOP applies to any significant emergency association with any hazard or threat, natural, technical, or human-caused, which may affect the City and result in a planned, coordinated response effort by City agencies. While all City resources may be called upon as needed, specific departmental responsibilities are outlined in the EOP Basic Plan and associated annexes. To ensure the City is adequately prepared, all City departments are required to actively participate in preparedness and planning activities to include the development and review of departmental plans, policies, procedures, resource information and contact information as necessary to fulfill their assigned roles and obligations.

1.4 Limitations

While many of the elements outlined in the EOP are designed for flexibility and can be utilized as needed to address a number of emergency and non-emergency events, some activities require special activation or a formal disaster declaration by the City Council. Similarly, the EOP is not meant to outline procedures for routine incidents or minor emergencies which are adequately addressed through existing processes.

The EOP 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 the EOP may be required, based upon evolving needs and available resources.

With this in mind, the EOP 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 EOP and its associated annexes, appendices, or plans.

1.5 Situation / Hazard Assessment

The City of Roseville lies to the west of the foothills of the Sierra Nevada Range, about 16 miles northeast of downtown Sacramento. It is the largest city in Placer County and has experienced considerable residential and commercial growth in the past two decades. Primary transportation routes into and out of the City include Interstate 80 and California Highway 65. Emergency management is based on an understanding of a jurisdiction’s risk. The City has undergone multiple hazard analysis in alignment with state and federal guidance. The City has an approximate population of 154,329 (State of California - Department of Finance, 2024) and covers a geographic area of approximately 42 square miles.

Roseville will provide a response which is commensurate with the available staffing and resources at its disposal. Roseville may not have the capability and resources to provide adequate response for all emergencies and incidents during disasters. As warranted, the City can request additional assistance through the Placer County Operational Area and subsequently the State of California.

In 2023, the City updated its Hazard Mitigation Plan (Roseville, 2023). During the update, the City conducted a risk and vulnerability assessment and identified the hazards listed below as either high or medium. Detailed information and maps regarding the specifics of each hazard can be found in the plan update. The City’s current Hazard Mitigation Plan identifies the following as the high and medium natural hazards for the City:

Hazard Type	Category
Severe Weather	High
Earthquake	High
Wildfire	Medium
Dam Failure	Medium
Flood	Medium

1.6 Planning Assumptions

The following assumptions may be viable during emergency and/or disaster operations:

- Roseville is susceptible to a number of hazards and risks that may result in critical incidents which may include natural, technological, or human caused.
- Emergencies may occur at any time with little or no warning and may exceed the capabilities of local, state, and federal governments, and the private sector in the affected areas.
- All City departments will participate in planning and preparedness activities as required.
- City personnel will be adequately trained to perform the emergency roles to which they are assigned.

- The City’s EOC may be partially or fully activated to support operations during critical incidents.
- The City of Roseville is primarily responsible for emergency action within their municipality and will commit all available resources to save lives, minimize injuries to persons, and minimize damage to property and the environment.
- City departments will participate during a significant emergency or disaster; however, personnel may be unavailable or unable to report to work.
- Roseville will utilize SEMS, ICS, and NIMS in emergency response and management of operations.
- The City will commit their resources to a reasonable degree before requesting mutual aid assistance.
- Non-essential City operations may be reduced or cancelled in order to prioritize resources.
- Following a major disaster or catastrophic incident, Roseville may have to rely on their own resources to be self-sustaining until mutual aid is available.
- Transportation infrastructure may be disrupted and access to critical facilities may be blocked.
- Critical infrastructure and utilities (natural gas, water, electricity, sanitary sewer, garbage, recycling, communications, among others) may be severely impacted.
- Residents, businesses, and other entities may need to be self-sufficient for one week or more.
- Reasonable accommodations will be made for people with disabilities and/or access and functional needs, but additional planning, resources, and support may be required during emergencies.

2.0 CONCEPT OF OPERATIONS

In accordance with state and federal laws and guidance, the City of Roseville has officially adopted and integrated the following emergency management, response, and coordination systems into the current emergency management operations:

- Incident Command System
- Standardized Emergency Management System
- National Incident Management System NIMS

Collectively, the congruent operational systems outline how critical incidents, emergency, and disasters will be coordinated in the field, and all levels of government – local, county, regional, state and federal.

2.1 Field-Level Coordination

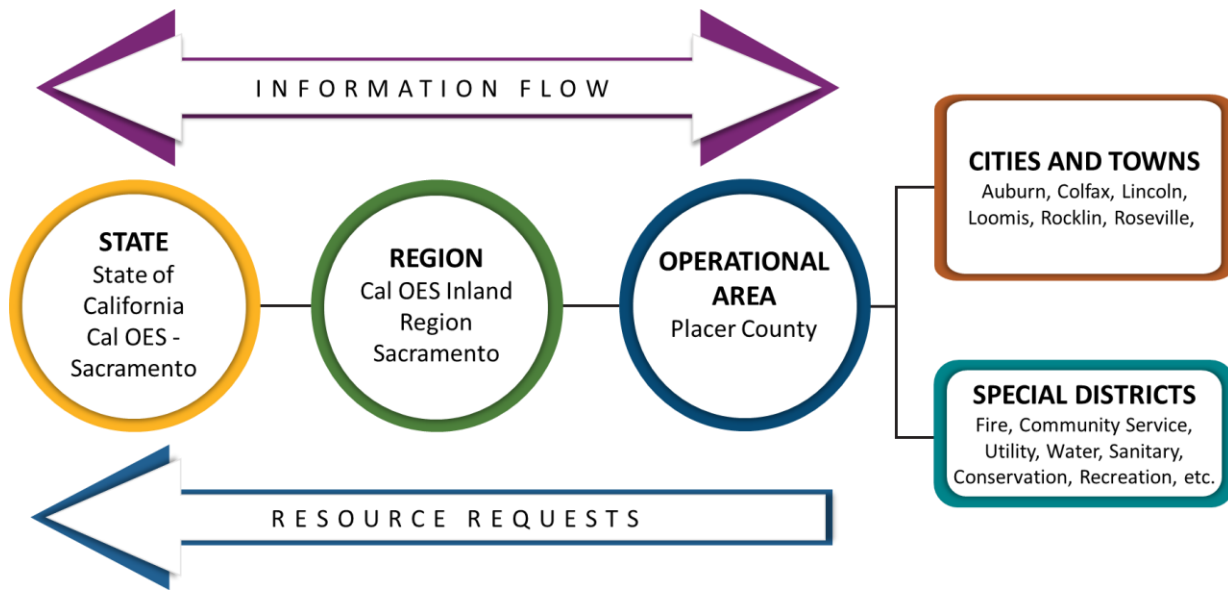
As mandated by both SEMS and NIMS, Roseville utilizes the Incident Command System (ICS) to manage response activities in the field. ICS provides for common terminology, processes, and position titles, while allowing the delegation of functions (or tasks) to subordinate positions in order to promote proper span of control and unity of command. ICS is applicable to any size incident and is designed to be scalable as the needs of an incident expand or contract. When utilized, the standardization of ICS principles and nomenclature is capable of integrating large numbers of personnel from disparate organizations.

2.2 Local, Regional, and State-Level Coordination

2.2.1 Standardized Emergency Management Sections

SEMS is intended to standardize response in emergencies and is intended to be flexible and adaptable to the needs of the emergency responders. SEMS forms the foundation of emergency management

organization throughout the State of California and its use is required by all jurisdictions. SEMS requires agencies use basic principles and components of emergency management including Incident Command System, multi-agency coordinator, operational area concept and established mutual aid systems. Local government must use SEMS to be eligible for state funding of response-related personnel costs. SEMS utilizes five organizational tiers which are activated as need be and they consist of: field response, local government, operational area, regional, and the state. Roseville has incorporated the use of SEMS into its emergency management program.



2.2.2 Multi-Agency Coordination System (MACS)

The Multi-Agency Coordination System (MACS) is a part of NIMS and provides the basic architecture for facilitating the allocation of resources, incident prioritization, coordination and integration of multiple agencies for large-scale incidents and emergencies. A MAC group is made up of administrators or designees authorized to represent or commit agency resources and funds. MAC groups do not have direct involvement in the incident(s) and may function virtually. The principal functions and responsibilities associated with MACS include:

- Situation awareness / assessment
- Incident priority determination
- Critical resource acquisition and allocation
- Anticipating / identifying future resource requirements
- Coordinating policy issues
- Providing strategic coordination
- Joint Information Systems

Examples of a MAC Group include policy groups (elected or appointed officials), emergency management committees (emergency managers, first responders and allied agencies), or multiagency committees such as Incident Management Teams (IMT) or Emergency Management Planning Committees.

2.2.3 Field Response

Field response includes on-scene activities and coordination, consistent with ICS, to make tactical decisions in direct response to the emergency of disaster. The field response is managed through an Incident Command Post (ICP). Resource requests and situation reports are routed from the field to the next SEMS organizational level, either through participating response agencies or the local EOC if activated.

During an incident or event when multiple agencies and/or jurisdictions are involved, Unified Command (UC) as part of ICS may be implemented. The role of incident commander would be shared by multiple individuals in unified command.

2.2.4 Local Government

The City of Roseville, as a local government, retains the responsibility and authority for managing response activities within its jurisdiction. To support these efforts, the City may activate its EOC and Departments may activate respective Department Operations Center (DOCs). The EOC provides agency coordination, provides logistical support, establishes common operating procedures, identifies overarching priorities, and prioritizes available resources. Additionally, the EOC coordinates with Placer County Operational Area (OA)/County EOC.

2.2.5 Operational Area

The Operational Area (OA) provides response coordination for all political subdivisions within the county's jurisdiction. The OA coordinates response activities within the county's jurisdiction through the County EOC, if activated. The OA serves as a link to the regional level and other OAs within the region.

Roseville is part of the Placer County Operational Area and coordinates with the Placer County Office of Emergency Services (OES). The City participates in Placer County OA planning and during a critical incident, coordinates with the OA, through either the Placer County OES or the Placer County EOC, if activated.

2.2.6 Regional

The State of California is divided into three regions that each maintains Regional Emergency Operations Centers (REOC) to coordinate resource requests, support mutual aid, and promote situational awareness between their respective OAs. The City of Roseville and Placer County are in the Inland Region.

2.2.7 State

The Governor, through California Office of Emergency Services (Cal OES) and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. Placer County is part of the OES Inland Region. Requests that exceed the capabilities of the Operational Area will be forwarded to the Region.

The Cal OES Director, assisted by State agency directors, their staff, and volunteer agency staff will constitute the State emergency management staff.

2.2.8 Mutual Aid

The California Mutual Aid System operates within the framework of the California Master Mutual Aid Agreement (MMAA) and under the authority of the California Emergency Services Act. The system allows for the mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the state with the intent to provide requesting agencies with adequate resources. Mutual aid is utilized by primary response disciplines:

- Fire and Rescue
- Law Enforcement
- Coroner / Medical Examiner
- Emergency Management
- Medical & Health

Mutual Aid Response Discipline	Coordinating Agency	Mutual Aid Elements Included
Fire and Rescue	Cal OES Fire and Rescue Branch	Fire and Rescue Mutual Aid Urban Search and Rescue Mutual Aid Hazardous Material Mutual Aid
Law Enforcement	Cal OES Law Enforcement Branch	Law Enforcement Mutual Aid Search and Rescue Mutual Aid
Coroner/Medical Examiner	Cal OES Law Enforcement Branch	Coroner/Medical Examiner Mutual Aid
Emergency Management	Cal OES Emergency Management	Emergency Management Mutual Aid Public Utilities Mutual Aid Water/Wastewater Agency Response Network
Medical and Health	California Emergency Medical Services Authority	Disaster Medical and Health Mutual Aid

The California Mutual Aid System includes six mutual aid regions in order to facilitate the coordination and flow of mutual aid requests. As part of the Cal OES Inland Region, Roseville and the Placer (County) Operational Area are part of Mutual Aid Region II.

The system includes a number of discipline-specific mutual aid systems that operate through designated mutual aid coordinators at the Operational Area, regional, and State levels. Mutual aid requests are coordinated within their geographic area before unfilled requests are forwarded to the next level. Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system and by emergency management staff at the local government, operational area, regional, and state levels.

2.3 National Incident Management System

NIMS provides a comprehensive national framework for incident management applicable at all jurisdictional levels and across all functional disciplines. The majority of NIMS requirements applicable to the City of Roseville, including the adoption of ICS. Additional elements of NIMS outline coordination between federal agencies and the use of federal assets and resources.

NIMS is built on the following three components:

- Resource Management
- Command and Coordination, including the Incident Command System
- Communications and Information Management

2.4 National Response Framework

The National Response Framework (NRF) is built upon the premise that incidents are typically handled at the lowest jurisdictional level. The NRF provides the framework for federal interaction with state, local, tribal, private sector and non-governmental entities in the context of domestic incident management to ensure timely and effective federal support.

3.0 EMERGENCY MANAGEMENT ORGANIZATION

The City's Municipal Code (City of Roseville, 2024) outlines the purpose of emergency services for the preparation and carrying out of plans for the protection of people and property within respective city in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions with all other public agencies, corporations, organizations, and affected persons.

3.1 Director of Emergency Services

Roseville's Municipal Code designates the City Manager as the Director of Emergency Services who has the responsibility and authority for managing the emergency organization with their city. The Director of Emergency Services may appoint an assistant director to be confirmed by the city council.

3.2 Disaster Council

The City's Municipal Code establishes a Disaster Council which consists of the following people:

- Mayor (chair)
- Director of Emergency Services (vice-chair)
- Assistant director of emergency services
- Such chiefs of emergency services as provided for in the current emergency plan
- Such civic, business, labor, veterans, professional or other organizations representatives who have an official emergency responsibilities

The Disaster Council is empowered to develop and recommend for adoption such emergency and mutual-aid plans and agreements, ordinances, resolutions, rules, and regulations that are necessary to implement these plans and agreements. The council shall meet when called by the chair or when absent by the vice chair.

3.3 City Employees

One of the greatest resources for the City of Roseville is its employees. California Government Code designates that all public employees are Disaster Services Workers (DSWs). (State of California, 2013) Any employee of the City of Roseville may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require services at locations, times, and under conditions that are significantly different than normal work assignments and may continue into the recovery phase of emergency.

3.4 Placer County Office of Emergency Services

Placer County Office of Emergency Services provides Operational Area (OA) coordination during disasters and emergencies and assists jurisdictions with preparedness, mitigation, recovery, and response efforts.

Placer County OA would be the next SEMS level of providing the City with support and resources during and after an emergency or disaster.

4.0 EMERGENCY MANAGEMENT PHASES

Emergency management is divided into various phases with each of these phases bending in to the next one. There is no clear demarcation of when one phase starts and another one ends. Elements from each phase may be used to support or augment elements from another phase.



4.1 Preparedness Phase

The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These activities focus on maintaining or improving capabilities that will be used in the response or recovery phases. Preparedness actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare checklists detailing assignments, notification rosters, resource lists and other useful documents. Personnel should be acquainted with these documents through periodic training and reviews.

4.1.2 Planning

Emergency planning includes a wide variety of plans at the strategic, operational, and tactical levels. Strategic plans include the EOP and many of its associated hazard-specific or functional annexes, while operational and tactical planning includes more detailed information such as standard operating procedures (SOP), checklists, personnel assignments, notification rosters, resource lists, and forms.

All City departments are required to participate in the development of relevant strategic and operational plans while ensuring that internal tactical planning is sufficient to meet the needs of their outlined roles and assigned objectives. This includes the development of department-specific SOPs required to meet the objectives outlined for each department.

4.1.2.1 Continuity Planning

Disasters or major emergencies have the potential to disrupt or interrupt critical and essential City services that are vital to the health and welfare of its residents. Planning for such possibilities addresses the continuation of government and succession of officers. To ensure this continuity the City will address the following:

- Identification and prioritization of essential services
- Establishment, promulgation and maintenance of orders of succession
- Identification of delegation of authority
- Identification of continuity of communication
- Identification and maintenance of continuity of facilities
- Maintenance of vital records
- Establishment of process of reconstruction
- Development of an effective test, training and exercise program to support continuity efforts
- Development of a Continuity of Operations Plan (COOP) – detailed and comprehensive information is contained in the COOP plan; the COOP Plan should be used in concert with the EOP

4.1.3 Training

Training is an essential component of preparedness and greatly impacts the ability to respond to and recover from a critical incident.

The City facilitates trainings and regularly communicates opportunities to City and fire staff members. Additionally, the cities prioritize trainings that promote staff understanding and familiarity with the following concepts:

- Incident Command System (ICS)
- California Standardized Emergency Management System (SEMS)
- National Incident Management System (NIMS)
- California Disaster Service Worker (DSW) [CA Government Code 3101]
- EOC Functions
- EOP Orientation

The City Manager or designee will ensure that staff members assigned to the EOC are adequately trained and competent to fulfill their designated responsibilities. Staff members are encouraged to engage in ongoing emergency management training to be familiar with current plans and guidance and capable of fulfilling the EOC role to which they are assigned.

4.1.4 Exercises

Exercises are a primary tool for assessing preparedness and identifying areas for improvement. They are a valuable method to validate plans and train personnel. Roseville incorporates guidance from the Homeland Security Exercise and Evaluation Program (HSEEP) in the development of its exercises.

A variety of exercises and trainings are used to assess capabilities and prioritize future planning and training needs. By simulating potential response and recovery scenarios, Roseville is able to validate existing plans and determine where additional training might be needed. The City's Emergency Management Team Coordinators will develop an Integrated Preparedness Plan (IPP) that incorporates a

building block approach in the development of planned exercises to facilitate increasing awareness and knowledge.

4.1.5 Public Awareness & Education

The Roseville Fire Department, other City departments, and their partners promote public awareness and education in order to strengthen overall preparedness, awareness, and community resilience. By providing community education, outreach, training, and coordination, the City increases the ability of community members and organizations to adequately prepare for and meet their own needs. By promoting self-reliance and preparedness, the city reduces the overall burden on resources and competing needs that may arise during critical incidents.

Public Education is an essential tool to teach residents how to prepare for, react to and recover from a major emergency or disaster.

Residents should take advantage of various emergency preparedness information and resources from City, County, State, and Federal governments among other sources and incorporate recommended practices into their regular routines.

Examples of pre- and post-awareness and education include:

- Emergency supply checklist
- Family reunification plan
- Family communication plan
- Business evacuation plan and checklist
- Emergency contact list
- Storage of essential data and information (e.g., flash drive)
- Business recovery plan
- Family recovery plan

Example of outreach efforts may include, but are not limited to:

- Schools
- Community and neighborhood groups and organizations
- Businesses including chamber of commerce
- Public safety fares
- Fire station tours
- Community events
- Library and recreational facilities
- Socially vulnerable groups and organizations

4.2 Response Phase

The response phase includes any actions taken immediately before, during, or directly after a critical incident in order to minimize the potential or existing impacts of the incident.

4.2.1 Pre-Event

Some incidents may provide sufficient warning to allow for pre-event or precautionary measures. Depending on the likelihood of significant impacts, pre-event response may include:

- Public warning
- Evacuations
- Resource Mobilization
- Staging
- Mutual Aid Requests
- Proclamation of a Local Emergency

4.2.2 Emergency Response

Emergency response activities are actions taken during or immediately after a critical incident to reduce or minimize actual impacts. While these activities are often associated with traditional response units – fire, law enforcement, emergency medical service (EMS), and public works – the size and complexity may require support from additional governmental agencies, non-government organizations (NGOs), businesses, community and faith-based organizations (CBOs FBOs) and other partners.

During emergency responses, some incidents may escalate beyond the capabilities of field operation management that may necessitate the need for additional support and coordination requiring the activation of a Department Operations Center (DOC). When an incident or multiple incidents exceed the capabilities of a DOC, or when multiple department DOCs have been activated and more coordinated efforts are needed, the EOC should be activated.

When coordinating emergency response activities and prioritizing needs and objectives, the following hierarchy is utilized:

1. Life Safety
2. Incident Stabilization
3. Protection of property and infrastructure and restoration of essential services
4. Reduce impacts to the environment

Emergency response may include activities related to short-term recovery and often overlaps with long-term recovery operations.

4.2.3 Prolonged Emergency

In addition to continuing life and property protection; operations, mass care, relocation, public information, situation analysis, status and damage assessment operations will be initiated.

4.3 Recovery Phase

The Recovery Phase includes short and long-term activities focused on returning the community to pre-incident or improved conditions. In some situations, when a disaster declaration has been made, recovery activities may include the critical task of identifying, documenting and quantifying response and recovery costs eligible for reimbursement.

The Recovery Phase may begin during the Response Phase or as directed by the EOC Director. Depending on the incident the recovery process may be short or be a sustained operation lasting several years. A comprehensive recovery plan may provide more detailed actions for a prolonged recovery period. A separate and detailed Recovery Plan would contain specific procedures and protocols., roles and responsibilities. The EOP is intended to be used mostly during the response phase of an incident; it is not intended to be a comprehensive recovery plan. The City may set priorities and secure resources. The following actions may assist and facilitate recovery efforts:

- Conducting damage assessments
- Assessing housing needs – both support and solutions
- Issuing permits for repairs and demolition
- Debris removal

- Opening roadways and transportation routes
- Restoring utilities – water, electricity, gas, communications, sewer, internet, cable
- Opening local assistance centers (LACs)
- Restart government functions
- Coordinating efforts with Placer County OES
- Working with local businesses to restore operations
- Coordinating with County, State and Federal officials regarding financial recovery for the City
- Coordinate with County Public Health efforts for disasters that included health issues
- Identify and prioritize essential functions and services

Specific recovery efforts and organization may be detailed in the City’s Continuity of Operations Plan (COOP) and Recovery Plan.

4.3.1 Short-term Recovery

Short-term recovery operations begin during the response phase and may include activities such as the restoration of essential services, rapid debris removal, and the re-establishment of City services.

4.3.2 Long-term Recovery

Long-term recovery operations are often required to address extensive damage to infrastructure or widespread devastation. Activities include the restoration and reconstruction of public facilities and disaster response cost recovery.

The recovery period has major objectives that may overlap with other phases of the emergency management cycle, including:

- Reinstatement of family and individuals’ autonomy
- Provision of essential public services
- Permanent restoration of private and public property
- Identification of residual hazards
- Plans to mitigate future hazards
- Recovery of costs associated with response and recovery efforts
- Coordination of state and federal, private and public assistance

As the immediate threat to life, property, and environment subsides, the rebuilding of Roseville will begin through various recovery activities. Long-term planning efforts, including public safety and infrastructure sustainability, are included in the Roseville General Plan. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Examples of recovery activities may include:

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

4.3.3 Damage Assessment

Damage Assessment activities involves identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a

process known as Preliminary Damage Assessment (PDA) is employed to determine preliminary eligibility for certain state and federal financial assistance and reimbursement programs.

4.3.4 Disaster Assistance Programs

If the disaster is significant enough to warrant a gubernatorial and a presidential disaster declaration, additional state and federal assistance may become available. A local disaster proclamation does not automatically warrant the provisions of state or federal assistance. The City will have to qualify for these additional resources. If determined to be eligible, the City and its residents may be able to participate in state and federal disaster assistance programs for the following:

- Individuals – may be eligible for loans and grants for housing assistance programs (for homeowners and renters), and uninsured disaster-related necessities (including personal property, medical, dental, and transportation expenses). Other Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) programs include crisis counseling, disaster unemployment assistance, and legal services, may be available.
- Businesses – may be eligible for low-interest loans to assist with uninsured physical damaged through the United States Small Business Administration (SBA).
- Government – assistance may be available through state assistance under the California Disaster Assistance Act (CDAA), as well as sever federal programs including the FEMA Public Assistance (PA) Grant Program, and the Hazard Mitigation Grant Program (HMGP).
- Non-profit Organizations - assistance may be available through the state CDAA, as well as several federal programs including FEMA PA Grant Program for eligible non-profit organizations.

4.3.5 Recovery Documentation

Documentation is the key to recovering eligible response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs. Various state and federal assistance programs require different types of documentation for eligible costs and in addition to structural damage, may include staff time, equipment, and materials utilized in response to the incident. To support the maximum recovery of eligible reimbursement, City departments must identify and support internal mechanisms for tracking and documenting appropriate costs.

4.3.6 After Action Report

As part of the recovery phase, and in accordance with SEMS, the State of California requires any city declaring a local emergency for which the governor proclaims a state of emergency, to complete and transmit an after-action report to the California Office of Emergency Services (Cal OES) within 90 days of the close of the incident period. The after-action report should include the following information:

- Documentation of response activities
- Identification of problems and successes during emergency operations
- Analysis of the effectiveness of SEMS components
- Plan of action for implementing improvements
- Cal OES After-Action Questionnaire

4.4 Mitigation Phase

Preventing damage and losses from disaster includes those efforts known as mitigation activities. Mitigation efforts occur both before and following disastrous events. Post-disaster mitigation is part of the recovery process. Preventing, eliminating, or reducing the impact of hazards that exist within Roseville and that are a threat to life and property are part of the mitigation efforts.

The current Multijurisdictional Hazard Mitigation Plan identifies mitigation action items. These documents identify which department is the responsible as the lead managing these actions. The Mitigation Plan is reviewed annually and updated every five years.

A number of mitigation activities may include the implementation, augmentation or promotion of the following:

- Local ordinances and statutes (zoning ordinance, building codes, ordinances and enforcement)
- City of Roseville Hazard Mitigation Plan (2023)
- Structural measures
- Disaster, earthquake or flood insurance
- Public information and outreach and community relations
- Risk mapping
- Structural retrofitting
- Monitoring and inspection
- Land use planning
- General Plans
- Public outreach and education

4.5 Whole Community Approach

Roseville’s ability to respond and recover from significant emergencies and major disasters is highly dependent upon planning for the unique needs and specific requirements of the residents and non-resident, commuters, and visitors. To further identify and meet these needs, a “Whole Community” approach has been adopted to include and integrate community partners, neighbors, and other stakeholders in all phases of emergency management. Through these collaborative efforts, Roseville will become more resilient and better prepared to meet the needs of its residents and any daytime population increase, those with disabilities, access and functional needs and cultural consideration.

The City will include the Whole Community Approach when preparing for, responding to, recovering from, and mitigating against major emergencies and disasters.

4.5.1 Residents

Residents of Roseville play a fundamental role in emergency management by ensuring that they are prepared for emergencies and disasters. In most disasters, City residents will be the first to respond—family members caring for one another, neighbor helping neighbor. In a major disaster, residents may not have access to City services for days. Individual preparedness will ensure that the City’s limited resources can go where they are most needed.

The City recommends that all residents prepare for disaster by taking first aid and CPR training, maintaining disaster supplies of food and water, and safekeeping personal documentation (e.g., personal identification and individual medical records). These actions will better prepare residents to evacuate or shelter-in-place for up to a week. Those families or residents with disabilities and others with access and functional needs may require additional personal planning before, during, and after an emergency to accommodate their need for assistance with communication, maintaining health and medical supplies, independence, support and safety, or transportation.

4.5.2 Community Organizations / Volunteer Groups

Roseville has volunteer, community, and faith-based organizations that promote emergency preparedness and assist during emergencies and disasters. These organizations can play a vital role in assisting neighborhoods prepare for and assist with disasters and emergencies.

The use and incorporation of volunteer groups and their respective roles and responsibilities in the EOC will vary depending on the incident or event. The Director of Emergency Services or their designee will determine any inclusion for each incident or event.

4.5.3 Private Sector

Roseville has a vibrant business community that includes traditional retail, recreational, entertainment, and corporate businesses. The City engages with the private sector to better understand their needs, identify resources, and develop partnerships. Much of the City's private sector partners address preparedness planning internally as a way to minimize business disruptions and to support the wellbeing of their employees and also offer their resources and technical capabilities to the larger community. The City acknowledges this valuable support and will continue collaborative efforts with the private sector as a component of the overarching emergency management program. In its efforts to engage the private sector, the City may solicit agreements, arrangements, memorandums of understanding and the like with various business and or business groups, such as the Chamber of Commerce. The nature of these relationships and roles and responsibilities will be outlined any provisions and/or documents.

The inclusion of any private groups and their roles and responsibilities will be determined by the Director of Emergency Services or their designee.

4.5.4 People with Disabilities

People with disabilities often require additional planning and support to ensure they receive equal access and coverage as required under the Stafford Act as well as other state and federal legislation such as the Americans with Disabilities Act (ADA) of 1990. Covered disabilities are not always apparent and may include impairments of mobility, vision, and hearing as well as some cognitive disorders and mental illnesses. To meet the needs of these individuals, Roseville is committed to supporting efforts and activities designed to improve and validate capabilities in support of people with disabilities, including but not limited to:

- Notifications and warning procedures
- Evacuation, transportation and sheltering considerations
- Accommodations for service animals
- Accessibility to information

4.5.5 Individuals with Access & Functional Needs

In addition to people with disabilities, Roseville recognize that additional support may be necessary to support those with access and functional needs (State of California , 2016) (State of Cailifornia , 2019). These are not necessarily related to a specific condition, diagnosis, impairment and are based upon functional areas such as:

- Maintaining independence
- Effective communication
- Transportation
- Supervision
- Medical care

Individuals with access and functional needs may not have access to support networks outside of their immediate communities or be able to self-evacuate. As a result, they may have additional needs before, during, and after an incident. Those with functional needs often include children, the elderly, tourists, and other segments of the population, such as:

- People with disabilities
- People living in institutionalized settings
- People from diverse cultures
- People with limited English proficiency
- People without transportation
- People who are economically disadvantaged
- Women who are pregnant

4.5.6 Cultural Consideration

CA Senate Bill 160 (2019) charged Cal OES and local governments to address culturally diverse communities in its emergency planning efforts. In consideration, the City will consider communities in its planning efforts, including EOP reviews and updates. Culturally diverse communities may include:

- Race and ethnicity
- Indigenous people
- Communities of color
- Immigrant and refugee communities
- Gender
- Age (including the elderly and youth)
- Sexual and gender minorities
- People with disabilities
- Occupation and income level (including low-income individuals and unhoused)
- Education level
- People with no or limited English language proficiency
- Geographic location

4.5.7 Consideration for Pets and Animals

In 2006, the federal government passed the Pets Evacuations and Transportation Standards (PETS) Act as an amendment to the Stafford Act. The PETS Act directs state and local emergency preparedness plans

address the needs of individuals with pets and companion animals during a disaster or emergency. American Red Cross procedures allow for assigned service animals to accompany individuals.

Roseville works to include consideration for the needs of pets and companion animals in plans as appropriate. Placer County SPCA maintains shelters including mobile ones for various pets and can be potentially located near a designated shelter. Throughout Placer County there are numerous individuals and organizations (farms, ranches, and others) with large animals such as horses, cattle, sheep, goats, and/or pigs. Owners should make appropriate preparations (e.g., sheltering, transporting) in advance for their animals before an actual disaster occurs.

5.0 EMERGENCY OPERATIONS CENTER

Roseville operates an Emergency Operations Center (EOC) that provides a centralized location where emergency management coordination and decision-making occur and can support field operations during critical incident, major emergency, or disaster. When activated, the EOC provides support for a number of critical tasks related to communication, coordination, resource management and executive leadership.

Because of the nature of activities during an incident or event, access to the EOC may be limited to authorized personnel and/or specific city staff members only.

5.1 EOC Locations

The **primary EOC** location is: 116 S. Grant St., Roseville, CA

The **alternate EOC** location is: 1051 Junction Blvd., Roseville, CA

Alternate locations would be used when the primary EOC would or might be unsafe or unusable.

Situations and circumstances may arise in which staffing an in-person EOC fully or partially may be impractical or unwise, such as with the recent COVID-19 pandemic. Alternative staffing options may be considered and implemented and may include remote, virtual, or a combination of in-person and remote. Staff will be provided with appropriate tools, equipment, and training in order to perform their assigned responsibilities. The City's Director of Emergency Services will determine if alternate options will be implemented.

5.2 Activations & Deactivation

The EOC equipment is maintained by City's Emergency Management Team and may be used for coordination and monitoring activities at any time without the need for a formal activation. However, depending upon the need and circumstances, an official EOC activation may be appropriate to support a number of activities, including:

- Field response (disaster or major emergency)
- Pre-planned events (conventions, parade, city-wide event)
- Local proclamation of emergency
- Governor's declaration of emergency
- Presidential declaration of a national emergency
- State of War

The activation level and significance of the incident/event will determine who assumes the role of EOC Director. The City Manager would usually assume the role of EOC Director during a full activation.

For incidents or events that extend beyond an operational period (e.g., 12 hours) the City Manager may designate an alternate or replacement. This person could be the assistant city manager or one of the emergency services chiefs.

5.2.1 DOC Activation

A Department Operations Center (DOC) may activate at the discretion of a senior City Department official, such as fire, police, or public works, and may be based upon current or impending conditions that may substantially alter normal operations for a temporary time period. DOCs may also activate in support of EOC and field operations during a disaster.

A DOC may be managed by a senior department official and primarily supports field operations in operations, logistics, and planning.

5.2.2 EOC Activation Authority

The following municipal positions have the authority to activate the City’s EOC:

- Roseville City Manager
- Roseville Assistant City Manager
- Roseville Police Chief or designee
- Roseville Fire Chief or designee
- Roseville Emergency Management Coordinators

Individuals serving in an acting role or empowered to act on behalf the above positions may activate the EOC.

As situations and conditions warrant, City Manager will communicate appropriate information to the City Council of escalating or anticipated incidents or events which may have a significant impact on Roseville and efforts being made to address the situation.

EOC activation may occur based upon escalating incidents or in anticipation of an incident or event. Activation of multiple DOCs may warrant the activation of the EOC. DOC commanders should be communicating with respective department heads of current and projected situation status.

5.2.3 EOC Activation Levels

When the EOC is activated, the Placer County Operational Area OES/EOC will be notified.

The City may also establish Departmental Operations Centers (DOCs) for specific departments (e.g., Fire, Public Works or Police) as required to support field operations and coordinate other functions within their respective departments. Activation of multiple DOCs may warrant or necessitate the activation of the EOC.

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 (Minimum Positions)	Trigger Event/Situation (Examples)	Activities
Level 1 Full Staffing as needed	All positions (as required)	<ul style="list-style-type: none"> Large winter storm Terrorist incident Major earthquake Regional disaster Major wildland fire in urban interface 	<ul style="list-style-type: none"> Situational analysis Public information Response coordination Resource coordination Logistics support Recovery operations Sustained operations Reporting to state
Level 2 Partial Staffing	Management, EOC section coordinators branches, divisions, units, liaison/agency reps	<ul style="list-style-type: none"> Large-scale evacuations 2+ incident sites Severe weather warning Earthquake with minor damage Major scheduled event 	<ul style="list-style-type: none"> Situational analysis Public information Response coordination Resource coordination Logistics support Reporting to state
Level 3 Minimal Staffing	EOC coordinator	<ul style="list-style-type: none"> Small incident or event One site Potential threat of: <ul style="list-style-type: none"> Flood Severe storm Escalating incident 	<ul style="list-style-type: none"> Situational analysis Public information Response coordination Resource coordination Reporting to state

5.2.4 EOC De-Activation

The EOC Direction, after meeting with the Section Chiefs, will evaluate the EOC operational status and future operation needs. While the EOC Director may opt to close the EOC, the EOC may still be considered activated and minimally staffed by personnel who may be working from their respective work stations and/or remotely.

The EOC Director has the authority to De-activate the EOC. That decision may be based on various factors, such as incident/event status, termination of all field situations, staffing, among others.

The Planning Section is tasked with drafting a De-Activation plan.

Following the deactivation of the EOC, the City Manager will task the Emergency Management Team Coordinators with ensuring the completion of an After Action Report / Improvement Plan in accordance with SEMS guidance.

5.3 EOC Communication & Coordination

The EOC has the capability to communicate and coordinate with field personnel, incident commanders, DOCs, external stakeholders, volunteer community groups, and other government agencies.

Coordination with field elements from the EOC may be coordinated through relevant DOCs or directly with an Incident Commander. If a DOC is not activated, the Incident Commander may communicate directly with their department specific representative, sometimes located in the Operations Section of the EOC.

The EOC will communicate and coordinate with the Placer County EOC, when activated, or County OES, and other cities in the Operational Area. Affected cities will provide situational awareness and relevant resource status to the County EOC.

Communication may be by cell phone, internet, or other viable means.

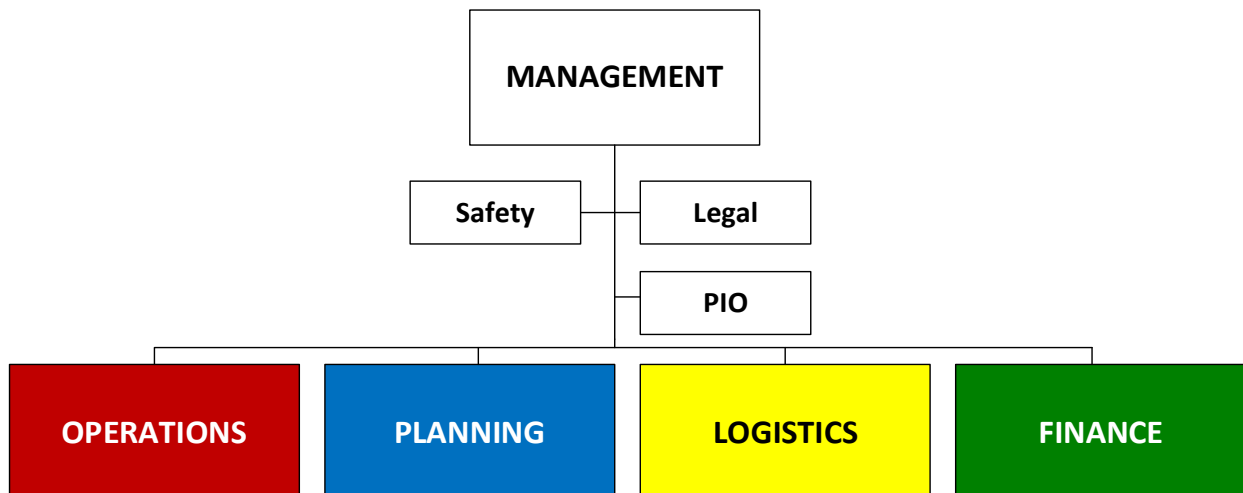
Additionally, the EOC may communicate with designated volunteer community groups may occur through alternative methods such as amateur radios.

5.4 EOC Structure – Hierarchy of Command and Span-of-Control

The essential ICS functions in SEMS and NIMS are identified as “sections” in the EOC:

- **Management**—Responsible for overall emergency policy and management coordination; other responsibilities of the management staff include public information, EOC safety and security, legal review of proclamations and other similar actions, and liaising with other agencies
- **Operations**—Responsible for supporting operations, coordinating emergency response efforts and shelter operation support
- **Planning**—Responsible for collecting, evaluating, and disseminating information; assists in developing emergency action plan; responsible for collecting all documentation material; planning also includes intelligence-gathering such as weather information
- **Logistics**—Responsible for providing facilities, services, personnel, equipment, materials, and resources
- **Finance**—Responsible for financial expenditures, records, and other administrative aspects

All other functions are organized as branches, groups, or units within these sections. Only functional elements that are required to meet current objectives will be activated. Below is a sample ICS chart that can be expanded or reduced based on the scale and extent of an incident.



Management of personnel within the EOC will be accomplished through the assignment of section chiefs (general staff) to the operations, planning, logistics, and finance functions. Section chiefs report to the EOC Director in the management section. Management staff consists of such positions as safety, legal, public information officer (PIO), and others.

5.5 Emergency Action Plans

At local, operational area, regional and state levels, the use of EOC action plans (EAP) provide designated personnel with knowledge of the objectives to be attained and the steps required for achievement. Action plans give direction and provide a basis for measuring achievement of objectives and overall system performance in the EOC. The EOC Director will determine and direct the drafting of EAPs. The Planning Section shall be responsible for overseeing EAPs development and drafting.

Planning strategy may include the incorporation of the “Planning P” as presented in the appendix to this EOP. The Planning P provides planning guidance during EOC activations.

6.0 EMERGENCY DECLARATIONS

6.1 Local Proclamation

California Government Code allows a local emergency to be proclaimed by a city council or designed official by city council.

If the City of Roseville determines that the effects of an emergency are or may exceed the capabilities of local resources, a local emergency can be proclaimed. Roseville municipal code has empowered the City Manager to issue a proclamation for the city. Roseville Municipal Code and the California Disaster Assistance Act specify the requirements for proclaiming and, when necessary, maintaining, a local emergency. Compliance to the California Disaster Assistance Act (CDAA) (State of California, 2015) is required in order for the City to qualify for assistance.

6.2 State of Emergency

After a proclamation of a local emergency, the governing body, having determined that local resources are not sufficient to mitigate the situation, may request by letter or resolution that the Governor proclaim a state of emergency in the area to fully commit state and mutual aid assistance and provide resources to assist local government.

To support its request for a gubernatorial proclamation, it is essential that the City forward an estimate of damage and financial loss to Cal OES through the Placer County OES as quickly as possible. Estimates of loss are an important part of the criteria that Cal OES considers when making a determination to proclaim a state of emergency and request a Presidential Declaration of Emergency or Disaster. A copy of the request for a Governor’s proclamation, with the following supporting data, must be forwarded, to the Placer County OES Director for transmission to the Cal OES Director:

- Copy of the local emergency proclamation
- Initial damage estimate summary that estimates the severity and extent of the damage

Cal OES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor’s proclamation, Cal OES prepares the proclamation.

The Governor may also proclaim a state of emergency without a local request if the safety of persons and property in the state are threatened by conditions of extreme peril, or emergency conditions are beyond the emergency response capacity and capabilities of local authorities. Local damage assessment documentation and submission may be required for reimbursement.

6.3 State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever the state or the nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent. The provisions of the Governor granted under a State of War Emergency are the same as those granted under a State of Emergency.

6.4 Presidential Declaration

Following the proclamation of a state of emergency, the Cal OES Director may recommend that the Governor request a Presidential Declaration of a major disaster under the authority of Public Law 93-288. The Governor’s request to the president is submitted through the FEMA. Supplementary justification data may be required to accompany the state and local proclamations and Initial Damage Estimate.

7.0 PUBLIC INFORMATION

During a major emergency, disaster, or significant event providing residents and the public with useful and updated information is essential. The EOC Public information Officer (PIO) will oversee messaging during an EOC activation. If the EOC is not activated, then either the lead department or City’s PIO will be responsible.

7.1 Alerts and Notifications

During an incident, the City will utilize various communication tools to disseminate information and directions to its residents. Notifications may be coordinated with neighboring agencies and/or the County. Recognizing that some residents may have limited language abilities and/or access or functional needs, the City will strive to address communication in various forms including, but not limited to, additional languages, relay services, TTY, alternative text. Communication tools include but are not limited to:

- Social media
- City alert system (Placer County Alert)
- City website
- Local news stations
- Volunteer and neighborhood groups and community or faith-based organizations

Public Education can be a useful tool to prepare residents in advance of incidents – how to prepare for, react to, and recover from various situations.

7.2 Joint Information System

The Joint Information System (JIS) is the broad mechanism that organizes, integrates, and coordinates information to ensure timely, accurate, accessible, and consistent messaging activities across multiple jurisdictions and/or disciplines with the private sector and Non-governmental organizations (NGOs).

It includes the plans, protocols, procedures, and structures used to coordinate and share public information. Federal, State, tribal, territorial, regional, local, and private sector PIOs and established Joint Information Centers (JIC) at each level of SEMS are critical elements of the JIS.

The County / Operational Area may orchestrate JIS activities for larger or countywide incidents and events

7.3 Joint Information Center

The Joint Information Center is the central location that facilitates the operations of the JIS during an emergency. This location houses personnel with public information responsibilities from multiple agencies, departments, and other local governments. They perform critical emergency information functions, crisis communications, and public affairs functions.

A JIC will be established at a suitable location in close proximity to provide for effective management of Public Information functions. When activated, the JIC will be staffed by personnel trained to conduct Public Information activities, including coordinating inter-jurisdictional media releases and management of rumor control and community communications functions. Regardless of where the JIC is established, Public Information functions will continue to be managed from the EOC.

8.0 CONTINUITY OF GOVERNMENT

Continuity of Government (COG) is an essential function of emergency management and is vital during an emergency/disaster situation. Continuity of government is defined as the preservation, maintenance, or reconstitution of the civil government's ability to carry out its constitutional responsibilities. All levels of government share a constitutional responsibility to preserve the life and property of their citizens. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

A major emergency or disaster could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major emergency, law and order must be preserved and essential government services must be maintained. To this end, it is particularly essential that local units of government continue to function.

8.1 Line of Succession

The lines of succession for essential City positions are listed below; the list does not include all City departments. In the absence of the person assigned as primary, their alternate is tasked and charged with

the authority to function in the primary person’s absence and until the primary relieve the alternate and resumes their role and responsibility.

Primary City Position	Alternate
Mayor	<ul style="list-style-type: none"> • Vice Mayor
City Manager	<ul style="list-style-type: none"> • Assistant City Manager • Assistant City Manager
City Attorney	<ul style="list-style-type: none"> • Assistant City Attorney
Development Services Director	<ul style="list-style-type: none"> • Planning Manager • Development Services Manager
Police Chief	<ul style="list-style-type: none"> • Police Captain - Operations • Police Captain - Services
Fire Chief	<ul style="list-style-type: none"> • Assistant Chief • Division Chief – Operations
Public Works Director	<ul style="list-style-type: none"> • Assistant Public Works Director
Information Technology Director	<ul style="list-style-type: none"> • Assistant Director- Infrastructure Solutions • Assistant Director- Innovation Services
Chief Financial Officer	<ul style="list-style-type: none"> • Assistant Finance Director
Economic Development Director	<ul style="list-style-type: none"> • Economic Development Manager • Housing Manager
City Clerk	<ul style="list-style-type: none"> • Assistant City Clerk
Parks, Recreation & Libraries Director	<ul style="list-style-type: none"> • Park Planning and Development Manager
Electric Utility Director	<ul style="list-style-type: none"> • Chief Operating Officer
Environmental Utilities Director	<ul style="list-style-type: none"> • Assistant EU Director - Water and Wastewater • Assistant EU Director - Solid Waste and Support

8.2 Director of Emergency Services

The municipal code designates the City Manager as the Director of Emergency Services. The director may create an assistant director to be confirmed by the city council.

8.3 Emergency Organization

“All officers and employees of this city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 9.28.060, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the city.” (City of Roseville, 2022)

8.4 Essential Facilities-Alternate Government Facilities

In the event an alternate location is needed to perform the day-to-day governmental functions, staff will be notified to report to one of several identified governmental facility locations where those functions can be carried out. Based upon current conditions and situation status, the alternate location will be determined by the department head or senior City official.

8.2 Preservation of Vital Records

In Roseville, the City Clerk is charged with and responsible for managing the preservation of vital City records. Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Example documents may include:
 - Vital statistics and public records
 - Land and tax records
 - License registers
 - Articles of incorporation
 - Payroll information
 - Contracts and leases
 - Plans, policies, and procedures for critical processes
 - Ordinances and resolutions
- Conduct emergency response and recovery operations. Example documents may include:
 - Utility system maps
 - Locations of emergency supplies and equipment
 - Emergency operations plan and procedures
 - Personnel rosters
- Re-establish normal governmental functions and protect the rights and interests of government. Example documents may include:
 - Constitutions and charters
 - Statutes and ordinances
 - Court records
 - Official proceedings
 - Financial records

Each department within the City should identify, maintain, and protect its own essential records, plans, procedures, documents, and other important operating functions and coordinate efforts with the City Clerk.

9.0 PLAN DEVELOPMENT AND MAINTENANCE

The City’s Emergency Management Team Coordinators are responsible for the review, revision, management and distribution of the EOP.

The EOP's Basic Plan is subject to periodic formal approval by the City Council, whereas Appendices and Annexes may be revised as needed and are not subject to formal review and City Council approval.

The EOP Basic Plan, Appendices, and Annexes will be reviewed annually by the Emergency Management Team Coordinators. The Basic Plan may be modified at any time as a result of a post-incident or post-exercise evaluation, or changes in responsibilities, laws, guidance, or regulations. Changes to the Basic Plan would require readoption by the City Council.

Annexes will be reviewed at least annually or sooner as conditions, responsibilities, guidelines and the like warrant or require. Additional annexes may be added following review by the City's Emergency Management Coordinators.

During Basic Plan and Annex reviews, the City will consider and incorporate suggestions, procedures, protocols that include, but not limited to, socially vulnerable groups, disabled or access and functional needs, cultural considerations, language, among others. During the review process, the City may include representatives from these groups to participate, provide input, and/or review the process.

10.0 AUTHORITIES AND REFERENCES

10.1 Local Authorities and References

- City of Roseville Municipal Code
- City of Roseville
- Placer County Office of Emergency Services
- Placer County Emergency Operations Plan
- Roseville Hazard Mitigation Plan

10.2 State Authorities and References

- California Government Code
- California Emergency Services Act
- California Disaster Assistance Act
- California Code of Regulations
- California Governor’s Office of Emergency Services
 - Standardized Emergency Management Systems Guidelines
 - Cal OES EOP Crosswalk (2020) local government
 - State of California Emergency Operations Plan
 - California Disaster and Civil Defense Master Mutual Aid Agreement
 - Orders and Regulations that may be promulgated by the Governor during a State of Emergency or a State of War Emergency
 - California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster Response Assistance with California’s Standardized Emergency Management System

10.3 Federal Authorities and References

- National Fire Protection Association (NFPA)
- Federal Emergency Management Agency (FEMA) / Department of Homeland Security
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707
- Pets Evacuation and Transportation Standards Act of 2006
 - National Incident Management System (NIMS)
 - National Response Framework (NRF)
 - Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG)
 - Homeland Security Presidential Directives (5, 8)

GLOSSARY AND ABBREVIATIONS

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency’s role in response to the emergency.

ADA: American with Disabilities Act

After Action Report (AAR): A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency that requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) which offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility of incident mitigation); or assisting by providing resources.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency’s participation at the incident or at the EOC.

American Red Cross: A nationwide volunteer agency that provides disaster relief to individuals and families.

Available Resources: Incident-based resources that are available for immediate assignment.

Cal OES: The California Governor’s Office of Emergency Services.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

CBO: Community based organization

CDA: California Disaster Assistance Act

CERT: Community Emergency Response Team – a volunteer group organized by a local government to assist during an emergency and/or disaster.

Chain of Command: A series of management positions in order of authority.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

COOP: Continuity of Operations Plan

Coordination: The process of systematically analyzing a situation, developing relevant information and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

Cultural competence: The ability to understand, value, communicate with, and effectively interact with people across cultures in order to ensure that the needs of all community members are addressed, with priority given to “culturally diverse communities.” “Cultural competence” includes, but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

Culturally diverse communities: Includes, but is not limited to, race and ethnicity, including Indigenous peoples, communities of color, and immigrant and refugee communities; gender, including women; age, including the elderly and youth; sexual and gender minorities; people with disabilities; occupation and income level including low-income individuals and the unhoused; education level; people with no or

limited or no English language proficiency; as well as geographic location.

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed.

Department Operations Center (DOC): A location used by a distinct discipline, such as fire, medical, hazardous materials, or a unit, such as Department of Public Works, Department of Health or local water district to manage and coordinate their departmental response functions in a disaster. Department operations centers may be used at all SEMS levels above the field response level, depending upon the impact of the emergency.”

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

DSW: Disaster Service Worker

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake or other conditions.

Emergency Management Lead: City’s emergency management program staff/committee lead

EMS: Emergency Medical Service

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan (EOP): The plan that each jurisdiction has and maintains for responding to relevant threats and hazards that defines the emergency management organization, structure and coordination.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall wellbeing of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency operations plan (EOP).

FBO: Faith based organization

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Emergency Management Agency

(FEMA): This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

First Responder: This term refers to individuals whose organizations specific and primary responsibility is to respond to life safety incidents.

Hazard: Natural or man-made source of danger or difficulty to people or property.

Hazardous Material (Hazmat): A substance or combination of substances, which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazard Mitigation: A cost-effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Plan (HMP): The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards, including the actions needed to minimize future vulnerability to identified hazards.

HSEEP: Homeland Security Exercise and Evaluation Program

Incident: An occurrence or event, either human-caused or by natural phenomena that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or the environment.

Incident Action Plan (IAP): The plan developed at the field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

IPP: Integrated Preparedness Plan – a plan that outlines a schedule of emergency management and related training courses for EOC and other support staff as well as a calendar of scheduled EOC and similar exercises.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

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

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political

subdivision and required the combined forces of political subdivisions to combat.

Logistics: Providing resources and other services to support incident management.

Mitigation: Pre-event planning and actions that aim to lessen the effects of potential disaster.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Region: A subdivision of Governor’s Office of Emergency Services established to assist in the coordination of Mutual Aid and other emergency operations within a geographic area of the state, consisting of two or more county (operational) areas. Sonoma County is in Mutual Aid Region II.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, tribal, and local capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response,

and recovery plans into one all- discipline, all-hazards plan.

NWS: National Weather Service

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Office of Emergency Services: an office that coordinates emergency response and management and resource support either at the local, county, or state level.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county’s geographic borders. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of Mutual Aid and information within the defined area. The operational area concept is the backbone of SEMS.

Plan: As used by OES, a document that describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves

efforts at all levels of government and between government and private- sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Public Information Officer (PIO): The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

RFD: Roseville Fire Department

RPD: Roseville Police Department

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs that provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Response: Activities to address the immediate and short- term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and the environment, stabilize communities and meet basic human needs following an incident. Based on the requirements of the situation, response assistance will be provided to an affected State under the National Response Framework using a partial activation of selected Emergency Support Functions (ESF) or full activation of all ESF to meet the needs of the situation.

Risk: Potential for an unwanted outcome resulting from an incident, even, or occurrence, as determined by its likelihood and associated consequences.

Special District: A unit of local government (other than a city, county, or city and 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.

Stafford Act: Robert T. Stafford disaster Relief and Emergency Assistance Act, PL 100-707, signed into law February 23, 1988; amended the Disaster Relief Act of 1974, and the Sandy Recovery Improvement Act of 2013.

Standard Operating Procedures (SOP): A set of instructions having the force of a directive, covering those features of operations that lends themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular will be carried out.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operation Area, Region and State.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot,

Threat: An indication of possible violence, harm, or danger.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass.

Vulnerability: Physical feature or operational attribute that renders and entity open to exploitation or susceptible to a given hazard.